

# TERMS OF REFERENCE

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## Title of Committee

Education Standards Committee (ESC)

### 1. Reporting

The ESC reports directly to the RANZCOG Board.

The following bodies shall report to the ESC:

- Examination and Assessment Committee (EAC);
- Research Assessment Subcommittee (RAS)
- Selection Committee
- Specialist International Medical Graduate (SIMG) Assessment Committee;
- Subspecialties Committee;
- Training Accreditation Committee (TAC);
- Conjoint Committee for Associate Procedural Training (CCAPT);
- Curriculum and Assessment Steering Group (CASG);
- Simulation Training Advisory Group (STAG);
- Sexual and Reproductive Health Committee (SRHC); and
- Endoscopic Society Advisory Committee (RANZCOG and AGES).

### 2. Date of Establishment

The Committee was established in May 2012 and was formerly known as the Education Strategy Committee.

### 3. Functions and Responsibilities

The ESC oversees the ongoing development and implementation of educational standards across all RANZCOG education, training, assessment, and accreditation. The Committee is responsible for the College's training programs, including regular monitoring and evaluation and is delegated by the Board to make decisions relating to its area of responsibility.

The responsibilities of ESC include the following:

- oversight of all education, training, assessment and accreditation of RANZCOG programs to ensure contemporary and high-quality delivery;
- consideration of ongoing developments in specialist medical education and training, ongoing monitoring of assessment processes and developments in training modalities, including simulation and other initiatives, and consideration of possible application to College education and training programs;
- formulation of recommendations and development of discussion papers regarding strategic initiatives in line with the College's strategic objectives;
- development, implementation, monitoring, and evaluation of the currency, reliability, and validity of all components of RANZCOG Training and Assessment Processes;

- reviewing and responding to contemporary practices and AMC and MCNZ Standards for Specialist Medical Training in consultation with key stakeholders as appropriate;
- establishing recognition of prior learning (RPL) panels from its members to assess, review and recommend assessment criteria for applicants who are prospectively approved to commence the FRANZCOG Training Program and seek to obtain recognition of relevant training, which predates the commencement of their FRANZCOG training;
- establishing prevocational pathway panels as required to review requirements for prevocational trainees (as set by AMC/MCNZ), oversee quality assurance and continuous improvement of the RANZCOG PVP (including update of educational content), and ensure completion of the PVP is aligned to FRANZCOG selection requirements;
- making recommendations concerning making, amending and repealing RANZCOG Regulations (Membership/Fellowship Training Section) to the Board for approval;
- delegated responsibility for approving the making, amending and repealing of RANZCOG Regulations (Subspecialty Training Section) upon the Subspecialties Committee's recommendation;
- delegated responsibility for approving the making, amending and repealing of RANZCOG Regulations (Assessment of SIMGs Section) upon the SIMG Assessment Committee's recommendation;
- delegated responsibility for approving the making, amending and repealing of RANZCOG Regulations (Associate Training Programs (Procedural and Advanced Procedural Section) upon the CCAPT recommendation; and
- delegated responsibility for approving the making, amending and repealing of RANZCOG Regulations (Recertification Section) upon the Continuing Professional Development (CPD) Committee's recommendation, except where the recommendation relates to recertification or credentialling, where final approval is retained by the Board.

The Committee shall have the power to appoint ad hoc working parties to undertake particular tasks relating to the development/research of policy and related issues being considered by the Committee. Terms of reference for any working party(s) established are to be developed and approved by the RANZCOG Board.

Any recommendations to the RANZCOG Board regarding initiatives or modifications to ESC policies, procedures and/or activities that require resources not already funded must be accompanied by:

- the source of funding and how the funding will be raised; and
- a budget detailing all expenses involved.

#### 4. Membership

All appointments to the ESC will be made by the RANZCOG President for the relevant term of office.

Appointments will be for a period of two (2) years, that is, the full Council term, and in accordance with RANZCOG Policy *Tenure of Appointment to RANZCOG Committees and External Bodies*. Members who serve the maximum number of consecutive terms may be eligible for membership of the Committee following an absence of one (1) term.

Membership of the Committee must include representatives from New Zealand and Australia.

The membership of the Committee may include, but is not restricted to:

- One (1) RANZCOG Board Member;
- Chair of the EAC, or their nominee;
- Chair of the TAC, or their nominee;
- Chair of the SIMG Assessment Committee, or their nominee;

- Chair of the Trainees' Committee, or their nominee;
- One (1) Subspecialist Fellow;
- Chair of the Simulation Training Advisory Group, or their nominee;
- Chair of the Research Assessment Subcommittee, or their nominee;
- Chair of the CCAPT, or their nominee;
- Chair of the SRHC, or their nominee; and
- Other RANZCOG Fellows who are considered to possess knowledge and experience that would add significantly to the expertise otherwise contained within the membership of the Committee.

Ex-officio Members are:

- RANZCOG President;
- RANZCOG CEO; and
- RANZCOG Dean of Education.

All Committee members (including Ex-officio members) shall have full voting rights. The Committee shall have the ability to co-opt individuals with specific expertise, knowledge or background as considered necessary for specified periods of time in order to expedite specific matters. Such individuals may or may not be Fellows of RANZCOG and will be nominated following discussion between the Chair of the Committee and the President.

By accepting the invitation to be a member of the Committee, individual members must comply with the *RANZCOG Code of Conduct* and conduct themselves in a manner that reflects the standard of professional and ethical behaviour expected by the College, and agree to abide by the following:

- *Attendance Policy and Procedure for Members of RANZCOG Bodies;*
- *College Organisational Values;*
- *Confidentiality Policy: Board, Council and Committees;*
- *Conflict of Interest Policy;* and
- *Conduct for Meetings Policy.*

## 5. Management and Coordination

Management of the day-to-day operations of the Committee will be coordinated by the RANZCOG Education Directorate

## 6. Chair

The Chair and Deputy Chair shall be appointed for a period of two years by the RANZCOG President. Where possible, the Chair will be an existing member of the Committee.

The Chair shall have delegated authority to deal with Committee matters of a routine and administrative nature. Matters dealt with by the Chair will be tabled at the next meeting of the Committee.

The following matters will be considered by the full Committee: matters on which no precedent has been established; matters of policy; new issues; specific referral matters; and matters that require the benefit of full committee discussion.

Where the Chair is unable to act due to conflict of interest or otherwise, the Deputy Chair shall assume the role of Acting Chair, with the full powers of the Chair, until the Chair is able to return to the position or the RANZCOG Board appoints a new Chair.

In the absence of the Chair, the Deputy Chair will chair the meeting. When a meeting is convened and neither the Chair nor the Deputy Chair is present, a temporary Chair for that meeting must be appointed by those present.

## 7. Quorum

The number of members required for a formal meeting to proceed is half of those Committee members eligible to vote plus one. Ex-officio members can be included in the quorum if in attendance at a meeting.

If Ex-officio members are not in attendance, then they do not need to be included in the number required for a quorum.

Any questions and/or motions arising from meetings shall be decided by a majority of votes of the members present and voting on that matter. In the event of a motion with equal votes 'for' and 'against', the Chair shall have a deliberative vote in addition to a vote as a member of the Committee.

If a quorum is not present, a meeting may still go ahead, with written notes recorded. Should a recommendation arise under these circumstances, the recommendation and notes must be disseminated ('flying recommendation') to all Committee members (including those that were present at the meeting in question) requesting them to indicate their support or objection to the recommendation.

#### 8. Flying Recommendations

A recommendation can be disseminated out-of-session (i.e., by email) to the Committee for approval by flying recommendation. For a flying recommendation to be passed, a quorum must have voted and approved the recommendation. Ex-officio members can be included in the quorum for a flying recommendation if they submit a vote. If Ex-officio members do not submit a vote, then they do not need to be included in the quorum for a flying recommendation to be effective. At the subsequent Committee meeting, all 'flying recommendations' and their outcome must be formally minuted.

#### 9. Observers and Visitors

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered 'in camera'.

#### 10. Meeting Papers – Agenda and Minutes

Requests for agenda items/reports for any scheduled meeting may be sent to Committee members 21 working days prior to the scheduled meeting date.

All Committee agenda items may be forwarded to the Committee Coordinator by close of business 14 working days prior to the next scheduled meeting. The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

The Committee agenda and meeting papers will be distributed to all Committee members at least seven (7) days prior to the next scheduled meeting.

Accurate minutes will be kept of each meeting. The minutes may be confined to a report of the resolutions of the Committee and any recommendations.

Draft minutes are to be completed no later than 10 working days following each meeting and forwarded to the Chair for approval. It is expected that the Chair of the meeting shall approve the meeting minutes within five (5) working days upon receipt.

The draft minutes and action list shall be provided to all Committee members no later than 15 working days following the meeting.

Reports to the RANZCOG Board are to be prepared by the Committee Coordinator in conjunction with the Chair, and provided to the RANZCOG Board Coordinator for inclusion on the next meeting agenda of the RANZCOG Board.

The minutes shall be submitted to Committee members for ratification at the next meeting of the Committee.

#### 11. Frequency of Meetings

The Committee may meet face-to-face three (3) times per year during Council Weeks with additional meetings as considered necessary via video/teleconference.

#### 12. Review of Terms of Reference

Terms of Reference should be reviewed as considered necessary, but at least every two (2) years.

### 13. Approval Process and Date for Next Review

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	May 2012	RANZCOG Board
v2	July 2012	
v3	January 2013	
v4	February 2013	
v5	September 2013	
v6	November 2014	
v7	October 2018	
v8	December 2018	
v9	November 2020	
v10	July 2021	ESC
v11	August 2021	RANZCOG Board
v12	September 2021	
v13	November 2021	Reporting bodies – updated Curriculum Advisory Group and Assessment Advisory Group to Board-approved Curriculum and Assessment Steering Group
v14	December 2022	Membership – added Chair of Sexual and Reproductive Health Committee to membership
v15	March 2023	Delegation of responsibilities relating to regulation review
v16	February 2024	Revised to reflect change in nomenclature

Policy Version:	Version 16
Policy Owner:	RANZCOG Education
Policy Approved by:	RANZCOG ELT
Review of Policy:	February 2026