



# The Royal Australian and New Zealand College of Radiologists®

## The Faculty of Radiation Oncology

<b>Name</b>	<b>Learning Outcomes Advisory Committee (LOAC)</b>	
<b>Type</b>	Standing Committee <input type="checkbox"/> Advisory Committee <input checked="" type="checkbox"/> Reference Group/Panel <input type="checkbox"/>	Working Group <input type="checkbox"/> Special Interest Group <input type="checkbox"/> Conjoint Body <input type="checkbox"/>
<b>Date</b>	Ratified by the Faculty of Radiation Oncology Council on <b>23 March 2023</b> .	
<b>Review/cessation date</b>	<b>Review</b> <input type="checkbox"/> Date: <b>March 2026</b>	<b>Cessation</b> <input type="checkbox"/> Date: N/A
<b>Aim</b>	<p>The Learning Outcomes Advisory Committee (LOAC) is an advisory committee to the Radiation Oncology Education and Training Committee.</p> <p>The LOAC has oversight of the development and maintenance of the Radiation Oncology Training Program Learning Outcomes, the development of teaching and learning experiences to assist radiation oncology trainees to achieve the learning outcomes and work-based assessments, to measure trainee progress against the learning outcomes, and the development of training framework for Directors of Training and clinical supervisors to improve learning and assessment experiences.</p>	
<b>Objectives</b>	<p>The work of the Learning Outcomes Advisory Committee will be guided by these principles:</p> <ol style="list-style-type: none"> <li>1. The best interests of patients will be acted upon.</li> <li>2. High quality healthcare is provided.</li> <li>3. The integrity of the profession of Radiation Oncology, Royal Australian and New Zealand College of Radiologists (RANZCR) and the Faculty of Radiation Oncology is upheld. <i>Refer to the RANZCR Code of Ethics (see 'Responsibilities of Committee members')</i>.</li> </ol> <p>The objectives below will be followed irrespective of any constraints, either real or perceived, imposed by external factors (e.g. government health funding arrangements, corporatisation of radiation oncology practices, demographics):</p> <ol style="list-style-type: none"> <li>1. Develop and review the Radiation Oncology Learning Outcomes and Graduate Outcomes.</li> <li>2. Review and update:             <ol style="list-style-type: none"> <li>a) Work-Based Assessments,</li> <li>b) Structured learning experiences and professional activities,</li> <li>c) Feedback mechanisms</li> </ol>             in alignment with the Learning Outcomes.           </li> <li>3. Contribute, review and update policies, guidelines, procedures, ePortfolio, and other supporting documents, such as but not limited to the RO Training Program Handbook.</li> <li>4. Contribute, review and update resources for trainees to assist them in achieving the Learning Outcomes.</li> <li>5. Evaluate the Radiation Oncology Training Program and make recommendations for program changes based on the data from Fellows and trainees.</li> </ol>	

	<ol style="list-style-type: none"> <li>6. Review the framework and tools for the evaluation of the Training Program</li> <li>7. Ensure any proposed changes to the curriculum framework, approach to learning activities, research requirements and the assessment strategy are in accordance with Australian Medical Council and the Medical Council of New Zealand standards.</li> <li>8. Develop and review a framework for training of clinical supervisors and Directors of Training in matters relating to curriculum and assessments.</li> </ol>
<b>Scope</b>	<p>Activities are subject to scope limitations as outlined below. <b>Any activities outside the scope must be referred to the Board of Directors and/or Faculty of Radiation Oncology Council for discussion and endorsement.</b></p> <p>The Learning Outcomes Advisory Committee has the scope to:</p> <ol style="list-style-type: none"> <li>1. Approve expenditure  Yes <input type="checkbox"/> up to [\$XXX]  No <input checked="" type="checkbox"/> <p>Exceptions: <b>activity funded under existing projects, or external grants.</b></p> </li> <li>2. Generate additional projects, subject to Faculty of Radiation Oncology Council/Board approval.  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> </li> <li>3. Approve of work that would significantly expand/alter objectives or scope of the Committee.  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> </li> <li>4. Approve work that would require additional support from College staff (outside of the agreed work plan/existing projects).  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> </li> <li>5. Develop policies and guidelines, subject to Faculty of Radiation Oncology Council approval.  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> </li> <li>6. Establish subcommittees or working groups, (FRO Council approval only required if face to face meeting is requested)  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> </li> <li>7. Liaise and report to external bodies only through or by delegation from the Dean, Faculty of Radiation Oncology, or the RANZCR President.  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> </li> </ol>
<b>Reporting arrangements</b>	<p>Authority is delegated by the Faculty of Radiation Oncology Council via the Radiation Oncology Education and Training Committee to fulfil the objectives as outlined in these Terms of Reference or as specifically requested by the Dean (on behalf of the Faculty of Radiation Oncology Council) or, in exceptional circumstances, the President (on behalf of the College and Board).</p> <p>In fulfilling its designated functions, the Learning Outcomes Advisory Committee will respond to requests from the Faculty Council, typically via the Radiation Oncology Education and Training Committee, and may also initiate its own activities, within their allocated budget.</p> <ul style="list-style-type: none"> <li>• <b>Reports to the Radiation Oncology Education and Training Committee</b></li> </ul>

	<ul style="list-style-type: none"> <li>○ Provide input to the RANZCR annual report, as required;</li> <li>○ At the beginning of each calendar year, must provide an update to the Faculty of Radiation Oncology Council via the Radiation Oncology Education and Training Committee proposing key priorities for the coming year, a summary of what was achieved in the previous year and a work plan. This must be discussed and agreed by the first Learning Outcomes Advisory Committee meeting of the year;</li> <li>○ Must provide a brief written summary report (maximum length 1.5 pages) for each face-to-face Radiation Oncology Education and Training Committee meeting on arising issues, activities, risks and opportunities. The report must also include the activities of subcommittees, working groups and other Bodies reporting to the Learning Outcomes Advisory Committee;</li> <li>○ Must keep minutes of meetings and ensure that a copy is kept by the College Secretariat.</li> </ul>
<b><i>Liaison and links</i></b>	<ul style="list-style-type: none"> <li>• Primarily to the Radiation Oncology Education and Training Committee</li> <li>• Secondary liaison and links to the Faculty of Radiation Oncology Council, RANZCR Board of Directors and RANZCR Branches</li> <li>• Radiation Oncology Trainees Committee</li> <li>• Training Network Directors Committee</li> </ul>
<b><i>Membership</i></b>	<p>Members of the Learning Outcomes Advisory Committee should have knowledge and understanding of current adult education principles and are responsible for their own professional development in this area.</p> <p>An invitation may be extended for specific expertise as required.</p> <p>Membership must include:</p> <ul style="list-style-type: none"> <li>• President, RANZCR (ex-officio, voting)</li> <li>• Dean, Faculty of Radiation Oncology (ex-officio, voting)</li> <li>• Chief Censor (ex-officio, voting)</li> <li>• Deputy Chief Censor, Chief of Training and Assessments</li> <li>• Trainee Representative</li> <li>• General Manager of Specialty Training</li> <li>• Up to four additional Radiation Oncology fellows</li> </ul> <p>Specific consideration must be given as to whether the following are necessary for the effective functioning of the committee:</p> <ul style="list-style-type: none"> <li>• A Fellow from New Zealand</li> </ul>
<b><i>Terms of membership</i></b>	<p><b>Member term</b></p> <p>The term of office for each committee member shall be three years. At the end of each term positions on the committee will be open to the membership via a call for expressions of interest (EoI). Committee members may be re-appointed to serve for a maximum of three consecutive terms. However, subsequent terms must be applied for via EoI. Thereafter they shall not be eligible to serve as a member of the Learning Outcomes Advisory Committee until two years have elapsed since the expiration of their term of office.</p> <p><b>Chair of the Committee</b></p>

	<p>As per the Faculty By-laws, the Chair of the Committee, as the Deputy Chief Censor, shall hold office for 3 years from 1 January of the year following their appointment and at the end of that term will be eligible for reappointment for 1 further 3-year term. No Fellow may serve as Deputy Chief Censor for more than 6 years.</p>
<b>Meetings</b>	<p><b>Meeting frequency</b></p> <p>The Committee will generally meet three times per year in virtual and face to face formats. Additional meetings may be held virtually to provide advice as requested or address matters arising. See Cost of Operation for further information.</p> <p><b>Quorum</b></p> <p>Greater than half of the members. Ex-officio members are not counted in the quorum number requirement. However, if in attendance they can make up part of the quorum and have voting rights. Example: If a committee has 10 members and two ex-officio members the quorum is six, if present the ex-officio member can be counted as part of the six.</p> <p><b>Secretariat support</b></p> <p>The Committee will have administrative, research and analytical support provided by the College through the Specialty Training Unit. In consultation with the Chair, the secretariat will prepare and distribute meeting papers, take and distribute minutes of meetings, and prepare and receive correspondence.</p> <p><b>Resolutions</b></p> <p>Must be passed with majority support. If voting is tied, then the Chair has the casting vote or the authority to escalate the issue to the Radiation Oncology Education and Training Committee for consideration and final decision.</p>
<b>Election/ Nomination/ Recruitment of members process</b>	<p><b>Expression of Interest (Eoi)</b></p> <p>Expressions of Interest will be called from the Faculty of Radiation Oncology Fellowship. For trainee positions Eoi will be called from the Radiation Oncology Trainees Committee. Every year before the last committee meeting, Eoi will be sought for committee vacancies, preferably by October, to be filled in the next year.</p> <p><b>Eoi Process</b></p> <p>Nominees are to submit their curriculum vitae and an application (no more than 300 words) on the official form outlining their interest and fit for the position. <a href="#">Click here</a> to view the Eoi application form.</p> <p>All eligible Fellows will be informed of the process, including the date that expressions of interest close. Nominations will be considered by the Faculty of Radiation Oncology Council.</p> <p><b>Casual Vacancies</b></p> <p>If the office of a committee member becomes vacant during the member's term of office, the position may be filled by a Fellow of the Faculty Radiation Oncology after a call for expression of interest using the process outlined above.</p> <p>Where a Fellow is appointed to fill a casual vacancy and the period of the term remaining is less than one year that appointment shall not be regarded as a term of office for the purpose of calculating member terms.</p> <p><b>Cross Representation of other FRO Bodies</b></p>

	<p>Committee members elected to represent the Committee on other Bodies will be appointed from within the Committee membership, agreed by the Committee and documented in the Committee meeting minutes.</p>
<b>Responsibilities of Committee members</b>	<p><b>Conduct</b></p> <p>All committee members are required to:</p> <ol style="list-style-type: none"> <li>1. Attend committee meetings and actively participate in discussions at these meetings.</li> <li>2. Read and consider agenda papers and minutes of meetings.</li> <li>3. Act with care and diligence and in the best interests of the Learning Outcomes Advisory Committee and RANZCR.</li> <li>4. Keep abreast of key issues, including bi-national and international developments that may affect the work and areas of responsibility of the Committee.</li> <li>5. Dedicate time outside of committee meetings to undertake activities on behalf of the Committee, such as presenting at workshops and webinars, drafting of documents, responding to emails, research, provision of advice and otherwise as required.</li> <li>6. Assist in the development of relationships with College partners and stakeholders.</li> <li>7. Support the development of policies by the Faculty of Radiation Oncology.</li> </ol> <p><b>Conflict of Interest</b></p> <p>Members will be required to complete a statement of conflicts of interest and to declare any further potential conflicts of interest that may arise. These are to be recorded in the minutes/reports of the relevant meeting.</p> <p><b>Disputes</b></p> <p>Disputes that cannot be satisfactorily resolved within the committee will be referred to the Dean of the Faculty of Radiation Oncology via the Chief Executive Officer.</p> <p><b>Meeting attendance</b></p> <p>Members are required to attend at least 50% of the meetings per calendar year. The Committee Chair will speak to any member who is absent for two consecutive meetings to talk about the member's capacity to contribute to the committee in future. If a member is absent for three consecutive meetings they may be asked to step down from the committee.</p> <p>All members are to RSVP their attendance and (if necessary) send their apologies as early as possible prior to the meeting. If unable to attend committee meetings, members are encouraged to provide the College secretariat with their comments on the meeting papers prior to the meeting.</p> <p><b>Confidentiality</b></p> <p>Committee members must keep matters relevant to individual members of the College or specific cases of patient care confidential. Committee members are required to maintain confidentiality on matters of importance to the College, and on matters that can affect the interests of the College, and the profession of radiation oncology.</p> <p>Agenda papers and minutes should be annotated with the appropriate level of confidentiality to assist members in application of confidentiality rules and in communication across bodies. If in doubt consult the Chair of the Body.</p> <p><b>Code of Ethics</b></p> <p>The Code defines the values and principles that underpin the best practice of clinical radiology and radiation oncology and makes explicit the standards of</p>

	<p>ethical conduct the College expects of its members. These apply to members of committees in their work for the committee and committee members must understand and abide by the Code of Ethics.</p> <p>To download the RANZCR Code of Ethics please <a href="http://www.ranzcr.edu.au/documents-download/document-library-9/3958-ethics">click here</a> (or copy and paste <a href="http://www.ranzcr.edu.au/documents-download/document-library-9/3958-ethics">http://www.ranzcr.edu.au/documents-download/document-library-9/3958-ethics</a> into your web browser).</p> <p><b>Cost of Operation</b></p> <p>Activities will be conducted by email and virtually as far as possible. This Committee shall have a maximum of <i>one</i> face-to-face meeting per year. Any meetings in addition to this will require approval from the Faculty of Radiation Oncology Council, who may elect to consult the RANZCR Board of Directors.</p> <p>Any requests for expenditure/reimbursement must comply with College guidelines.</p> <p><b>Responsibilities of the Chair</b></p> <p>The Chair will provide oversight of the Committee and will be responsible for ensuring that the Committee fulfils its functions and acts on assigned tasks in a timely manner. The Chair will approve the agenda for each meeting and chair meetings. The Chair will be responsible for reviewing the draft minutes so that they can be sent to the Committee for review and verification in a timely manner.</p> <p>The Chair of the Learning Outcomes Advisory Committee is also a member of the Radiation Oncology Education and Training Committee. The Chair of the Learning Outcomes Advisory Committee will also be the Deputy Chief Censor of Training and Assessment for the Faculty of Radiation Oncology.</p>
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