



Clinical Radiology Trainee Committee Terms of Reference

Name	Clinical Radiology Trainee Committee (CRTC)	
Type	Standing Committee <input checked="" type="checkbox"/> Advisory Committee <input type="checkbox"/> Reference Group/Panel <input type="checkbox"/>	Working Group <input type="checkbox"/> Special Interest Group <input type="checkbox"/> Conjoint Body <input type="checkbox"/>
Date	Ratified by the Faculty of Clinical Radiology Council at the meeting on 22-23 August 2019 .	
Review / Cessation Date	Review <input checked="" type="checkbox"/> Date: 3 years from ratification date	Cessation <input type="checkbox"/> Date: N/A
Aim	To ensure that the trainees' perspectives, issues and priorities are represented at all key levels within the College.	
Objectives	<p>The work of the Clinical Radiology Trainee Committee (CRTC) 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 Clinical Radiology, RANZCR and the Faculty of Clinical Radiology is upheld. <i>Refer to the RANZCR Code of Ethics (see 'Responsibilities of Committee members')</i>. <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"> • to represent the interests of RANZCR clinical radiology trainees within College structures; • to facilitate opportunities for communication and information sharing between trainees; • to represent clinical radiology trainees on the following College committees or bodies: <ul style="list-style-type: none"> ○ Faculty of Clinical Radiology Council (FCRC) ○ Clinical Radiology Education and Training Committee (CRET) ○ Clinical Radiology Research Committee (CRRC) ○ ASM Management Committee ○ Clinical Radiology Curriculum Assessment Committee (CRCAC) – 2 trainees ○ Clinical Radiology Workforce Committee (CRWC) ○ Diagnostic Economic Committee (DEC) ○ Safety Quality and Standards Committee (SQSC) ○ Professional Practice Committee (PPC) ○ Radiology Branch Committees (of their respective training state/country) ○ Clinical Radiology Training Accreditation Working Group (CRTAWG) ○ Other College committees or bodies as required* <p>* Trainees appointed to other College committees or working groups not identified under 'Objectives' may be co-opted to join the Clinical Radiology Trainee Committee for the duration of their representation</p> <ul style="list-style-type: none"> • to report to the FCR Council on the activities, outcomes and recommendations of the Committee; 	

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	<ul style="list-style-type: none"> • to establish and maintain communication between the Faculty and trainees via face-to-face meetings, teaching days, social media, RANZCR publications; • to maintain active links with trainees at all RANZCR-accredited training facilities (in Australia, New Zealand and Singapore) and to ensure critical trainee issues and concerns are raised in a timely manner; • to represent the interests of RANZCR clinical radiology trainees within the College and externally when requested by the Faculty Council and/or one of its Standing Committees or Working Groups; • to develop and oversee RANZCR Annual Scientific Meeting Trainee Forum activities; • to solicit involvement from all trainees to provide representation to <i>ad hoc</i> or standing committees. • To advocate for trainee welfare and general well being
<p>Scope</p>	<p>Activities are subject to scope limitations as outlined below. Any activities outside the scope must be referred to the Board of Directors and/or Faculty of Clinical Radiology Council for discussion and endorsement.</p> <p>The Clinical Radiology Trainee Committee has the scope to:</p> <ol style="list-style-type: none"> 1. Approve expenditure <p>Yes <input type="checkbox"/> up to [\$XXX]</p> <p>No <input checked="" type="checkbox"/></p> <p>Exceptions: activity funded under existing projects, or external grants.</p> 2. Generate additional projects, subject to Faculty of Clinical Radiology Council/Board approval. <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> 3. Approve of work that would significantly expand/alter objectives or scope of the Committee. <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> 4. Approve work that would require additional support from College staff (outside of the agreed work plan/existing projects). <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> 5. Develop policies and guidelines, subject to Faculty of Clinical Radiology Council approval. <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> 6. Establish subcommittees or working groups, subject to Faculty of Clinical Radiology Council approval. <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> 7. Liaise and report to external bodies only through or by delegation from the Dean, Faculty of Clinical Radiology, or the RANZCR President. <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>Reporting Arrangements</p>	<p>Authority is delegated by the Faculty of Clinical Radiology Council to fulfil the objectives as outlined in these Terms of Reference or as specifically requested by the Dean (on behalf of the Faculty of Clinical Radiology Council) or, in exceptional circumstances, the President (on behalf of the College and Board).</p> <p>In fulfilling its designated functions, the Clinical Radiology Trainee Committee:</p>

	<ul style="list-style-type: none"> • will respond to requests from the Faculty Council and may also initiate its own activities, within their allocated budget; • must keep minutes of meetings and ensure that a copy is kept by the College Secretariat; • must provide a representative for each Standing Committee that requires a trainee representative and to other Committees or Working Groups as required; • if the CRTC representative is unable to attend any Standing Committee meeting in their elected role, he/she may nominate another CRTC member to attend on their behalf. <p>Reports to the Faculty of Clinical Radiology Council</p> <ul style="list-style-type: none"> • Provide input to the RANZCR annual report, as required; • At the beginning of each calendar year, must provide an update to the Faculty of Clinical Radiology Council 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 Clinical Radiology Trainee Committee meeting of the year; • Must provide a brief written summary report (maximum length 1.5 pages) for each face-to-face Faculty of Clinical Radiology Council 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 Clinical Radiology Trainee Committee; • All items being submitted to Faculty of Clinical Radiology Council meetings must be reviewed prior to submission by the Head of Specialty Training. <p>Subcommittees/groups reporting to the Clinical Radiology Trainee Committee</p> <ul style="list-style-type: none"> • None
<p>Liaison and Links</p>	<ul style="list-style-type: none"> • Primarily to the Faculty of Clinical Radiology Council • Secondary liaison and links to RANZCR Board of Directors and RANZCR Branches • Trainees within the Faculty's Training Program • Clinical Radiology Education and Training Committee (CRETC) • Clinical Radiology Research Committee (CRRC) • Interventional Radiology Committee • ASM Management Committee • Clinical Radiology Curriculum Assessment Committee • Clinical Radiology Workforce Committee (CRWC) • Diagnostic Economic Committee (DEC) • Safety Quality and Standards Committee (SQSC) • Professional Practice Committee (PPC) • Clinical Radiology Training Accreditation Working Group • AMA Council of Doctors in Training – RTC Chair has a standing invitation to attend** • Liaise and collaborate with RANZCR Radiation Oncology Trainee Committee as required <p>** The CRTC Chair (or their delegate) has a standing invitation to attend the AMA Council of Doctors (CDT) meeting, and may elect to attend the annual AMA Trainees Forum held at the start and middle of each year. AMA Council of Doctors in Training (CDT) - The AMA Council of Doctors (CDT) in Training represents the interests of all junior doctors in Australia, from interns through to senior registrars. It has a strong interest in Medical Education and Training, professional issues and other issues including Safe Hours, Worklife Flexibility and Doctors' Health. In addition, it has a standing reciprocal arrangement with the Chair of the NZ Medical Association Doctors in Training Committee whereby they attend meetings in each country, therefore enabling coverage of issues affecting trainees of the Australasian Colleges.</p>
<p>Membership</p>	<ul style="list-style-type: none"> • Faculty Dean (Ex Officio, non-voting)

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- Unless the Faculty of Clinical Radiology Council determines otherwise, the membership shall include eight Clinical Radiology Trainees comprising one trainee from each Branch or where there is no nominee from a branch, the next highest elected candidate will be appointed.[^]

[^] A clinical radiology trainee in the context of this document is an active student member appointed to a recognised RANZCR-accredited training position in clinical radiology at a RANZCR-accredited training site and who will remain an active student member and will not complete their full time training requirements prior to the end of their 12 month term on the CRTC.

If a member is to be co-opted to the membership of the committee, this must be discussed with the Committee and agreement sought from the Faculty of Clinical Radiology Council.

Attached (*Appendix 1*) is a completed Guidance for Membership of Faculty of Clinical Radiology Bodies. This guidance document should be reviewed annually as membership changes.

Terms of Membership

Member Term

The term of office for each committee member shall be one year, commencing 1 January of the year after election. There is no limit on re-election, other than the requirement to be a trainee.

Chair

A Chair will be appointed for a one-year term, for a maximum of two terms.

To note: The Dean, Faculty of Clinical Radiology cannot be the Chair, and no Fellow can be the Chair of more than one Faculty of Clinical Radiology Body.

Casual vacancies

In the event that a trainee is no longer able to fulfil the requirements of their term (e.g., no longer in a course of clinical radiology training, break in training, long leave), they should notify the CRTC Chair, the Chair of their portfolio committee, and the Head of the Specialist Training Unit at their earliest convenience.

If there are no nominations received for a Branch, the CRTC may appoint the most successful unelected candidate at the previous election, irrespective of Branch representation.

If the office of a trainee member becomes vacant during the trainee's term of office, the CRTC may appoint an active student member to fill the vacancy, which shall be deemed to expire on 31 December of that year. The most successful unelected candidate at the previous election, irrespective of Branch representation, should be given the first opportunity to fill the casual vacancy.

If there is no unelected candidate to fill the casual vacancy the Chair can appoint an eligible active student member to fill the casual vacancy. The term of the CRTC member shall be deemed to expire on 31 December in the year in which the vacancy is filled. The CRTC member shall be deemed not to have served a term on the CRTC.

Meetings

Meeting frequency

- Four times per year, including quarterly teleconferences and one face-to-face meeting.
- Additional teleconferences may arise out of necessity as determined by the committee members.

Quorum

More than half of the members (including the Chair) (e.g. five if the committee has eight or nine members and six if the committee has ten or eleven members).

	<p>Secretariat support CRTC Chair is responsible for meeting organisation and minutes but can delegate the responsibility of recording of the minutes to another committee member (i.e. a designated Secretary).</p> <p>Resolutions 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 Faculty of Clinical Radiology Council for consideration and final decision.</p>
<p><i>Election/ Nomination/ Recruitment of members process</i></p>	<p>If there is only one active clinical radiology student member nominated from a Branch that student member shall be granted a position on the CRTC for that year without undergoing the voting process. If more than one student member nominates from a Branch voting will be required to elect a student member representative from that Branch.</p> <p>Election Process</p> <ol style="list-style-type: none"> a) At a meeting before 1 August, the College shall appoint two election scrutineers who shall not be members of the Committee nor candidates in the forthcoming election. b) In July of each year the College will send to each clinical radiology student member a notice calling for nominations of active student members as candidates for the forthcoming election specifying: <ul style="list-style-type: none"> • the date of the relevant forthcoming Clinical Radiology Trainees Committee election. • the names of Committee members who will retire at 31 December in that year; and • who of the retiring members are eligible for re-election. c) This notice may be sent to the student members via written or electronic correspondence. d) A nomination must be accompanied by a brief statement of the nominee's qualifications and objectives. The statement is to be returned at the time of submitting the nomination form. e) At the close of nominations, the College shall prepare a list containing the names of all persons nominated and eligible for election. f) If the number of nominations received for a Branch is equal to or less than the number of vacancies to be filled, the FCR Council will declare each of the candidates elected at its next meeting and any positions not filled shall be filled as casual vacancies. g) All active financial student members are eligible to be involved in the voting process for the election of nominated candidates. h) In August of each year required, the College shall send each College trainee an email containing: <ul style="list-style-type: none"> • A link to a voting webpage which lists all duly nominated candidates in alphabetical order • A documentation containing the campaigning statement written by the candidates. i) A trainee wishing to vote shall tick the box opposite the names of the preferred candidates required to be elected to fill the vacancies j) After the ballot is closed the College Secretary or nominated representative and the scrutineers shall: <ul style="list-style-type: none"> • take reasonable steps to satisfy themselves regarding the integrity of the ballot; • eliminate any invalid or informal votes; and • count the ballot. k) It is intended that all Branches are represented on the Clinical Radiology Trainees Committee. Therefore, Branches with only one candidate nominated will automatically be deemed elected. Where any Branch has more than one nominated candidate the highest polling candidate from that Branch shall deem to be elected. l) Where there is no nomination from a Branch, one will be appointed from another Branch based on the election.

	<p>m) In the interest of transparency voting results including the number of votes each candidate received will be released to the CRTC Chair only. Any of the applying candidates may receive their results, if requested, relative to the total number of votes submitted. Trainees may not request the results of other candidates.</p> <p>Election Process for the Chair A Chair will be appointed from within the committee and approved by the Faculty of Clinical Radiology Council. Refer to <i>Appendix 2</i> for further details on the election process.</p> <p>Cross Representation of other FCR Bodies 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>
<p>Responsibilities of the Committee and the Committee Members</p>	<p>The CRTC is responsible for:</p> <ul style="list-style-type: none"> • Overseeing and creating appropriate communication mechanisms for College trainees including: <ul style="list-style-type: none"> ○ Sharing the deliberations and activities of the Committee with the trainee community. ○ Providing appropriate reports on relevant issues to the trainee community. ○ Developing content for the College’s newsletters and website. • Developing and overseeing the College’s Trainee Forum activities, including: <ul style="list-style-type: none"> ○ Providing direction on the activities of the Trainee Forum. • Recording the activities and deliberations of the Committee through agendas, reports and minutes. • Providing representation on behalf of the College at external meetings, when required. <p>Conduct 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 Clinical Radiology Trainee Committee and RANZCR. 4. Keep abreast of key issues, including bi-national & 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, 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 Clinical Radiology. <p>Conflict of Interest 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 Disputes that cannot be satisfactorily resolved within the committee will be referred to the Dean of the Faculty of Clinical Radiology via the Chief Executive Officer.</p> <p>Meeting attendance Members are required to attend at least 50% of the meetings per calendar year. All members are to RSVP their attendance and (if necessary) send</p>

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.

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 clinical radiology. Further information about the levels of confidentiality can be found in *Appendix 3*.

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.

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 understand and abide by the Code of Ethics.

To download the RANZCR Code of Ethics please [click here](#) (or copy and paste <https://www.ranzcr.com/college/document-library/ranzcr-code-of-ethics> into your web browser).

Cost of Operation

Activities will be conducted by email and teleconference as far as possible. This Committee shall have a maximum of **one** face-to-face meeting per year.

Any meetings in addition to this will require approval from the Faculty of Clinical Radiology Council, who may elect to consult the RANZCR Board of Directors.

Any requests for expenditure/reimbursement must comply with College guidelines.

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.



Guidance for Membership of Faculty of Clinical Radiology Bodies

Name: Clinical Radiology Trainee Committee

Membership of each Body should reflect the specific responsibilities of the Body. When appointing members to a Body, consideration should be given to the diversity of skills, relevant expertise and level of experience required of its members, collectively and individually, in order to ensure effective functioning and balanced decision-making. The following list is provided as guidance and reflects an ideal set of skills and expertise.

The membership section of the terms of reference lists some appointments as mandatory. Inclusion of members with other skills and expertise, although ideal, is not essential.

For each position listed below, please indicate whether it is applicable to this Body and provide justification for your response. It is not necessary to provide justification for positions that are not considered applicable.

Experience and Expertise of Members	Applicable to this Body	Justification
1. President	<input checked="" type="checkbox"/>	Ex-Officio Member
2. Dean, Faculty of Clinical Radiology	<input checked="" type="checkbox"/>	Ex-Officio Member
3. An elected Faculty of Clinical Radiology Councillor	<input type="checkbox"/>	Establish good communication between the Clinical Radiology Trainee Committee and Faculty Council. The CRTC Chair sits on the Faculty of Clinical Radiology Council and provides a link.
4. Chief Censor, Clinical Radiology	<input type="checkbox"/>	Ex-Officio Member (<i>of Bodies that report to the Clinical Radiology Education and Training Committee</i>)
5. A New Zealand Fellow	<input type="checkbox"/>	
6. A Fellow from at least a minimum number of States and Territories (e.g. at least 4 of the 7 Australian ones). Please indicate below.	<input type="checkbox"/>	
a. NSW <input type="checkbox"/> b. QLD <input type="checkbox"/> c. VIC <input type="checkbox"/> d. WA <input type="checkbox"/> e. SA <input type="checkbox"/> f. ACT <input type="checkbox"/> g. TAS <input type="checkbox"/>		
7. Regional and Rural	<input type="checkbox"/>	
8. Public Practice	<input type="checkbox"/>	
9. Private Practice	<input type="checkbox"/>	
10. A Fellow of the Faculty of Radiation Oncology	<input type="checkbox"/>	
11. Knowledge of the work of other Faculty of Clinical Radiology Committees Click here for a list of all FCR Committees	<input type="checkbox"/>	
12. A Clinical Radiology Trainee*	<input checked="" type="checkbox"/>	Eight Radiology trainees elected under the terms of reference of whom at least one shall be a trainee in New Zealand. It is intended that all Australian states and territories are represented on the committee.
NSW <input checked="" type="checkbox"/> b. QLD <input checked="" type="checkbox"/> c. VIC <input checked="" type="checkbox"/> d. WA <input checked="" type="checkbox"/> e. SA <input checked="" type="checkbox"/> f. ACT <input checked="" type="checkbox"/> g. TAS <input checked="" type="checkbox"/> h. NZ <input checked="" type="checkbox"/> i. SING <input type="checkbox"/>		
13. A Consumer or other External member (with approval from the FCR Council)	<input type="checkbox"/>	
14. Other(s) – Please describe:	<input type="checkbox"/>	

Comment:

*A Clinical Radiology Trainee for this purpose is a Student Member appointed to a recognised training position in Clinical Radiology at a RANZCR accredited training site, who will enter the 2nd, 3rd, 4th or 5th year of training in the year that they commence office as a member of the Committee.



Process for Appointing FCR Body Chairs

Faculty of Clinical Radiology (FCR) Body Chairs are appointed by the following process:

1. Log vacancy and inform Dean/FCR Council.
2. Send Expression of Interest to Body members (unless specified otherwise in the FCR By-laws). Applications not meeting requirements are returned to the candidate as invalid.
3. Body members vote by secret ballot. Confirmation of due process by relevant senior manager at the College.
4. Result communicated to Body members.
5. Decision of the Body taken to FCR Council to ratify (out of session if urgent, as determined by Dean). Information on applicants' names, key dates and votes supplied. Further information can be requested if needed.
6. Chair and Body notified of FCR ratification.
7. Membership advised and register updated.

If there is only one nomination for a post and the person nominated meets all of the necessary criteria they will be considered for ratification by FCR Council without a vote.



Confidentiality Levels for Consideration

There are three major levels of confidentiality for matters considered by a Faculty of Clinical Radiology Body.

Level One

The highest level relates to matters that must not be discussed outside the meeting room at any time: for example, a member has been subject to investigation by a regulator or charged with a criminal offence; or a matter that is disclosed by government or is commercial in confidence, for the purpose of working together such as notification of new licences for equipment.

Level Two

The intermediate level of confidentiality relates to matters that are in the early stages of discussion and need further development and consideration before being released for confidential consultation with the membership, for example the development of a position paper regarding a clinical or economic matter or restructuring of the College such as the Governance Review. These can be discussed amongst those who have received the documents but not with the wider membership at that point.

As a membership organisation it is important, welcomed and encouraged that matters relevant to the profession are able to be discussed amongst the membership and the results of these discussions fed back to the College in order to optimise the College's stand on these matters. The objective is to release information at a time when it has been sufficiently well-considered that a useful discussion can be had and rumour and supposition minimised.

Level Three

The lowest level covers all other matters and is covered by the Chatham House Rule: "When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed." The principles of these matters, but not the individuals involved, can be discussed more widely in the interests of developing ideas and enhancing collaboration.