



POSTGRADUATE MEDICAL COUNCIL OF VICTORIA

EDUCATION COMMITTEE

1. Purpose

The Education Committee will engage and communicate with stakeholders to promote the development of appropriate educational activities and programs for prevocational doctors and their supervisors and educators.

2. Committee reports to:

The PMCV Board.

3. Relevant Strategic Plan Domain

The Education Committee will support Domain 2: Education and Professional Development

Domain Statement

To facilitate and support education and professional development of junior doctors, registrars, their supervisors and educators, and medical administrators, through the development and delivery of high-quality, accessible, education and training.

Building on Previous Successes:

- Annual state-based Symposiums regarding JMO training, welfare, research in education and workforce initiatives;
- Provision of over 30 *Teaching on the Run* programs over the last 3 years;
- Development of a modular professional development program for registrars, the *Clinical Leadership in Practice (CLiP) Program*. Provision of 20 programs since inception in 2018;
- Development of a training program for supervisors, the *Strengthening Supervisory Skills Program*, delivered from October 2019;
- Development of an App to provide information to support JMO wellbeing – the JMO WeLLApp;
- The uptake of the *Hitting the Ground Running* program, since its inception in 2009, has included 1,133 participants, with 67% of participants attending from metropolitan health services and 33% of participants attending from regional/rural health services.
- Facilitation of 4 professional development workshops per annum for medical educators and Supervisors of Training.
- Delivery of Indigenous Culture education modules annually;
- Administration of the Postgraduate Hospital Educational Environment Measure (PHEEM) instrument;
- Promotion of research in medical education with the awarding of the annual PMCV Research Incentive Grant.

4. Terms of Reference - Education Committee

The Council's Strategic Plan sets out the following strategic priorities: in relation to education and professional development as follows:

1. To support the professional development of supervisors, educators and medical administrators through delivery of programs and events relevant to their needs;
2. To foster and facilitate research and evidence-based practice to inform program development;
3. To diversify educational delivery methods; and
4. To promote prevocational doctor responsibility for their own training.

5. Key Responsibilities

Education Manager/Chair, Medical Advisor, CEO, medical educators, and prevocational doctors

6. Committee Functions, Activities and Decision-making

For noting:

- 1) The Council receives DHHS funding on a triennial basis (2019-2022)
- 2) The Council receives revenue from the delivery of professional development programs.
- 3) The Education Manager provides secretariat support to the Committee.

Membership

Review committee membership
occurs
Responsibility: Members

Timing: As any vacancy occurs

Review Chair and Deputy Chair appointments
Responsibility: Education Manager
expiring

Timing: Prior to term

Terms of reference

Review terms of reference annually
Responsibility: Members

Timing: First meeting (Feb)

Develop annual business plan
Responsibility: Members

Timing: June / July

Monitor annual business plan to ensure progress against objectives
Responsibility: Members

Timing: Dec & June

Procedures and reporting

Ensure timely preparation and distribution of agendas, meeting papers and minutes
Responsibility: Chair / Education Manager

Timing: One week prior to & after meeting

Review committee procedures and members understanding of procedures
Responsibility: Members

Timing: As required

Implement induction process for new members

Responsibility: Chair / Education Manager

Timing: As required

Provide report on Education activities for inclusion in the DHHS Annual Report

Responsibility: Chair / Education Manager

Timing: Draft Report to June/July meeting

Communication and interactions

Provide MEO support and interaction and professional development opportunities:

- a) Develop and coordinate a program for
4 MEO/DCT/SIT workshops

Timing: March, June, Sept,

- b) Circulation of relevant articles

Timing: As appropriate

- c) Encourage engagement in education related projects
(e.g PHEEM, Professionalism, Bullying)

Timing: As appropriate

- d) Encourage MEO representation on the Education
Committee

Timing: As appropriate

Responsibility: Education Manager / Members

Annual Symposium: Develop and coordinate a program and involve representatives from other education/training bodies. Disseminate published proceedings.

Responsibility: Medical Advisor, Education Manager, Members *Timing: May*

JMO Forum:

- a) Support and monitor JMO Forum activities
b) At least 4 JMO Forum meetings

Timing: As appropriate

*Timing: March, May,
August, Oct*

- c) Encourage JMO representation on Education
Committee

Timing: As appropriate

- d) Encourage research collaboration

Timing: As appropriate

Responsibility: Education Manager, CEO, Medical Advisor

Ensure education resources uploaded to PMCV website

Responsibility: Education Manager

Timing: Ongoing

Provide regular news item for PMCV E-News

Responsibility: Education Manager

Timing: Monthly

Collaborative partnerships

Identify areas for educational development

Responsibility: Education Manager, hospital MEOs/Members

Timing: Ongoing

PMCV Research Grant

- a) Review the criteria for the PMCV Annual research Grant
b) Receive a final report from research recipients.

Timing: Sept/Oct

Timing: Dec

Responsibility: Members

Timing: August/September

Reviews and Projects

Monitor PHEEM project and build on outcomes as appropriate

Responsibility: Education Manager, PHEEM Team members

Timing: Ongoing

Monitor Bullying and Discriminatory (BAD) Behaviour project and build on outcomes as appropriate

Responsibility: Education Manager, project team members

Timing: Ongoing

Monitor Development of Professionalism Transfer of Information project and build on outcomes as appropriate

Responsibility: Education Manager, project team members

Timing: Ongoing

Review all Education developed policies
(e.g. PGY2 Education Program Guidelines, Orientation, etc)

.....Timing: Every three years

Responsibility: Education Manager, project team members

Timing: Ongoing

Identify projects/activities to refer to Board's Finance and Risk Committee for consideration of inclusion in Annual Service Agreement with DHHS.

Responsibility: Members

Timing: May/June

Professional Development

Monitor delivery and evaluation of Teaching on the Run programs

a) TOTR for JMOs, supervisors and educators

Timing: As scheduled

Responsibility: Education Manager, Members

b) Monitor delivery and evaluation of the Clinical Leadership in Practice (CLiP) Program

Timing: As scheduled

Responsibility: Education Manager, Members

Monitor delivery and evaluation of Strengthening Supervisory Skills programs

c) Supervisory skills for Supervisors

Timing: As scheduled

Responsibility: Education Manager, Members

Annual report provided on professional development programs

Timing: Feb

7. Membership

7.1 Chair

The Chair of the Education Committee shall be appointed as follows:

- Existing members of the committee are eligible to nominate for the Chair position. Where there are no nominees from within the Committee, Expressions of Interest may be sought from outside the Committee.

- Interested persons are required to lodge an *Expression of Interest* with the Chief Executive Officer of the PMCV by the advertised closing date either by email or post. The *Expression of Interest* should:
 - State the applicants name and position;
 - Include a brief statement outlining interest in taking this role; and
 - Include a brief CV.
- Where the applicant has not previously been a member of the Education Committee, (2) two references will be required regarding the expertise and involvement of the applicant in prevocational education and training.
- Each *Expression of Interest* will be considered by the PMCV Board, which will determine the appointment of the Chair.
- Following the PMCV Board's decision, the Chief Executive Officer, PMCV will notify all applicants.
- The outcomes of the Chair appointment process will be advised by email to all members of the Committee and the PMCV Board.
- The Chair will be appointed by PMCV for a period of 3 years, renewable for an additional 3 years, up to a maximum of 9 years.

The Role of the Chair includes:

- Chair meetings of the Education Committee.
- Cast the deciding vote where agreement cannot be reached.
- Act as a representative of the Education Committee in external committees and other forums as required.
- Attend bi-annual meetings of the PMCV Board committee, Chairs of Committee.

Annual Performance of the Chair / committee

- The Chair will be subject to the annual performance review process implemented by the PMCV Board.

Deputy Chair

Any member may nominate for the position of Deputy Chair.

The Deputy Chair may preside over meetings in the absence of the Chair.

Expressions of Interest should be forwarded to the Secretary.

A recommendation will be made to the PMCV Board.

7.2 Members

- Nominations of persons to membership of the Education Committee should be in writing and include a brief CV. A Conflict of Interest Form prior to commencing as a member will be signed and submitted to Secretary.
- A member of the Committee holds office for 3 years and members are eligible for reappointment at the end of their term.
- A person may resign from the committee at any time by notifying the Chair or Secretary of the subcommittee.

Member representation

- Junior Medical Staff (at least two) including at least one elected from the Victorian JMO Forum
- Medical Education Officers (at least one)

- Medical Educators (Advisors of Clinical Training, Supervisors of Clinical Training, Directors of Clinical Training, Education consultants) (at least three)
- Term / GP Supervisors (at least one)
- PMCV Board member
- PMCV Medical Advisor and Chief Executive Officer (in attendance)

NOTE: Member representation should aim to include representatives from a variety of health services and organisations, both metropolitan and rural, which support prevocational trainees.

7.3 Secretary

The Education Manager will act in this capacity.

- Secretary to prepare documentation in conjunction with the Chair for each meeting.
- Distribute documentation for each meeting.
- Liaise with members as required.
- Prepare the minutes for each meeting and relevant correspondence.
- Prepare report of activities of the Committee for each Board meeting.

8. **Conduct of Meetings:**

8.1 Time

Meetings are held on the last Thursday of the month; 5.00-6.30pm. (Unless stated otherwise). See 8.4 below.

8.2 Location

PMCV Boardroom, Level 8, 533 Little Lonsdale St, Melbourne

8.3 Notice

The Secretary must give reasonable notice of every meeting of the Committee (not less than seven days).

8.4 Frequency and Length

- The Committee will meet at least four times per year.
- All meeting dates for the coming year shall be determined by the committee at its last scheduled meeting of the previous year.

8.5 Attendance

Members may attend in person or by teleconference or videoconference. An annual review of membership attendance will be undertaken and members who attend fewer than 50% of meetings without a leave of absence or apology will be asked if they wish to remain on the subcommittee or step down from the Committee.

8.6 Quorum

- A quorum is no fewer than 5 members of the Committee present at the meeting, including the Chair.

8.7 Voting

8.7.1 How determined

- In determining a question before a meeting of the Committee, the Chair will ask if any member is opposed to the motion before the Chair. If no members dissent or object, the motion shall be carried.

- If any member indicates that they are opposed to the motion, the Chair shall call for those in favour of the motion and then those against the motion and will declare the result to the meeting.

8.7.2 Method of voting

- Every question put to the Committee is determined by a majority of votes.
- If a member of the Committee request it, a question requiring a vote will be determined by a ballot and otherwise is by show of hands. The Chair will determine the conduct of the ballot.
- A member of the Committee has one vote. A majority of votes is sufficient to pass a resolution.
- A vote may be given personally or by proxy provided that it is in the format prescribed.

8.7.3 Casting vote

- The Chair of any meeting has a casting vote.

8.8 Conflict of Interest

Members with Conflict of Interest in relation to any agenda items are asked to declare this at the commencement of the meeting and to absent themselves from the relevant item discussion.

Any member of the Committee who has direct or indirect material interest in any matter brought before the Committee for discussion must immediately disclose that interest to the other Committee members and must not be present during discussion on this matter.

The PMCV approved statement regarding *Declaration of Conflict of Interest* will appear on each Agenda.

All members will be asked to sign a *Confidentially Statement* upon membership of the Committee and submit to the Secretary of the Committee prior to attending their first meeting.

8.9 Business of the Meeting

Standing Agenda Items:

- Confirmation of Minutes
- Declaration of Conflict of Interest
- Matters Arising from Minutes for action and noting
- Report from the Education Manager
- Report form the JMO Forum
- Ongoing Projects
- New Business Matters for action and noting
- Date of Next Meeting

8.10 Confirmation of Minutes

There shall be no discussion or debate on the minutes permitted except where their accuracy as a record of the proceedings is questioned. If a Committee member is dissatisfied with the accuracy of the minutes, they must state the item or items and propose a motion clearly outlining the alternate wording to amend the minutes. The Chair will sign the minutes once confirmed by the members. Minutes of each meeting are to be submitted to the next appropriate meeting of the Committee for confirmation.

8.11 Content of the minutes

In keeping the minutes of the Committee meeting, the Secretary must arrange the recording of the minutes to show:

- a) The name of the Committee, meeting number, date, location and time at which the meeting was held.
- b) The names of members and whether they are present, an apology or on leave of absence;
- c) The names of any other persons in attendance and the organisation they represent or in what capacity;
- d) Every motion and amendment moved;
- e) The outcome of every motion;
- f) Where a division is called, a table of names of members present, showing the way they voted (FOR, AGAINST or ABSTAIN);
- g) Details of any failure to maintain a quorum and any adjournment;
- h) Time and reason for adjournment of the meeting or of the standing orders;
- i) Disclosure of any declaration of direct or indirect interest of a member declared or identified to the meeting;
- j) Any other matter which the Secretary, in conjunction with the Chair, thinks should be recorded to clarify the intention of the meeting or the reading of the Minutes; and
- k) Conclude with the official signing of the minutes by the Chairperson.

Except where a member requests, individual expressions of view, if recorded, do not identify the member.

8.12 Effect of resolutions

Any motion or resolution passed at a meeting of the Committee must be endorsed by the PMCV Board before it has any effect.

8.13 Documentation

- The Secretary must ensure that all records of all relevant information from meetings of the Committee are maintained including agenda, attachments, minutes and correspondence for a period of 7 years.
- All incoming and outgoing correspondence to the Education Committee should be addressed to or signed by the Chair, Education Committee.

Prepared by M Bullen and C Jordon

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