



Training Network Directors Committee

Terms of Reference

Name	Training Network Directors Committee		
Type	Standing Committee <input type="checkbox"/>	Working Group <input type="checkbox"/>	
	Sub-Committee <input checked="" type="checkbox"/>	Special Interest Group <input type="checkbox"/>	
Date	Approved by the Radiation Oncology Education and Training Committee at the meeting on 29 October 2021 Ratified by the Faculty of Radiation Oncology Council at the meeting on 26 November 2021		
Review/cessation date	Review <input checked="" type="checkbox"/> Every three years or as directed by the Faculty of Radiation Oncology Education and Training Committee Date: 2024	Cessation <input type="checkbox"/> Date: 2024	
Aim	As a sub-committee of the Radiation Oncology Education and Training Committee, the aim of the Training Network Directors Committee is to support the policies for training networks within Australia, New Zealand and Singapore.		
Objectives	<p>The work of the Training Network Directors Committee will be guided by these principles:</p> <ul style="list-style-type: none"> • The best interests of patients will be acted upon. • High quality healthcare is provided. • The integrity of the profession of radiation oncology, RANZCR and the Faculty of Radiation Oncology is upheld. Refer to the RANZCR Code of Ethics (see 'Responsibilities of Committee members'). <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 radiology practices, demographics):</p> <p>Provide a forum for discussion of ideas and strategies to improve the delivery of the Radiation Oncology Training Program, including selection and recruitment within networks</p> <p>Support Training Network Directors (TNDs) by sharing expertise and experiences in the operation of Radiation Oncology networks.</p> <p>Facilitate the provision of information to Network Governance Committees (NGCs) regarding the role of Directors of Training, Clinical Supervisors and training sites.</p> <p>Refer feedback to the Radiation Oncology Education and Training Committee (ROETC) from NGCs in relation to any concerns about the capacity to deliver learning opportunities for trainees to achieve the Radiation Oncology Learning Outcomes or training program requirements.</p> <p>Provide feedback to the ROETC in relation to the accreditation of training networks and sites.</p>		



	<p>Make recommendations to the ROETC in relation to the review of accreditation standards or training policies and guidelines.</p> <p>Review new College training initiatives and processes, especially in relation to the implementation of them in networks.</p> <p>Alert the ROETC of training issues which are of concern to, or have the potential to cause concern for, multiple training networks.</p>
<p>Scope</p>	<p>Activities are subject to scope limitations as outlined below. Any activities outside the scope must be referred to the Faculty of Radiation Oncology Education and Training Committee and/or the Faculty of Radiation Oncology Council for discussion and endorsement.</p> <p>The Training Network Directors Committee has the scope to:</p> <ol style="list-style-type: none"> Approve expenditure Yes <input type="checkbox"/> up to [\$XXX] No <input checked="" type="checkbox"/> Generate additional projects, subject to Faculty of Radiation Oncology Education and Training Committee and/or Faculty Council approval. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Approve of work that would significantly expand/alter objectives or scope of the Committee. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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"/> Develop policies and guidelines, subject to Faculty of Radiation Oncology Education and Training Committee and/or Faculty Council approval. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Establish subcommittees or working groups, subject to Faculty of Radiation Oncology Council approval. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Liaise and report to external bodies only through or by delegation from the Dean and/or Chief Censor of the Faculty of Radiation Oncology. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>Reporting Arrangements</p>	<p>Authority is delegated by 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 Training Network Directors Committee will respond to requests from the Radiation Oncology Education and Training Committee and/or the Faculty Council.</p> <ol style="list-style-type: none"> Reports to the Radiation Oncology Education and Training Committee <ul style="list-style-type: none"> Provide input to the RANZCR annual report, as required;



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	<ul style="list-style-type: none"> • At the beginning of each calendar year, must provide an update to 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 Training Network Directors Committee meeting of the year; • 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. • Must keep minutes of meetings and ensure that a copy is kept by the College Secretariat. <p>2. Subcommittees/groups reporting to the Training Network Directors Committee</p> <ul style="list-style-type: none"> • N/A
<p>Liaison and links</p>	<ul style="list-style-type: none"> • Radiation Oncology Education and Training Committee • Faculty of Radiation Oncology Council.
<p>Membership</p>	<p>Membership is all ex-officio and must include:</p> <ul style="list-style-type: none"> • Dean, Faculty of Radiation Oncology • Chief Censor, Radiation Oncology • Chief Accreditation Officer • Training Network Director for each network. If a Training Network Director is unable to attend, it is expected that a Director of Training from their respective network will attend as a proxy with voting rights. • Singapore representative <p>An invitation may be extended to the membership for specific expertise sought external to the RANZCR as required. From time to time ESOs may be invited to attend.</p> <p>As stated in the membership of the Radiation Oncology Education and Training Committee, the Chair of the Training Network Directors Committee will be a voting member of the Education and Training Committee for three years. If the Chair resigns as the Training Network Director of their network, they are no longer eligible to be a voting member of the Radiation Oncology Education and Training Committee. If the representative is unable to attend the Radiation Oncology Education and Training Committee meeting, they are able to nominate a proxy to attend on their behalf.</p> <p>If a member is to be co-opted to the membership of the committee, agreement must be sought from the Radiation Oncology Education and Training Committee.</p>
<p>Terms of membership</p>	<p>Chair</p> <p>A Chair will be appointed for a one year term, with a maximum of six consecutive terms. The Chair is also subject to the member term above.</p> <p><i>To note:</i> The Dean, Faculty of Radiation Oncology cannot be the Chair.</p> <p>Training Network Directors</p> <p>The term of office for each Training Network Director shall be linked to the term of the position held on the Network Governance Committee (NGC). i.e. if a member resigns from their position of Training Network Director they can no longer be a member of the Committee.</p>
<p>Meetings</p>	<p>Meeting frequency</p> <p>The Committee will have three meetings per year. Ad hoc meetings can be convened as necessary to provide urgent advice/response on matters relevant to</p>



	<p>the committee.</p> <p>Quorum</p> <p>More than half of the members (e.g. five if the committee has eight or nine members and six if the committee has ten or eleven members).</p> <p>Secretariat support</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>Resolutions</p> <p>Must be passed with majority support. If voting is tied, then the Chair has the casting vote or the authority to raise the issue with the Radiation Oncology Education and Training Committee for consideration and final decision.</p>
<p>Election/ Nomination/ Recruitment of members process</p>	<p>Election Process for the Chair</p> <p>A Chair will be appointed from within the committee and approved by the Radiation Oncology Education and Training Committee.</p>
<p>Responsibility of Committee members</p>	<p>Conduct</p> <p>All committee members are required to:</p> <ol style="list-style-type: none"> 1. Attend committee meetings and actively participate in discussions at these meetings. 2. Read and consider agenda papers and minutes of meetings. 3. Act with care and diligence and in the best interests of the Training Network Directors Committee, the Radiation Oncology Education and Training Committee and RANZCR more broadly. 4. Keep abreast of key issues, including bi-national and international developments that may affect the work and areas of responsibility of the committee. 5. Dedicate time outside of committee meetings to undertake activities on behalf of the committee, such as drafting of documents, responding to emails, research, and provision of advice and otherwise as required. 6. Assist in the development of relationships with College partners and stakeholders. 7. Support the development of policies by the Faculty of Radiation Oncology. <p>Conflict of Interest</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>Disputes</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>Meeting attendance</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>



Confidentiality

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.

Code of Ethics

The Code defines the values and principles that underpin the best practice of clinical radiology and radiation oncology and makes explicit the standards of ethical conduct the College expects of its members. These apply to members of committees in their work for the committee and committee members must abide by the Code of Ethics.

To download the RANZCR Code of Ethics please [click here](#) (or copy and paste <http://www.ranzcr.edu.au/documents-download/document-library-9/3958-ethics> into your web browser).

Cost of Operation

Activities will be conducted by email and teleconference as far as possible.

Responsibilities of the Chair

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.