

CONJOINT COMMITTEE FOR THE RECOGNITION OF TRAINING IN
CT CORONARY ANGIOGRAPHY (CTCA)

REPRESENTED BY:



AANMS | CSANZ | RANZCR

Name	Conjoint Committee for the Recognition of Training in CT Coronary Angiography (CTCA)	
Type	Conjoint Committee comprising of representatives from: <ul style="list-style-type: none"> • Australasian Association of Nuclear Medicine Specialists (AANMS) • Cardiac Society of Australia & New Zealand (CSANZ) • Royal Australian & New Zealand College of Radiologists (RANZCR) 	
Date	<i>Endorsed by The Faculty of Clinical Radiology 25 August 2023.</i>	
Review/cessation date	Review <input type="checkbox"/> Date: every three years	Cessation <input type="checkbox"/> Date:
Aim	<p><i>The purpose of the Conjoint Committee for the Recognition of Training in CT Coronary Angiography (Conjoint Committee) is:</i></p> <ul style="list-style-type: none"> • <i>To recommend changes and improvements to the guidelines for training, assessment and quality assurance in CT Coronary Angiography in Australia and New Zealand (Guidelines) for endorsement by the Parent Body representatives.</i> • <i>Certify applicants seeking recognition in CT Coronary Angiography within Australia and New Zealand (Applicants).</i> 	
Objectives	<p>The work of the Conjoint 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 AANMS, CSANZ and RANZCR is upheld. <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> <ul style="list-style-type: none"> • Recommend changes to the Guidelines to the Parent Body representatives • Assess the training of persons seeking recognition of their training and experience in CT Coronary Angiography • Maintain a publicly available register of persons meeting the training requirements established by the Conjoint Committee • Control and manage the affairs and business of the Conjoint Committee • Perform all such acts and things as appear to be essential for the proper management of the business and affairs of the Conjoint Committee 	
Scope	<p>Activities are subject to scope limitations as outlined below. Any activities outside the scope must be referred to the parent bodies for discussion and endorsement.</p> <p>The Conjoint Committee has the scope to:</p> <p>1. Approve expenditure</p> <p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p>	

	<p>2. Generate additional projects, subject to approval from the three parent bodies.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>3. Approve of work that would significantly expand/alter objectives or scope of the Committee.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>4. Approve work that would require additional support from College staff (outside of the agreed work plan/existing projects).</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>5. Approve applications that do not fully comply with the policy document <i>Training Requirements for CTCA Specialists</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>6. Develop policies and guidelines, subject to approval from the three parent bodies.</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Reporting arrangements	<p>It is the responsibility of the Chair, through the Secretariat, to report to the parent bodies of:</p> <ul style="list-style-type: none"> • Proposed amendments to the Guidelines • Any concerns or issues that cannot be resolved by the CTCA Conjoint Committee • An annual report on the activities of the Conjoint Committee; including the number of applications received, those approved and those denied, the number of applications for each craft group medicine
Liaison and links	
Membership	<p>Each parent body will appoint the following to represent the interests of the parent bodies on the Conjoint Committee, which will comprise:</p> <p>a.) Three representatives appointed by RANZCR b.) Three representatives appointed by CSANZ c.) Three representatives appointed by AANMS</p> <p>Hereinafter referred to as Members</p>
Terms of membership	<p>Member term The term of office for each Conjoint Committee member shall be three years (including any time served as the Chair). Members may be re-elected to serve for a maximum of two consecutive terms (including any time served as the Chair).</p> <p>Chair The Members shall, from their number, elect a Chairperson. The Chairperson position shall rotate between the Parent Body members – AANMS, CSANZ and RANZCR.</p> <p>The term of office of the Chairperson shall be for a period of three years unless the Chairperson is removed by vote by a majority of Members. After one term of 3 years a new chairperson is to be elected from the next parent body on the rotation.</p> <p>In the event when the next Parent Body on the rotation cannot provide a Chair, an interim chair may remain in place for no more than 6 months. If a Chair still cannot be appointed, The position will then rotate to the next Parent Body.</p>
Meetings	Meeting frequency

	<p>The Conjoint Committee are required to meet four times per year with each meeting corresponding to a submission deadline. The meeting dates of the following year are set at the final meeting of the current year.</p> <p>The Conjoint Committee may be required to meet more frequently at the request of the Chairperson or a parent body, and a meeting of the Conjoint Committee will be convened if a minimum of three Members requests so.</p> <p>It may be requested by members of the Conjoint Committee, or from either parent body that The Conjoint Committee meet face to face to review the guidelines/training requirements, or to discuss and revise relative policy documents or resources (such as a website).</p> <p>Quorum A minimum of five Members of whom comprises a minimum of one Member from each parent body.</p> <p>Resolution All Members are entitled to vote at meetings and have the right to vote. All matters shall be determined by agreement of at least five Members of those present and voting. If voting is tied, then the Chair has the casting vote or the authority to raise the issue with the parent bodies for consideration and final decision.</p> <p>Out of Session Resolutions All Members are entitled to vote on matters discussed out of session and have the right to vote. All matters shall be determined by agreement of at least five Members of those present and voting.</p> <p>Secretariat support The Committee will have administrative, research and analytical support provided by the RANZCR through the <i>Standards Unit</i>. In consultation with the Chair, the secretariat will prepare and distribute meeting papers, take and distribute minutes of meetings, receive and distribute correspondence, and ready applications for review by the Conjoint Committee.</p> <ul style="list-style-type: none"> • <i>Committee Secretariat will be undertaken by the Project Officer Standards Unit</i> • <i>With additional support from Manager Professional Practice, Standards Unit</i>
<p><i>Election/ Nomination/ Recruitment of members process</i></p>	<p>The three parent bodies have agreed to use their best endeavours to consult and cooperate when appointing new Members of the Conjoint Committee, however, the individual parent bodies have autonomy over how they elect and appoint their respective Members based on their organisations own process.</p>
<p><i>Responsibilities of Committee members</i></p>	<p>Conduct All 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 Conjoint Committee and the respective parent bodies. 4. Keep abreast of key issues, including bi-national & international developments that may affect the work and areas of responsibility of the Conjoint Committee. 5. Dedicate time outside of Conjoint Committee meetings to undertake activities on behalf of the Conjoint Committee, such as assessing applications, drafting of documents, responding to emails, research, and provision of advice and otherwise as required. <p>Conflict of Interest The RANZCR Conflict of Interest Policy applies. Members are required to declare any conflicts of interest:</p>

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- In respect of applications under review, Members will not review applications from applicants they have a conflict of interest with.
 - In respect of meetings, Members will be required to complete an annual statement of conflicts of interest. At each meeting, members will be asked to declare any further potential conflicts of interest that may arise, this includes any links or involvement with CTCA Fellowships, courses (accredited or unaccredited), regardless if a fee is charged or not for the fellowship or course. These are to be recorded in the minutes/reports of the relevant meeting.

Disputes

If an applicant or educational facility or institution (Appellant) disputes a decision of the Conjoint Committee then the [RANZCR Reconsideration, Review and Appeals Policy](#) will apply.

Meeting attendance

All Members are to advise their attendance or apologies as early as possible prior to the meeting. If unable to attend Conjoint Committee meetings, Members are encouraged to provide the Committee Secretariat with their comments on the meeting papers prior to the meeting.

Confidentiality

Members must keep matters relevant to individual Members, the three parent bodies, CTCA specialists or specific cases of patient care confidential. 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.

Code of Ethics

The RANZCR Code of Ethics will apply (Appendix A).

Cost of Operation

Activities will be conducted by email and teleconference as far as possible. The Conjoint Committee may be required to meet face-to-face from time-to-time, and expenses will be deducted from fees payable

Responsibilities of the Chair

The Chairperson has the responsibility to:

- oversee meetings of the Conjoint Committee. The Chairperson shall have no executive powers.
 - provide oversight of the Conjoint Committee and is responsible for ensuring that the Conjoint Committee fulfils its functions and acts on assigned tasks in a timely manner.
 - approve the agenda for each meeting and chair meetings.
 - review the draft minutes so that they can be sent to the Conjoint Committee for review and verification in a timely manner provide an annual report on the activities on the Conjoint Committee including:
 - Number of Applications made by primary specialty (Radiology, Cardiology, and Nuclear Medicine) and by State. Data on % approved versus declined including % by specialty
 - For those applications declined, the reasons for the application failing
 - Appeals Process: what % of appeals are successful
 - How many (if any) appeals involved legal representation by the appellant.
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