



## Network Portfolio Review Committee Terms of Reference

### Aim

The Network Portfolio Review Committee (NPRC) is responsible for the review of trainees' portfolios to determine whether trainees demonstrate competence to progress from Phase 1 to Phase 2 or are eligible for Fellowship.

### Objectives

- Receive applications for a portfolio review from trainees who have completed the Phase 1 or Phase 2 training requirements.
- Develop and implement a system to conduct reviews of trainees e-Portfolios in accordance with the *Trainee e-Portfolio Review Guidelines*.
- Determine the outcome of each trainee e-Portfolio review application, including any conditions that must be met or further requirements that must be completed prior to re-submission and approval of progression.
- Notify the College of trainees who have met Phase 1 requirements and are ready to progress to Phase 2.
- Recommend trainees who are eligible to apply for Fellowship, to the Chief Censor.
- Consider any feedback that could be conveyed to Directors of Training or Clinical Supervisors, to improve the learning derived from work-based assessment, structured learning experiences or professional activities.
- Identify and minute any issues associated with trainees completing training requirements as intended, for the Training Network Director to raise with the Training Network Directors Committee.
- Evaluate the work of the Committee and implement changes to improve the quality and efficiency of the review process.

### Composition of the NPRC

- Training Network Director
- Directors of Training from each site within the network (or at least a minimum of 2)

In the initial stages a member/s of the ROIWG or ROETC will attend meetings in an advisory capacity.

### Operations of the NPRC

The committee shall meet approximately four times per year (most likely aligned to the release of examination results).

The terms of reference of the TPRC will be revised after 12-24 months to ensure objectives are reflective of the continued work of the Committees and to consider the composition of the group and need for involvement of a DoT for another network.

Approved by the ROETC 29 October 2021 and ratified by the FRO Council 26 November 2021.