

TERMS OF REFERENCE

Title of Committee

New Zealand Training Accreditation Committee (hereafter referred to as 'NZTAC')

1. Reporting

The NZTAC shall report to the RANZCOG Training Accreditation Committee (TAC) and, through that body, to the RANZCOG Board. NZTAC shall provide regular reports to Te Kāhui Oranga ō Nuku.

2. Date of Establishment

The NZTAC was established in 1995.

3. Functions and Responsibilities

To oversee and co-ordinate FRANZCOG trainees and Basic and Advanced training posts within and across Integrated Training Programs (ITPs) in New Zealand.

The NZTAC's responsibilities include the following:

- approve (in the person of the Chair) all applications for prospective approval of training submitted by Basic and Advanced trainees in the FRANZCOG Training Program within New Zealand
- approve (in the person of the Chair) all three-monthly formative appraisals and six-monthly summative assessment reports submitted by Basic and Advanced trainees within New Zealand
- review six-monthly summative assessment reports which have been referred to NZTAC and determine whether these reports should be assessed as Satisfactory or Not Satisfactory (this review should be done at the next meeting immediately following the end of the relevant six-month training period)
- monitor the performance and progress of all Basic and Advanced trainees in NZ, including the timely submission of training documentation, in accordance with RANZCOG regulations and procedures
- review, assess and make recommendations to the TAC regarding trainee related Special Consideration applications, including extensions to training time in accordance with the *Exceptional Circumstances, Special Consideration and Reconsideration Policy*
- make recommendations to the TAC regarding trainee referral to Progression Review Committee where required
- facilitate support and monitoring of FRANZCOG trainees experiencing difficulty
- provisionally approve applications from hospitals in NZ seeking to join an existing ITP, subject to formal approval by the TAC
- approve the appointment of Integrated Training Program (ITP) Co-ordinators and Training Supervisors in NZ following a formal application process in consultation with the Chair
- oversee and monitor the performance of ITP Coordinators, including reappointment of ITP Coordinators. ITP Coordinators report to NZTAC and ultimately to the College
- lead the FRANZCOG Trainee Selection Process for NZ in collaboration with the College Selection staff, and through provision of members to the NZ selection panel
- participate (in the person of the Chair) in all meetings of the TAC, at which the Chair has full voting rights

- make recommendations for the TAC's consideration regarding elevation to Fellowship of the College for trainees who have completed their training requirements
- matters on which no precedent has been established, matters of policy, new issues, concerns about seriously overdue training documentation and/or unsatisfactory progress by a trainee which the NZTAC cannot resolve, or about which it seeks further advice, shall be referred to the Chair of the TAC

4. Membership

The membership of the Committee will include, but not be restricted to, representatives from the following groups (with the precise representative arrangements to be agreed on by the Committee in consultation with Te Kāhui Oranga ō Nuku):

- New Zealand ITP Co-ordinator/s
- Training Supervisor representative/s
- the Chair of Te Kāhui Oranga ō Nuku, or nominee
- the trainee representative/s on the RANZCOG Trainees' Committee (one from the North Island and one from the South Island)
- the Chair of He Hono Wāhine, or nominee
- a trainee to represent the North Island ITP which is not represented by the North Island trainee representative elected to the Trainees' Committee.

Ex-officio members are:

- RANZCOG President
- RANZCOG Chief Executive Officer

All NZTAC members shall have full voting rights. In the event of a motion with equal votes 'for' and 'against', the Chair will have a deliberative vote in addition to a vote as a member of the Committee.

In line with the *Tenure of Appointments to RANZCOG Committees and External Bodies policy*, NZTAC members shall serve no more than three (3) consecutive two-year terms on the Committee. Members who serve the maximum of two terms may be eligible for membership of the Committee following the absence of one (1) two-year term.

However, if a member of the Committee continues for more than six years in the role of an ITP Co-ordinator (or the role of a Training Supervisor representing a specific hospital), they may re-apply to remain on the Committee. Committee members representing hospitals where there are a limited number of suitable replacements (or none) for the role of ITP Coordinator (or Training Supervisor) may remain a Committee member while they are employed at that specific ITP hospital, subject to their satisfactory performance of the ITP Coordinator or Training Supervisor role.

By accepting the invitation to be a member of the NZTAC, 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 College policies, procedures, and guidelines:

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

5. Management and Coordination

Management of the day-to-day operations of the NZTAC will be coordinated by the NZ Training Advisor or Training Coordinator.

6. Chair and Deputy Chair

Where possible, the Chair (and Deputy Chair) shall be an existing member of the Committee and shall be elected by the members of the Committee.

Members of the Committee interested in the position of NZTAC Chair or Deputy Chair must apply formally for the role (via email) to the current Chair of the NZTAC and the Chair of Te Kāhui Oranga ō Nuku, at the time a vacancy arises. The application should address the applicant's suitability for the role in terms of ability and experience and outline their aims and objectives for the committee. Applications will be considered by the entire NZTAC, in consultation with the current Chair and Te Kāhui Oranga ō Nuku Chair.

The NZTAC shall confirm the appointment of the Chair and Deputy Chair for the next two-year term at the end of the current term. The Chair or Deputy Chair's term of office may be extended for a further term on approval of the recommendation made to the RANZCOG TAC and Board.

The functions and responsibilities of the Chair, and/or Deputy Chair as agreed by the Chair, or in the absence of the Chair include:

- chair meetings of the Committee
- approve relevant training and assessment documentation
- exercise delegated authority to deal with Committee matters of a routine and administrative nature. Matters dealt with by the Chair will be tabled at each Committee meeting
- ensure that decisions made, and actions undertaken by the committee comply with, and are within the specified timeframes of the RANZCOG constitution, RANZCOG regulations and Policies, and in particular, the *Exceptional Circumstance, Special Consideration and Reconsideration Policy*
- represent the Committee and NZ on the RANZCOG Training Accreditation Committee

In the absence of the Chair at a Committee meeting, the Deputy Chair will assume responsibility for chairing the meeting. This applies to both face-to-face meetings and videoconferences (where applicable). When a meeting is convened and neither the Chair nor Deputy Chair is present, a temporary Chair for that meeting should be appointed by those present.

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 such time as the Chair is able to return to the position or a new Chair is appointed.

The Chair (and Deputy Chair) is expected to work in close collaboration with Te Kāhui Oranga ō Nuku, Aotearoa NZ Office staff, and the RANZCOG Education directorate to ensure the implementation and facilitation of policy matters, decisions and administration relating to the work, responsibilities, and functions of the NZTAC.

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 voting 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 will 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 (by 'flying minute') to the full Committee (including those that were present at the meeting) requesting Committee members 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 the 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. When College staff are required to attend, the Committee coordinator will advise the Chair prior to the meeting.

The following College staff are invited to NZTAC Meetings:

- Head of Aotearoa New Zealand Office
- Executive Director Education
- Head of Curriculum, Evaluation and Accreditation (as required)
- Head of Program Support
- Dean of Education

Other College staff may submit written reports to the Committee Coordinator for inclusion in the agenda.

10. Meeting Papers – Agenda and Minutes

- Requests for agenda items/reports for any scheduled meeting may be sent to NZTAC members at least 21 working days prior to scheduled meeting date.
- All NZTAC 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 NZTAC agenda and meeting papers will be distributed to all Committee members at least seven (7) working 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 and any recommendations.
- Draft Minutes are to be completed no later than ten (10) working days following each meeting and passed to the Chair for approval. It is expected that the Chair of the meeting shall approve the 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. Recommendations/Reports to the RANZCOG TAC are to be drawn up by the Committee co-ordinator in conjunction with the Chair. The Minutes shall be submitted to Committee members for ratification at the next meeting of the Committee.

11. Frequency of Meetings

The Committee shall meet at least shall meet at least four (4) times a year or as required by the RANZCOG Board. Meetings can be held face-to-face or online, and meeting attendance can also be online. Expenses relating to attendance at face-to-face meetings are met by RANZCOG.

Meetings are held as close to the date of the end of each six-month training period as practicable.

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	12 November 2014	
v2	17 September 2016	
v3	October 2020	
v4	September 2021	
v5	May 2022	

Policy Version:	Version 4
Policy Owner:	RANZCOG Aotearoa New Zealand Office
Policy Approved by:	RANZCOG Board
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