



The Faculty of Radiation Oncology

**TERMS OF REFERENCE**

<b>Name</b>	<b>Radiation Oncology Trainees Committee (ROTC)</b>			
<b>Type</b>	Standing Committee	<input checked="" type="checkbox"/>	Working Group	<input type="checkbox"/>
	Advisory Committee	<input type="checkbox"/>	Forum	<input type="checkbox"/>
	Steering Committee	<input type="checkbox"/>	Workshop* - complete proposal	
<b>Date</b>	Ratified by the Radiation Oncology Faculty Council out-of-session on <b>25 February 2022</b>			
<b>Review/ cessation date</b>	<b>Review</b> <input checked="" type="checkbox"/> Date: <b>2024</b>		<b>Cessation</b> <input type="checkbox"/> Date	
<b>Aim</b>	To ensure that the trainees' perspectives, issues and priorities are represented at all key levels within the College.			
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Represent the interests of RANZCR radiation oncology trainees within the College</li> <li>• to provide trainee representatives to the Faculty of Radiation Oncology Council, its standing committees and working groups, including but not limited to: <ul style="list-style-type: none"> <li>• Radiation Oncology Education and Training Committee (ROETC; including its sub-committees/working groups)</li> <li>• Economics and Workforce Committee (EWC)</li> <li>• Targeting Cancer Management Committee (TCMC)</li> <li>• Radiation Oncology Research Committee (RORC)</li> <li>• Quality Improvement Committee (QIC)</li> <li>• New Zealand Radiation Oncology Executive (NZROE)*</li> <li>• Annual Scientific Meeting Management Committee (including Training and Learning Day)**</li> <li>• Other College committees or working groups as required.</li> </ul> </li> </ul> <p>* To be held by the Faculty of Radiation Oncology Network New Zealand (FRONNZ) representative.</p> <p>** To be held by a trainee representative from the jurisdiction hosting the Annual Scientific meeting for that year.</p> <ul style="list-style-type: none"> <li>• Nominate trainees representatives to ad hoc committees as required</li> <li>• Advocate on behalf of trainees in matters relating to the training program, including during any review of policies, guidelines and processes</li> <li>• Recommend new initiatives that may enhance the experience of trainees completing the training program</li> </ul>			

	<ul style="list-style-type: none"> <li>• Develop and oversee RANZCR Annual Scientific Meeting Trainee Forum activities</li> <li>• Establish and maintain communication between the Faculty and trainees, for example via meetings, teaching days, social media, RANZCR publications</li> <li>• Maintain an active link with trainees at all RANZCR-accredited training facilities (in Australia, New Zealand and Singapore), receive confidential feedback and ensure critical trainee issues and concerns are raised in a timely manner</li> <li>• Assist in the dissemination of information from the College to trainees</li> <li>• Facilitate opportunities for information sharing among trainees;</li> <li>• To advocate for trainee welfare and general well being</li> </ul>
<p><b>Scope</b></p>	<ol style="list-style-type: none"> <li>1. Approval of expenditure Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></li> <li>2. Approval of additional projects Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></li> <li>3. Approval of work that would significantly expand /alter objectives or scope of the committee/group Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></li> <li>4. Approval of work that would require additional support from RANZCR staff Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></li> <li>5. Ratification of policies and guidelines Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></li> <li>6. Establishment of sub-committees or working groups Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></li> <li>7. External representation of the Faculty (media, forums, other) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></li> </ol> <p><b>Exceptions:</b> if specifically delegated by Dean</p>
<p><b>Reporting arrangements</b></p>	<p>Authority is delegated by the Faculty of Radiation Oncology Council to fulfill objectives as outlined in these Terms of Reference or as specifically requested by the Dean of the Faculty of Radiation Oncology.</p> <p>The ROTC has direct reporting arrangements to the Specialty Training Unit within the College.</p> <ul style="list-style-type: none"> <li>• Must keep minutes of meetings and ensure that a copy is provided to the Administrator, Specialty Training Unit;</li> <li>• Must provide a brief written summary report (max 1.5 pages) for each Faculty Council meeting on arising issues, activities, risks and opportunities;</li> </ul>

	<ul style="list-style-type: none"> <li>• All items being submitted to the Faculty of Radiation Oncology Council meeting must be reviewed prior to submission by the Head of Specialty Training;</li> <li>• Must provide a representative for each standing committee that requires a trainee representative and to other committees or working groups as required;</li> <li>• If the ROTC representative is unable to attend any standing committee meeting in their elected role, he/she may nominate another ROTC member to attend on their behalf;</li> <li>• At the beginning of each calendar year, must provide an update to the Dean suggesting key priorities for the coming year. This must be discussed and ratified by the first consecutive Faculty of Radiation Oncology Council meeting.</li> </ul>
<p><b>Liaison and links</b></p>	<ul style="list-style-type: none"> <li>• Trainees within the Radiation Oncology Training Program;</li> <li>• Australian Medical Association Committee of Doctors in Training (ROTC has a standing invitation to attend);<sup>***</sup></li> <li>• Liaise and collaborate with RANZCR’s Clinical Radiology Trainees Committee as deemed necessary.</li> </ul> <p><sup>***</sup> AMA Council of Doctors in Training (CDT) 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, work life, 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, enabling coverage of issues affecting trainees of the Australasian Colleges.</p>
<p><b>Membership</b></p>	<ul style="list-style-type: none"> <li>• Faculty Dean (<i>Ex officio</i>, non-voting);</li> <li>• Eight Radiation Oncology trainees comprising one from each Network;<sup>†‡§</sup></li> <li>• Other radiation oncology trainees if sitting as representatives on <i>ad hoc</i> or standing committees (maximum two positions).</li> </ul> <p>If a vacancy exists from a network due to lack of nominations, that position remains unfilled until an active trainee from that network is sourced.</p> <p><sup>†</sup> There are currently eight networks: Northern New South Wales, Southern New South Wales, Queensland, South Australia, New Zealand, Victoria/Tasmania, Western Australia, and Singapore.</p> <p><sup>‡</sup> A radiation oncology trainee in the context of this document is an active trainee appointed to a recognised RANZCR-accredited training position in radiation oncology at a RANZCR-accredited training site and who will remain an active trainee and will not complete their full time training requirements prior to the end of their 12 month term on the ROTC.</p> <p><sup>§</sup> In the event that there are no eligible active trainees from a network, a casual vacancy will be declared for that network.</p>
<p><b>Terms of Membership</b></p>	<p><b>Elected member term</b> One year commencing 1 January of the year after election.</p>

	<p>Elected members are strongly encouraged to nominate for a consecutive term for continuity of involvement with Faculty committees and to maximise useful participation.</p> <p><b>Chair term</b> One year term; maximum two terms. ROTC Chair to be elected by and from the members of the Committee. The Chair of the Committee should ideally be available to conduct the ROTC trainee forum at the Annual Scientific</p>
<b>Terms of Membership (cont.)</b>	<p>Meeting, or be able to make suitable arrangements for another committee member to be available.</p> <p><b>Re-election of members</b> Members may re-elect to serve a maximum of three terms.</p> <p><b>Casual vacancies</b> 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 radiation oncology training, break in training, long leave), they should notify the ROTC Chair, the Chair of their portfolio committee, and the Head of the Specialist Training Unit at their earliest convenience.</p> <p>If the office of a trainee member becomes vacant during the trainee's term of office, the ROTC may appoint an active trainee 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 network representation, should be given the first opportunity to fill the casual vacancy.</p> <p>If there is no unelected candidate to fill the casual vacancy the Chair can appoint an eligible active trainee to fill the casual vacancy.</p> <p>The term of the ROTC member shall be deemed to expire on 31 December in the year in which the vacancy is filled. The ROTC member shall be deemed not to have served a term on the ROTC.</p>
<b>Meetings</b>	<p><b>Meeting frequency</b> Four times per year, including quarterly teleconferences and one face-to-face meeting.</p> <p>Additional meetings may arise out of necessity as determined by the committee members.</p> <p><b>Secretariat support</b> ROTC 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><b>Resolutions</b> Must be passed with majority support. If voting is tied, then the Chair has the deciding vote.</p>
<b>Quorum</b>	More than half of the Committee members (including the Chair)
<b>Election / Nomination/ Recruitment of members process</b>	If there is only one active radiation oncology trainee nominated from a network, that trainee shall be granted a position on the ROTC for that year without undergoing the voting process. If more than one trainee nominates from a network voting will be required to elect a trainee representative from that network.

	<p><b>Formal election process</b></p> <p>a) In July of each year the College will send to each radiation oncology trainee a notice calling for nominations of active trainees as candidates for the forthcoming election specifying:</p> <ul style="list-style-type: none"> <li>• the date of the relevant forthcoming Radiation Oncology Trainees Committee election</li> <li>• the names of Committee members who will retire at 31 December in that year; and</li> <li>• who of the retiring members are eligible for re-election.</li> </ul> <p>b) This notice may be sent to the trainee via written or electronic correspondence;</p>
<p><b><i>Election / Nomination/ Recruitment of members process (cont.)</i></b></p>	<p>c) 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;</p> <p>d) At the close of nominations the College shall prepare a list containing the names of all persons nominated and eligible for election;</p> <p>e) If the number of nominations received for a network is equal to or less than the number of vacancies to be filled, the Faculty Council will declare each of the candidates elected at its next meeting and any positions not filled shall be filled as casual vacancies.</p> <p>f) ALL active financial trainees are eligible to be involved in the voting process for the election of nominated candidates; In August of each year required, the College shall send each active radiation oncology trainee a voting paper or electronic voting form including:</p> <ul style="list-style-type: none"> <li>• the names of all duly nominated candidates in alphabetical order; and</li> <li>• a voting envelope and a reply paid return envelope OR a link to an electronic voting platform.</li> </ul> <p>g) A trainee wishing to vote shall mark the voting paper by making a cross opposite the names of the number of preferred candidates required to be elected to fill the vacancies OR, if electronic voting is in place, by following the online voting prompts;</p> <p>h) If using a voting paper, trainees are to place their voting paper within the voting envelope. The voting envelope shall then be placed in the reply paid envelope and either posted or delivered to the College office, no later than 4:00pm on the nominated closing date for receipt of ballots. If using an electronic voting platform, trainees will be required to complete the online voting form by 4.00pm on the nominated closing date;</p> <p>i) After the ballot is closed, the College Secretary or nominated representative shall:</p> <ul style="list-style-type: none"> <li>• take reasonable steps to satisfy themselves regarding the integrity of the ballot;</li> <li>• eliminate any invalid or informal votes; and</li> <li>• count the ballot and/or review the online voting results.</li> </ul> <p>j) A voting paper or online voting form shall be determined informal if it does not indicate a vote for the exact number of candidates to be elected or is ambiguous. The determination of the College Secretary or nominated representative shall be final.</p>

	Non-receipt of a voting paper or online voting form by a trainee will not invalidate the ballot.
<b>Responsibilities of committee members</b>	<p><b>Conflict of Interest</b> Any recognised or potential conflict of interest is to be declared and recorded in the minutes / reports of the Committee. Any new conflict of interest should be declared at the start of a meeting and the committee member should not take part in the discussion or voting of that particular issue.</p> <p><b>Disputes</b> Disputes that cannot be satisfactorily resolved within the Committee will be referred to the Faculty of Radiation Oncology Dean. Disputes that cannot be</p>
<b>Responsibilities of committee members (cont.)</b>	<p>resolved in this manner will be referred to the RANZCR President via the Chief Executive Officer.</p> <p><b>Meeting attendance</b> All members are to RSVP their attendance and (if necessary) send their apologies as early as possible prior to the meeting.</p> <p>Portfolio attendance: ROTC representatives on respective portfolio are required to adhere to the meeting attendance requirements of their portfolio committee, as per the terms of reference for the portfolio committee.</p> <p><b>Confidentiality</b> Committee members must keep matters relevant to individual Fellows, trainees or specific cases of patient care confidential. Committee members are required to maintain confidentiality on matters of importance to the Faculty of Radiation Oncology and the Royal Australian and New Zealand College of Radiologists, and on matters that can affect the interests of the Faculty, RANZCR and the specialty of Radiation Oncology.</p> <p><b>Conduct</b> Members of committees 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 agenda papers and minutes of meetings;</li> <li>3. Act with care and diligence and in the best interests of the Faculty of Radiation Oncology and RANZCR;</li> <li>4. Keep abreast of key issues, including tri-national and international developments that may impact on 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 drafting of documents, research, provision of advice and other as required;</li> <li>6. Assist in the development of relationships with Faculty partners and stakeholders.</li> </ol>