



Te Rōpū Mātauranga | Education Committee¹

Ngā Tikanga Tohutoro | Terms of Reference

1. Purpose

- 1.1 Te Rōpū Mātauranga | Education Committee (the Committee) is a standing committee of Te Kaunihera Rata o Aotearoa | Medical Council of New Zealand (Council).
- 1.2 The Committee will advise and recommend to Council ways to promote medical education and training in Aotearoa New Zealand, under Sections 12(4) and 118(a), (e) and (k) of the Health Practitioners Competence Assurance Act 2003 (HPCAA), in relation to:
 - a. **Accreditation of medical schools**
Includes collaborating with the AMC in relation to accreditation of Australian and Aotearoa New Zealand medical schools in accordance with the memorandum of understanding (MoU) between Council and the AMC.
 - b. **Accreditation of prevocational medical training providers offering an intern training programme**
The intern training programme provided by training providers is assessed for accreditation against Council's accreditation standards for training providers by an accreditation panel. The draft accreditation report is considered by the Committee who either makes a decision under delegated authority (see section 4 of this document) or makes recommendations to Council on the report. Required actions and any annual or progress reporting will be considered by the Education Committee.
 - c. **Prevocational medical training**
The Committee develops and reviews policies, standards and procedures related to prevocational medical training and makes recommendations to Council, who make the final decision.
 - d. **Accreditation of vocational colleges and vocational recertification programme providers and their vocational training and recertification programmes**
The Committee develops and reviews policies, standards and procedures related to vocational medical training and recertification programmes and makes recommendations to Council, who make the final decision.

Additionally, the Committee either makes decisions under delegated authority (see section 4 of this document) or makes recommendations to Council:

- on the accreditation of Australian and Aotearoa New Zealand vocational colleges, ensuring that vocational training and recertification programmes meet Council's accreditation standards. This is in collaboration with the AMC in accordance with the MoU between Council and the AMC.
- on the accreditation of Aotearoa New Zealand-only vocational colleges and recertification programme providers ensuring that vocational training and recertification

¹ Definitions (Source: <https://maoridictionary.co.nz/>)

Rōpū: 1. (noun) group, party of people, company, gang, association, entourage, committee, organisation, category.

Mātauranga: 1. (noun) knowledge, wisdom, understanding, skill - sometimes used in the plural.

2. (noun) education - an extension of the original meaning and commonly used in modern Māori with this meaning.

programmes offered in Aotearoa New Zealand meet Council's accreditation standards. Required actions and any annual or progress reporting will be considered by the Education Committee.

- on the accreditation and assessment of new vocational scopes of practice.

e. Recognition of recertification programmes under section 118(e) HPCAA

The Committee makes recommendations to Council on the criteria for recertification programmes. Council considers the Committee's recommendations before making a final decision.

f. Oversight of the *Inpractice* recertification programme

The *Inpractice* recertification programme is provided by bpac under contract to the Council. All doctors practising in the General scope of practice who are not participating in either PGY2 or a vocational training programme must participate in *Inpractice*, unless otherwise exempt. The Committee monitors this programme and makes decisions under delegated authority (see section 4 of this document) or recommendations to Council arising from bpac's annual report.

g. Other education tasks or functions as delegated by Council

2. Membership

2.1 Membership of the Committee shall comprise:

- The Tumuaki, Te Kaunihera Rata o Aotearoa | Chair of the Medical Council of New Zealand (Council) ex officio.
- Up to four other members of Council, being at least two medical members and one lay member.
- Up to six other members appointed by Council to include:
 - two members of vocational education institutions selected from nominations by vocational education institutions in Aotearoa New Zealand
 - one prevocational educational supervisor selected from applications received
 - one vocational trainee formally enrolled and actively participating in a vocational training programme accredited by Council, selected from applications received
 - two interns selected from applications received, and appointed in alternate years during their PGY1 year.
- A medical academic appointed from nominations by the Aotearoa New Zealand medical schools.
- Additional members co-opted for specific purposes and for terms defined by the Committee.

2.2 Members are not representative of any particular stakeholder group. Once appointed, members are to make decisions within the delegations provided from Council to the Committee.

2.3 Any member can appoint a representative from Council to represent that member on the Committee whenever the member is absent or unable to act as a member of the Committee for one or more specific meetings.

2.4 Criteria for appointing a Poutoko^{2 3} (Chair of the Committee), Poutoko Tuarua⁴ (Deputy Chair of the Committee):

- The Chair and Deputy Chair will be appointed by Council at the first Council meeting of every year.

² Usage:

We have elected to use a different word for Chairs of Committees to distinguish from the title used for the Chair of Council (Tumuaki). Both titles have mana; Tumuaki is seen as more senior.

^{3 4} Definitions (Source: <https://maoridictionary.co.nz/>)

Poutoko: 2. (noun) leader.

Tuarua: 2. (modifier) deputy, second-in-command, assistant, vice- - used following a noun.

- b. The Chair must be a medical member of Council.
- c. The Deputy Chair must be a member of Council.

2.5 Prospective members, who are not a member of Council, are interviewed by a panel consisting of the Chair of the Committee, and a senior Council staff member. The panel's recommended appointment will be referred to the next Council meeting for approval.

2.6 Terms of appointment:

- a. The terms of appointment of members who are also members of Council are determined by their respective terms of appointment on Council.
- b. The term of appointment for the vocational trainee is 3 years.
- c. The term of appointment for interns is 2 years.
- d. The term of appointment for the prevocational educational supervisor is 3 years.
- e. The term of appointment for non-members of Council (other than non-members stated at 2.1(c)(ii), (iii) and (iv)) is 3 years.
- f. In exceptional circumstances, the term of appointment for members may be amended by Council.
- g. It is important for members to attend each meeting. If a member does not attend two consecutive meetings, without the approval of the Chair of the Committee, they may be required to forfeit their membership on the Committee.

2.7 Time of Appointment

- a. Council will review the Committee's membership at its first meeting of each calendar year or as deemed necessary by Council.

2.8 Council appointment of the Committee members on stakeholder committees

- a. Following receipt of recommendations from the Committee, Council will appoint members of the Committee to act as representatives on:
 - i. Australian Medical Council (AMC) Specialist Education Accreditation Committee (SEAC).
 - ii. AMC Medical School Accreditation Committee (MedSAC).
 - iii. AMC Progress Monitoring Sub-Committee (PMSC).
 - iv. Any other stakeholder organisation.
- b. Members appointed to SEAC, MedSAC, PMSC, and any other stakeholder organisation, will be for the terms specified by those committees or to the end of their term on the Committee. This is subject to review by the Committee at any time.

2.9 Criteria for appointment as a Committee member:

- a. The criteria for appointment as a Committee member includes being:
 - i. a medical doctor in good professional standing who has a special interest in medical education, or a lay person who has a special interest in medical education (as appropriate)
 - ii. available to attend meetings
 - iii. able to be actively involved in the work of the Committee.

2.10 Voting

Each member shall have one vote except for co-opted members who have no voting rights.

3. Governance

3.1 The quorum required for the transaction of business is six members including the Chair or Deputy Chair but not including co-opted members.

3.2 Decision-making shall be by simple majority vote.

3.3 The Chair of the Committee shall have a casting vote.

- 3.4 Meetings may be conducted by teleconference or videoconference and resolutions assented to by members and clauses 9 and 15 of schedule 3 of the HPCAA shall apply to the Committee as they apply to the Council.
- 3.5 Clauses 11 to 14 of Schedule 3 of the HPCAA shall apply to Committee members as if they were Council members.
- 3.6 Dates of Committee meetings in each year will be set by the Council.

4. Delegated authority and deliverables

- 4.1 The Committee is delegated by Council to:
- a. Manage all procedural matters (within Council policy) relating to the terms of reference.
 - b. Prepare submissions on medical education topics for review by Council.
 - c. Approve accreditation reports, annual and progress reports from accreditation panels and training providers, with the following exceptions:
 - i. In prevocational programmes where the accreditation panel and/or Education Committee has recommended an overall finding of 'not met'. This means that the programme has failed to meet a significant number or key aspects of the relevant accreditation standards.
 - ii. Reaccreditation or accreditation extension reports for Otago and Auckland medical schools. Given that these full assessments take place every 10 years, and there are only two accredited undergraduate training programmes in New Zealand, it would be appropriate for Council to have sight of both and decide on their accreditation status.
 - iii. Vocational training and/or recertification programmes for both Aotearoa New Zealand and Australasian providers where the accreditation panel and/or Education Committee has recommended an overall finding of 'not met'. This means that the programme has failed to meet a significant number or key aspects of the relevant accreditation standards.
 - d. Monitor bpac's provision of the *Inpractice* recertification report, and approve its annual report.
 - e. Make recommendations to Council on:
 - i. Recognition and accreditation of new vocational scopes.
 - ii. Policy decisions, decisions of strategic significance, and any other matter which Council determines.
- 4.2 Threshold for referring matters from the Committee to Council for decision are:
- a. Any decision not clearly covered by established Council policy or practice, or where there appears significant policy, political or stakeholder implications of the decision.
 - b. Any decisions that need to be made quickly (these may progress directly to Council for decision-making).
 - c. Any substantive issues about a training provider and/or its programme.
- 4.3 The Committee will report to Council following each meeting. Agenda papers provided to Council will include:
- a. The minutes of the Committee's previous meeting.
 - b. The Committee's recommendations that require Council's consideration.
 - c. A summary report about delegated decisions made by the Committee.

5. Delegations to Registrar

Council delegates to the Pouroki⁵ (Registrar), for the purpose of supporting, and giving effect to, the functions and decisions of the Education Committee, the authority to exercise of the following functions, duties and powers of Council:

⁵ Definitions (Source: <https://maoridictionary.co.nz/>)

This is a compound word, used also in other RAs to designate the Registrar; the understandings come from the following

- a. Accredit new clinical attachments and changes to existing clinical attachments as a component of the intern training programme on advice from the Chair of the Committee and Council's medical advisers.
- b. Approve the membership of training provider and recertification accreditation panels on the advice of the Chair of the Committee and Council's Manukura⁶ (CEO).
- c. Determine the due dates for providers to report on their required actions on the advice of the Chair of the Committee, if agreed to in principle by the Committee.

The Terms of Reference for the Education Committee and delegated decision making will be reviewed annually.

Date	Details
February 2022	Approved by Council
September 2022	Administrative changes
December 2023	Draft for consideration/approval by Council
December 2024	Approved by Council
Late 2025	Scheduled for review
Terms of Reference – Te Rōpū Mātauranga Education Committee December 2023	
DM# 11527501	

Pou: 5. (noun) post, upright, support, pole, pillar, goalpost, sustenance

6. (noun) support, supporter, stalwart, mentor, symbol of support, metaphoric post - someone, a group, tribe, gathering or something that strongly supports a cause or is a territorial symbol, such as a mountain or landmark, representing that support.

8. (noun) teacher, expert.

Roki: 2. (modifier) calm, settled, tranquil.

⁶ Definitions (Source: <https://maoridictionary.co.nz/>)

Manukura: 1. (noun) person held in high esteem, leader in council, leader.