

TERMS OF REFERENCE

Training Accreditation Committee (TAC)

1. Reporting

The TAC reports to the RANZCOG Board via the Education Standards Committee (ESC). Approved applications for elevation to Fellowship are recommended directly to the RANZCOG Board.

The following committees, subcommittees and working groups shall provide reports to the TAC:

- Conjoint Committee for the Diploma of Obstetrics & Gynaecology (CCDOG);
- Trainees' Committee; and
- Endoscopic Surgery Advisory Committee (RANZCOG/AGES).

2. Date of Establishment

The Committee was established in 1993 and was previously titled the Training and Accreditation Committee.

3. Functions and Responsibilities

- The TAC is responsible for the ongoing development, coordination and administration of the RANZCOG Training Program in cooperation with the State, Territories and New Zealand Training Accreditation Committees (TACs), and for reviewing the processes for accreditation and reaccreditation of training sites leading towards the attainment of Fellowship of the College.

Such training and accreditation matters include, but are not limited to:

- Consideration of reports and recommendations provided by the State, Territories and New Zealand TAC's on all matters relating to training accreditation;
- Approval of applications for elevation to Fellowship of the College, and the recommendation to the RANZCOG Board of approved applications;
- Approval of Integrated Training Programs (ITPs) and participating hospitals within those programs as suitable for RANZCOG training, and the approval of hospitals applying to join existing ITPs;
- Monitoring of the accreditation status of ITP training sites in Australia and New Zealand;
- Ongoing review of accreditation standards for RANZCOG hospital training sites;
- Assessment of recommendations for trainee referral to PRC;
- Development and continuous review of College regulations governing training, training site accreditation, and certification for the RANZCOG Training Program;
- Reporting to, and collaborating with, the Education Standards Committee (ESC) on the implementation of educational strategy and standards decisions for the RANZCOG Training Program; and
- Collaboration with the Examination and Assessment Committee (EAC) on training, assessment and certification issues of mutual concern, where appropriate, including the formation of joint working groups as required.

The Committee shall have the power to appoint ad hoc working parties to undertake particular tasks relating to 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 TAC 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 TAC 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 shall include but not be restricted to:

- The Chairs of all States, Territories and New Zealand Training Accreditation Committees, or their nominees;
- The Subspecialties Representative on Council, or their nominee;
- One (1) Regional Fellow Councillor;
- One (1) Examination and Assessment Committee (EAC) Representative;
- One (1) Education Standards Committee (ESC) Representative;
- One (1) Associate Procedural Members and Certificants Committee (APMCC) Representative;
- Two (2) Trainees' Committee Representatives, one from Australia and one from New Zealand; and
- One (1) Community Representative.

Ex-officio members are:

- RANZCOG President;
- RANZCOG Chief Executive Officer;
- RANZCOG Dean of Education;
- Specialist Advisor: Assessments; and
- Specialist Advisor: Accreditation.

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 the RANZCOG and will be nominated following discussion between the Chair of the Committee and the President, and subsequent approval by the RANZCOG Board. Co-opted individuals shall have voting rights in regard to the specific matter(s) in which they were appointed to progress.

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 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;* and
- *Conduct of Meeting Policy.*

5. Management and Coordination

Management of the day-to-day operations of the TAC will be undertaken by the RANZCOG Education Directorate.

6. Chair

The Chair and Deputy Chair shall be appointed for a period of two (2) years by the RANZCOG President. Where possible, the Chair shall be an existing member of the Committee.

The Chair can serve the maximum of two (2) two-year terms subject to any additional provisions specified in the *Tenure of Appointment to RANZCOG Committees and External Bodies Policy*.

The Chair shall have delegated authority to deal with Committee matters of a routine and administrative nature. Where appropriate, 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 which 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 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 ('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) 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 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 and recommendations to the RANZCOG Board and ESC 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

Committee meetings are held three times a year face-to-face and at other times as required 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	March 2013	
v2	November 2017	
v3	March 2018	
v4	October 2018	
v5	November 2020	
v6	September 2021	
v7	May 2023	Updated in accordance with ELT approved global change re Chair maximum tenure
v8	February 2024	Revised to reflect change in nomenclature

Policy Version:	Version 8
Policy Owner:	RANZCOG Education
Policy Approved by:	RANZCOG ELT
Review of Policy:	February 2026