

TERMS OF REFERENCE

Title of Committee

Conjoint Committee for Associate Procedural Training (CCAPT)

1. Reporting

The CCAPT reports to the RANZCOG Board via the Education Standards Committee.

The CCAPT receives reports from:

- Continuing Professional Development Committee (CPD);
- Examinations and Assessment Committee (EAC); and
- Associate Procedural Members and Certificants Committee (APMCC)

The CCAPT submits reports for information to the following RANZCOG committees:

- Continuing Professional Development (CPD);
- Associate Procedural Members and Certificants Committee (APMCC);
- Examinations & Assessment Committee (EAC);
- Education Standards Committee (ESC); and
- Training Accreditation Committee (TAC).

The CCAPT sends reports for information to:

- Australian College of Rural and Remote Medicine (ACRRM); and
- Royal Australian College of General Practitioners (RACGP).

2. Date of Establishment

On 19 July 2008, the Conjoint Committee for the Diploma of Obstetrics and Gynaecology Executive was established. The Conjoint Committee for the Diploma of Obstetrics and Gynaecology (CCDOG) Executive, CCDOG Training, Accreditation and Recertification (TAR) Subcommittee and CCDOG Education and Assessment (EA) Subcommittee were established through a Memorandum of Understanding executed between the RANZCOG, RACGP and ACRRM in November 2008.

In September 2018, the RANZCOG Board supported and approved the recommendation to merge the CCDOG Executive, CCDOG TAR Subcommittee and CCDOG EA Subcommittee together to form one (1) body; the Conjoint Committee for the Diploma of Obstetrics and Gynaecology (CCDOG).

In February 2024, the Conjoint Committee for the Diploma of Obstetrics and Gynaecology (CCDOG) was renamed to the Conjoint Committee for Associate Procedural Training (CCAPT) to comply with the Tertiary Education Quality Standards Agency (TEQSA) requirement for Specialist Medical Colleges to cease the use of the term 'Diploma'.

3. Functions and Responsibilities

The responsibilities of the CCAPT include the following:

- To define and oversee all aspects of education, training and (re)certification in relation to qualifications awarded jointly by RANZCOG, ACRRM and RACGP, including, but not limited to the training programs known as the Certificate of Women's Health, RANZCOG Associate Training Program (Procedural) (PTP) and RANZCOG Associate Training Program (Adv. Procedural) (AFTP) ;

- The development, implementation and ongoing review of the curricula for qualifications offered by RANZCOG, in conjunction with the RACGP and ACRRM, through the CCAPT. This includes, but is not limited to, determining for each qualification; educational objectives; curricula; including knowledge and areas of competency; mode of delivery; and methods of assessing competency;
- Developing, sourcing and advising on educational resources used to guide and support training in relation to the relevant qualifications;
- Develop and regularly review regulations governing training, assessment and certification for the relevant qualifications;
- Provision of guidelines for Advanced Courses in Obstetrics;
- To formulate and review the processes for accreditation and re-accreditation of the CWH, PTP and APTPs leading to those qualifications, as well as any other relevant courses that may be the responsibility of the CCAPT;
- Make recommendations concerning making, amending and repealing RANZCOG Regulations (RANZCOG Certificate and Procedural Training Programs Section) to ESC for approval;
- Make recommendations to the RANZCOG Board for the approval of units and other settings seeking accreditation and/or re-accreditation of training sites, and the ongoing review of the re-accreditation guidelines;
- Approval of the number of training posts at accredited training units;
- Approval of the awarding of the qualifications of Certificate of Women's Health (CWH), RANZCOG Associate (Procedural) (ARANZCOG (P)) and RANZCOG Associate (Adv. Procedural) (ARANZCOG (Adv. P));
- Approval of application for conversion of the Diploma of the Royal College of Obstetricians and Gynaecologists (DRCOG) to the RANZCOG Associate (Procedural) qualification;
- Approval of application for conversion of the New Zealand Postgraduate Diploma in Obstetrics and Medical Gynaecology (PGDipOMG) to the RANZCOG Associate (Procedural) qualification;
- Approval of Recognition of Prior Learning (RPL) applications;
- Development and continuous review of regulations governing eligibility, training, accreditation, certification for the training processes and the reinstatement of RANZCOG Associates (Procedural and Advanced Procedural) and Women's Health requirements for RANZCOG Associates (Procedural and Advanced Procedural) , for RANZCOG Board approval;
- Approval of all Training Supervisors and Training Mentors;
- Applications for reinstatement to the Register of RANZCOG Associates (Procedural and Advanced Procedural);
- Approval of Women's Health requirements for RANZCOG Associates (Procedural and Advanced Procedural), as submitted by RANZCOG; and
- Preparation of policy statements on the practice of obstetrics by GP obstetricians/rural non-specialists and shared maternity care of obstetric patients for recommendation to the RANZCOG Council, and the review of these statements at regular intervals.

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 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 Committee will be made by the RANZCOG President for the relevant term of office. Appointments will be for a period of two (2), that is, the full Council term, and in accordance with the 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 not be restricted to:

- One (1) RANZCOG Councillor, who shall be Chair of the Committee;
- One (1) RANZCOG Regional Fellows Representative;
- Two (2) RANZCOG Associate (Advanced Procedural) Oral Examination Coordinators;
- Three (3) PTP/APTP Trainee Representatives; and
- Three (3)¹ representatives nominated by each of the ACRRM and RACGP.²

Ex-officio members are:

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

Staff and external staff in attendance:

One (1) senior member of staff of each of RANZCOG, ACRRM and RACGP with significant qualifications and experience in medical education.

All Committee members (including Ex-officio members) shall have 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 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 Meetings Policy.*

5. Management and Coordination

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

¹ At least one (1) representative per organisation must have a specific interest in the development, implementation, and review of the curricula for the CWH/ RANZCOG Associate (Procedural and Advanced Procedural) qualifications and educational resources used to guide and support training.

² In the event that a member of the Committee continues for more than four (4) years in the role of a RANZCOG Associate (Advanced Procedural) Oral Examination Co-ordinator, they may re-apply to remain on the Committee while they continue in this role.

6. Chair

The Chair and Deputy Chair shall be appointed for a period of two (2) years by the RANZCOG Board on the recommendation of the 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*, as well as clause 10.4 of the *RANZCOG Constitution* which governs the term of RANZCOG Councillors if applicable.

The Chair shall have delegated authority to deal with Committee matters of a routine and administrative nature. Matters dealt with by any 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 (1). 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 Recommendation

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(s) 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 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 are to be prepared by the Committee Coordinator(s), 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 shall meet at least three (3) times a year via video/teleconference at least seven (7) days prior to meetings of the RANZCOG Board, and at other times as required.

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	July 2008	RANZCOG Council
v2	May 2010	RANZCOG Executive
v3	September 2012	RANZCOG Board
v4	October 2018	RANZCOG Board
v5	October 2020	RANZCOG Board
v6	September 2021	RANZCOG Board
v7	October 2021	Addition to membership: Diploma Trainee Representative
v8	March 2023	Delegation to ESC of responsibilities relating to regulation review
v9	May 2023	Updated in accordance with ELT approved global change re Chair maximum tenure
v10	September 2023	Increase to three DRANZCOG/DRANZCOG Advanced trainee representatives
v11	February 2024	Revised to reflect change in nomenclature

Policy Version:	Version 11
Policy Owner:	RANZCOG Education
Policy Approved by:	RANZCOG ELT
Review of Policy:	February 2026