

# Regulations

## Committee for Training



<b>Authorising Committee:</b>	Board
<b>Responsible Committee:</b>	Education Committee
<b>Document Code:</b>	<b>REG EDT Committee for Training</b>

### Background

The Committee for Training (CFT) is responsible for the implementation and review of Fellowship training regulations. In September 2013, the Board approved a new education governance model to take effect from May 2014. The CFT Regulations have been updated to reflect the new model.

### 1. ROLE

Responsible directly to the Education Committee, the role of the Committee for Training is to:

- Oversee and administer the regulations of the College's Fellowship training program(s) and Certificates of Advanced Training in subspecialty areas as approved by the Board
- Liaise with the Secretariat to implement and monitor the operation of the training program
- Oversee all activities of its constituent advanced training subcommittees, other subcommittees and working parties in terms of their respective composition, function and budget.

### 2. RESPONSIBILITIES

The Committee for Training shall be responsible for:

- a) Establishing policies and procedures (in accordance with delegated authority) to allow the Committee to regulate psychiatry training
- b) Considering policy matters in relation to training for recommendation to the Education Committee
- c) Determining the criteria and standards of performance to satisfy the rules and processes of the College from time to time and in particular the RANZCP Fellowship Training regulations as may be amended
- d) Overseeing the experience required for postgraduate training in psychiatry
- e) Determining whether the experience that trainees receive meets the requirements as set out in the Regulations and processes of the College
- f) Involving and advising branch training committees, branches and subcommittees of advanced training and trainees on procedural changes
- g) Overseeing all aspects and coordination of Basic Training, Advanced Training, and Stage 1, 2 and 3 training other than those deemed to be the responsibility of the branch training committee or subcommittees for advanced training
- h) Receiving reports from the Accreditation Committee on the accreditation of training programs and comment as required
- i) Monitoring the progress of trainees involved in the College's training programs
- j) Establishing, managing and participating in subcommittees and working groups for specific purposes determined by the Committee and approved by the Education Committee
- k) Recommending any additional committees or working parties which would benefit by the appointment of a member to serve on that committee

- l) Undertaking all other activities necessary or convenient for its purpose in oversight of the physical, financial and training resources required to support and develop training endeavours as the Education Committee and the Board may approve
- m) Development and implementation of an annual work plan.
- n) Identifying and managing risks associated with the Committee, in accordance with the College Risk Management Policy, and for reporting high level risks to the Corporate Governance and Risk Committee through the Education Committee

Notwithstanding any of the above, the Education Committee may determine, with recommendation from the Committee for Training that any trainee may be deemed exempt from any part of the training and/or examinations process, or may be excluded from further training or examination subject to delegated authority.

### **3. REPORTING RELATIONSHIPS**

- a) The Committee for Training shall report on its activities to each meeting of the Education Committee. The Committee shall provide its most recent face-to-face minutes to each meeting of the Education Committee
- b) The Committee shall be represented on the Education Committee by the Chair of the Committee for Training who will be an ex-officio member of the Education Committee
- c) The Committee will work closely with the Chief Executive Officer and senior management to ensure its responsibilities are met.

### **4. COMPOSITION / MEMBERSHIP**

Membership of the Committee will comprise:

- A Chair (Fellow)
- A Deputy Chair (CFT member - Fellow)
- Chair (or nominated representative) of each of the branch training committees and the New Zealand National Training Committee
- Chair of each of the subcommittees for advanced training
- Chair, Directors of Training (DOTs)
- DOTs (non-voting)
- A Fellow representing the Committee for Examinations
- A Fellow representing the Committee for Specialist International Medical Graduate Education
- A Fellow representing the Accreditation Committee
- An Aboriginal and/or Torres Strait Islander peoples representative
- A Māori representative
- A member representing the Trainee Representative Committee (TRC)
- The Executive Manager responsible for the Education portfolio (or nominee) will be in attendance at the meetings.
- The Committee shall include appropriate representation from Australia and New Zealand (at a minimum of one member from each).
- The Committee shall endeavour to achieve appropriate gender balance.
- Voting membership of the Committee is restricted to Fellows of the College and the Trainee Representative, or their delegate.

*Due to the operational nature and frequency of teleconference meetings, the following committee members are only required to attend face-to-face meetings where wider policy issues are discussed:*

- *DOTs (non voting)*
- *Committee for Examinations representative*
- *Committee for Specialist International Medical Graduate Education representative*
- *Accreditation representative*
- *Aboriginal and/or Torres Strait Islander peoples representative*
- *Māori representative*
- *Trainee Representative*
- *Chair, of each subcommittee of advanced training*

## **5. ELECTIONS AND APPOINTMENTS**

### **Chair**

- a) The Chair shall be elected by the Board from amongst the Fellows of the College, upon the recommendation of the Education Committee.
- b) The term of office for the Chair shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date, when a successor is elected.
- c) The Chair must be willing to serve for a minimum period of one year and will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. six years.
- d) The Chair will be a member of the Education Committee (ex-officio).

### **Deputy Chair**

- a) Upon the formation of the Committee, the Deputy Chair shall be appointed by the Education Committee from amongst the member of the Committee for Training. The appointment will be based on merit and recommended by the Committee for Training. The appointment shall be ratified by the Board.
- b) The term of office for the Deputy Chair shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date, when a successor is elected.
- c) The Deputy Chair must be willing to serve for a minimum period of one year and will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. six years, being further limited by the term of office relevant to their constituent committee.

### **Ex-officio members**

- a) The Chair of each branch training committee, the New Zealand National Training Committee, the Chair of each of the subcommittees for advanced training and Chair of DOTs will be appointed as an ex-officio member of the Committee for Training.
- b) Ex-officio committee members may be replaced by a member of their respective committee. The term of the office of an ex-officio member shall coincide with the term on their respective committee. Any person replacing an ex-officio member, shall coincide with the ex-officio's term. In no case shall any member serve a term longer than the three years with a maximum of two (2) consecutive terms.

### **Trainee Representative**

- a) Nominations are called from amongst the trainees of the College, endorsed by the Trainee Representative Committee (TRC) and then appointed by the Education Committee'. To nominate, the trainee does not need to be a member of the TRC.
- b) The process for nomination, endorsement and appointment is in accordance with the Procedure for appointment of trainees to College committees.
- c) The term of office shall be the same as a trainee's term on the TRC and shall commence from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date when a successor is appointed.
- d) The trainee representative will be eligible for re-appointment to this position to serve a maximum of five (5) consecutive years.
- e) In the event that the trainee is admitted to Fellowship during their term on the Education Committee they may complete their annual term, but they not eligible for election thereafter.
- f) In the event of the resignation of the representative a call for nominations for a casual vacancy to fill the vacancy for the remainder of the term will be made. Appointment will be made in consultation with the TRC and the Education Committee. Nominations will be called for from current trainees.
- g) Upon appointment to the Committee for Training, the trainee representative shall provide a written report (on the approved TRC report template) to the TRC in relation to their representation on the Committee for Training.

### **Co-opted Members**

- a) The Committee may co-opt additional members with particular specified knowledge and/or expertise from time to time, The number of co-opted members shall be a maximum of two (2). The need for co-opted members shall usually be reviewed by the Committee each three (3) years at the time of elections to the Committee, but may be reviewed more frequently as considered necessary
- b) Co-opted members would be expected to maintain confidentiality of the meeting's proceedings
- c) Co-opted members of the Committee shall not have voting rights.

### **Observers**

- a) The Committee may invite persons from time to time to attend some or parts of a Committee meeting as an Observer
- b) Observers would be expected to maintain confidentiality of the meeting's proceedings
- c) The number of observers will be at the discretion of the Committee
- d) Observers shall not have voting rights
- e) The need for observers shall be reviewed by the Committee each year.

### **Casual Vacancies**

- a) In the event of the resignation of the Chair, whose term is not due to finish for 12 months or more, a call for nominations from the College Fellowship shall take place. The interim Chair shall be appointed by the Board on the recommendation of the Education Committee
- b) In the event of the resignation of the Chair, whose term is due to finish within 12 months, the Deputy Chair will fill the Chair role, as a casual vacancy for the remainder of the term
- c) In the event of the resignation of the Deputy Chair, whose term is not due to finish for 12 months or more, a call for nominations from the Committee for Training membership shall take place. Nominations will be appointed by the Education Committee and noted by the Board
- d) In the event of the resignation of a Deputy Chair, whose term is due to finish within 12 months, the Education Committee will appoint a casual vacancy for the remainder of the term from the Committee for Training. The appointment will be noted by the Board

- e) In the event of the resignation of the TRC Representative the appointment will be made in consultation with the TRC and in accordance with casual vacancy appointment processes
- f) Any casual vacancy appointment shall be for the remainder of the term
- g) A person appointed as a casual vacancy shall be eligible for appointment in accordance with this Regulation. For the purposes of this Regulation, the period of time served as a casual vacancy shall not be counted as a period of membership.

## **6. POWERS & DELEGATION**

- a) The Committee shall observe any regulations or directions that may from time to time be imposed upon it by the Board
- b) The Committee shall provide advice and recommendations to the Education Committee and act within the Committee's schedule of delegations
- c) Pursuant to Article 8.2 of the Constitution:
  - a) "The Board may delegate any of its powers (other than that of delegation) to Boards or Committees comprising persons appointed by the Board"
  - b) "The Board may revoke any delegation of its powers by ordinary resolution"
  - c) Any Committee exercising the delegated power of the Board shall comply with all Regulations and any conditions or limitations that may be imposed by the Board.

## **7. LIMITATION ON POWERS**

Pursuant to Article 14.1, 14.3, 14.4 and 14.5 of the Constitution:

- a) "The Board may establish committees comprising such persons as the Board determines or otherwise determined in accordance with the Regulations"
- b) "The Board shall determine the powers and duties of each Committee (its "Terms of Reference") and each Committee shall in the exercise of its powers comply with the Regulations or its Terms of Reference"
- c) "Unless specifically provided for in the Regulations or its Terms of Reference, a Committee may not make any determination of policy for the College, but may provide advice to the Board on any area falling within its Terms of Reference to assist the Board"
- d) "Each Committee shall make such reports and recommendations to the Board as the Board reasonably requires".

## **8. COMMITTEE SUPPORT**

The Committee for Training shall be supported by the staff of the College. The Executive Manager responsible for the Education portfolio (or nominee) and Manager responsible for the CFT will be in attendance at the meetings. Other staff members may be requested to attend on an as required basis.

## **9. REVIEW**

- a) Pursuant to Article 14.8 of the Constitution, "the Board shall review the need for each Committee and the members thereof at least every two (2) years"
- b) These Regulations shall be reviewed two (2) years from commencement.

## **10. OPERATION OF THE COMMITTEE FOR TRAINING**

### **9.1 Meetings**

- a) The Committee may meet for the transaction of business and adjourn and otherwise regulate its meetings as it thinks fit, taking into account budget implications. The Committee shall only meet face-to-face up to two (2) times a year and within budget requirements
- b) Meetings of the Committee may be in person, by telephone or other telecommunications or electronic means at the discretion of the Chair

- c) The Chair may convene a meeting of the Committee by written notice to members of the Committee. An agenda shall be circulated in advance of the meeting
- d) Supervision of the day to day business of the Committee shall be the responsibility of an operational group comprising the Chair, Deputy Chair, BTC Chairs (or nominee), DOT Chair (or nominee), and a representative of the SATs to be responsible for carrying into effect the resolutions and directions of the Committee and to act on its own behalf between face to face meetings.

### **9.2 Meeting Attendance**

- a) If a Chair is unable to attend three consecutive Committee meetings, the Chair should raise this with the Chair of the relevant parent committee and/or the appropriate Board constituent Committee Chair.
- b) It is expected that a Committee member will attend all meetings of the Committee. However, it is acknowledged by the College that an individual's work and family commitments/responsibilities may prevent a member from attending a meeting.
- c) If a Committee member is unable to attend a meeting, the Chair and/or relevant staff member should, where possible, be advised two weeks in advance of the meeting (for quorum purposes).
- d) Non-attendance at three consecutive meetings will be reviewed by the Chair in consultation with the individual member concerned. If it is agreed that the Committee member needs to step down from the committee, a casual vacancy shall arise.

### **9.3 Notice of Meeting**

- a) At least 24 hours' notice of a meeting of the Committee must be given to each Committee member specifying the place, time and date of the meeting
- b) Notice may be given in writing, by email, by fax, by telephone or other electronic and appropriate means.

### **9.4 Chair**

- a) The Chair shall preside at all meetings of the Committee
- b) If the Chair is not present at any meeting of the Committee within fifteen minutes after the time appointed for holding the meeting, the members present shall elect a Committee member present to be Chair of the meeting
- c) The Chair will ensure that due emphasis is given to continuing cross committee liaison between itself and other pre-fellowship committees constituted from time to time.

### **9.5 Quorum**

- a) Quorum of the operational group of the CFT will be the Chair, Deputy Chair, Director of Training (DOT) Chair, a New Zealand Fellow and one Branch Training Committee (BTC) Chair or their nominee
- b) For items involving a change or establishment of policy/procedure/process or matters of great complexity, as determined by the Chair, the quorum for a meeting shall be 50% whether held face-to-face, via teleconference or out-of-session by email vote. Decisions will be recorded in the minutes and circulated within the College's usual processes.
- c) For items which are deemed to apply an already approved policy/procedure/process to a set of facts or extending an established decision, the Chair in consultation with any other committee members present (face-to-face, teleconference or email), shall make the decision, in consultation with the Senior Manager, or Chief Executive Officer. Decisions will be recorded in the minutes and circulated within the College's usual processes.
- d) The Committee may act notwithstanding any vacancy on the Committee.

## **9.6 Proxies**

- a) Committee members are only able to appoint a proxy to attend a meeting on their behalf if the position held by the member on the Committee is a representative position. The appointed proxy must be a member of the Committee they are representing
- b) The onus is on the Committee member to advise the Chair, in advance of the meeting, of their proxy's details
- c) A proxy has the same voting rights as the person they are replacing.
- d) A proxy may only receive the meeting papers for the meeting they are attending.

## **9.7 Voting**

- a) All Committee members, except co-opted members, observers and those without authority to vote, shall have full voting rights
- b) Decisions arising at a meeting of the Committee shall be decided by a majority of votes of members present and voting
- c) A decision by a majority of the members present and voting is for all purposes a decision of the Committee
- d) The Chair of the meeting has a casting vote in addition to a deliberative vote where there is an equality of votes.

## **9.8 Written Resolution**

For out of session approval by electronic mail by 50% of all members (other than any member on leave of absence) is taken to be a decision of the members passed at a meeting of the Committee duly convened and held.

## **9.9 Minutes of Meetings**

- a) A written record of all proceedings of Committee meetings shall be kept by the College
- b) Draft minutes of all face-to-face meetings should be promptly circulated to all Committee members
- c) The minutes of the Committee's meeting will be submitted to the Education Committee meeting held immediately following the Committee's meeting.

## **9.10 Defects in Appointment or Qualification of a Member**

All acts done in good faith by a meeting of the Committee or by any person acting as a Committee member will be valid and effective notwithstanding that it is afterwards discovered that there was some defect in the appointment of that person or that the person was disqualified from acting for any reason.

## **9.11 Conflict of Interest and Confidentiality**

- a) All people attending a meeting of the Committee must declare any conflicts of interest to the Chair. Once a conflict of interest has been declared, the individual concerned may be excluded from the discussion and/or voting at the discretion of the Chair
- b) Each member of the Committee including co-opted members, community members, proxies and observers must sign a Deed of Undertaking in Relation to Confidentiality and Conflict of Interest
- c) The Deed is valid for the period of time the member is part of the Committee and after they have finished on the Committee, particularly in relation to confidentiality
- d) All signed Deeds must be forwarded to the College's Governance Officer.

## **9.12 Other Committees of the Committee for Training**

The Committee for Training may establish Subcommittees or Working Groups. This must occur in consultation with the relevant General or Executive Manager. Approval to establish a Subcommittee or Working Group must be sought from the Finance Committee (for budget purposes), the Corporate Governance and Risk Committee (CGRC) and the Board.

### **9.13 Financial responsibility**

- a) The Committee for Training must develop an annual budget based on the budget process developed by the College in conjunction with the College's Finance Department
- b) The Committee for Training is required to operate in accordance with College Policy and within the budgetary constraints as determined by the Board. Any spending above and beyond the allocated budget requires explicit authorisation as per the College's delegation of authority Policy.

### **10. MEDIA & AUTHORISED STATEMENTS**

- a) With respect to making media or other external comment or representation, the College's Media and Communications Policy (available on the RANZCP website) should be consulted and adhered to
- b) Pursuant to Articles 8.4.1 and 8.4.2 of the Constitution, "the President or the Board may authorise any Committee or individual to represent the College before any government or governmental body or committee or to make statements or express views on behalf of the College. The authority may be given generally or for a specific situation and may be given on such conditions as the President or the Board thinks fit. Unless duly authorised to do so under this Article, no Member may make any statement or express any view which purports to be a statement or view of the College or as having been made or expressed on behalf of or with the concurrence of the College"
- c) The Board is authorised to nominate RANZCP Members to comment to the media in accordance with their expertise. The Board may authorise Committee/ Branch/ Faculty/ Section/ or Special Interest Group Chairs to comment on certain issues.

### **11. INTERPRETATION**

- The Regulation shall be known as the "Committee for Training Regulations"
- "Article(s)" means an article or clause of the Constitution
- "Affiliate" means a Member admitted pursuant to Article 3.5 of the Constitution
- "Associate" means a Member admitted pursuant to Article 3.4 of the Constitution
- "Board" means the board of the College established under the Constitution, each member of which shall be a Director of the College
- "Casual Vacancy" means a position that becomes vacant before the expiration of the term for which the holder was elected. A successor shall, if the term has not then expired, be appointed to hold the place from the date of his/her appointment until the expiration of the original term or the next election/appointment period (whichever is first). The period of time served as a casual vacancy shall not be counted as a period of office. A Casual Vacancy has voting rights
- "Co-opted" means a person that has been co-opted for their area of expertise or knowledge of a particular area. A co-opted member is a nonvoting member
- "College" or RANZCP means The Royal Australian and New Zealand College of Psychiatrists
- "Constitution", means the Constitution of The Royal Australian and New Zealand College of Psychiatrists
- "Election Year" means the year the College Constitution came into effect and every second year thereafter
- "Ex-officio" means a member of a body, (Committee, Section etc.) who is part of it by virtue of holding another office. Ex-officio (excepting College staff) members are voting members
- "Elected" means the formal election process undertaken to elect a member. Call for nominations (from amongst the Fellows) must be undertaken and conducted in accordance with this Regulation. If a ballot is required, the method of voting will be "first past the post"
- "Fellow" means a Member who holds Fellowship of the College pursuant to Article 3.3 of the Constitution
- "Financial year" shall be defined in the same manner as for the activities of the Board of the College



- “General Meeting” means a general meeting of the College
- “Proxy” means a person appointed to represent a Committee member at a meeting on their behalf. Committee members are unable to appoint a proxy unless the position held by the Committee member is a representative position. The appointed proxy must be a member of the committee they are representing
- “Terms of Reference” are the powers and duties of each Committee and are determined by the Board.

## 12. ASSOCIATED DOCUMENTS

- Board and relevant Board constituent committee Regulations
- Education Board constituent committee Regulations
- Committee for Training Position Descriptions
- RANZCP Constitution, Media Policy, Code of Conduct, Code of Ethics, COI Guideline and COI Register, Risk Management Policy and Risk Register, Document Approval Pathway Procedure
- Deed of Undertaking in Relation to Confidentiality and Conflict of Interest
- Procedure for the appointment of trainees to College Committees

## APPROVAL / REVISION RECORD

<b>Contact: Executive Manager, Education and Training</b>			
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
08/02/2014	1.0	Board – B2014/1 R12	New document. Updated to reflect the changes approved by the Board under the new education governance model.
03/09/2014	1.1	GM Manager, Education & Training	Updated 2(a) from subcommittee to committee in line with new Education Governance Structure. Updated 2 (e) from “regulating” to “overseeing” as per request of CFT. Composition updated to confirm the Fellow representing CFE was only required to attend “face to face meetings” . Section3 Composition updated to give clear clarification as to why some members are only required to attend face to face meetings. Section 5 Deputy Chair updated to confirm that the Deputy Chair would be appointed from amongst the member of the CFT. Section 5, Ex-officio members rewritten. Section 5 Co-opted updated to remove specific membership requirements. Section 10.1(d) updated from CFE to SAT. Quorum and written resolution requirement updated to 50% as per CGRC meeting 27 June 2014.
6/11/2017	2.0	Board, out of session	Regulations updated to include new and updated wording relating to conflicts of interest, meeting attendance, quorum, written resolutions, other committees, trainee representatives on College committees and associated documents. Updated membership to include one Aboriginal and Torres Strait Islander people’s representative and one Maori representative on the CFT.
<b>05/2020</b>			<b>Next review</b>