



## Clinical Radiology Education and Training Committee Terms of Reference

<b>Name</b>	<b>Clinical Radiology Education and Training Committee (CRETG)</b>		
<b>Type</b>	Standing Committee <input checked="" type="checkbox"/>	Working Group <input type="checkbox"/>	
	Advisory Committee <input type="checkbox"/>	Special Interest Group <input type="checkbox"/>	
	Reference Group/Panel <input type="checkbox"/>	Conjoint Body <input type="checkbox"/>	
<b>Date</b>	Ratified by the Faculty of Clinical Radiology Council at the meeting on <b>23 November 2020</b> .		
<b>Review/cessation date</b>	<b>Review</b> <input checked="" type="checkbox"/> Date: <b>3 years from ratification date</b>	<b>Cessation</b> <input type="checkbox"/> Date: N/A	
<b>Aim</b>	To develop the educational content, assessments and accreditation mechanisms that would ensure that trainees can become competent Radiologists. To assess suitability of candidates for Fellowship (including International Medical Graduates).		
<b>Objectives</b>	<p>The work of the Clinical Radiology Education and Training Committee will be guided by these principles:</p> <ul style="list-style-type: none"> <li>▪ The best interests of patients will be acted upon.</li> <li>▪ High quality healthcare is provided.</li> <li>▪ 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>.</li> </ul> <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"> <li>• Regularly review the aims and definitions of the course of training.</li> <li>• Undertake continuous review of the course curriculum and assessments.</li> <li>• Support the Chief Censor, Deputy Chief Censor (Curriculum) the Deputy Chief Censor (Examinations) and other examiners in regard to the conduct of the Part 1 and Part 2 examinations.</li> <li>• Regularly review the standards/guidelines for the accreditation of departments of radiology for registrar training.</li> <li>• Support the Chief Accreditation Officer (CAO) in the role of assessing training departments using the standards/guidelines for the accreditation of departments of radiology for registrar training by serving as the vetting body for the CAO recommendations.</li> <li>• Review and (where possible) resolve any issues raised by trainees or trainers regarding training content, assessments or examinations.</li> <li>• Support trainers and sites accredited for training, through regular information provision.</li> <li>• Oversee the work and activities of subordinate bodies, such as CRCAC, IMG Committee, CRTAWG, and examination panels etc.</li> <li>• Develop and administer educational policies. <ul style="list-style-type: none"> <li>○ Support training networks by serving as an escalation point for any educational or accreditation network level issues that cannot be resolved by the Network Governance Committee.</li> </ul> </li> </ul>		
<b>Scope</b>	Activities are subject to scope limitations as outlined below. <b>Any activities outside the scope must be referred to the Board of Directors and/or Faculty of Clinical Radiology Council for discussion and endorsement.</b>		

## Terms of Reference

The Clinical Radiology Education and Training Committee has the scope to:

**1. Approve expenditure**

Yes  up to [\$XXX]

No

Exceptions: **activity funded under existing projects, or external grants.**

**2. Generate additional projects, subject to Faculty of Clinical Radiology Council/Board approval.**

Yes  No

**3. Approve of work that would significantly expand/alter objectives or scope of the Committee.**

Yes  No

**4. Approve work that would require additional support from College staff (outside of the agreed work plan/existing projects).**

Yes  No

**5. Develop policies and guidelines, subject to Faculty of Clinical Radiology Council approval.**

Yes  No

**6. Establish subcommittees or working groups, subject to Faculty of Clinical Radiology Council approval.**

Yes  No

**7. Liaise and report to external bodies only through or by delegation from the Dean, Faculty of Clinical Radiology, or the RANZCR President.**

Yes  No

### **Reporting arrangements**

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).

In fulfilling its designated functions, the Clinical Radiology Education and Training Committee will respond to requests from the Faculty Council and may also initiate its own activities, within their allocated budget.

**1. Reports to the Faculty of Clinical Radiology Council**

- 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 Education and Training Committee meeting of the year;
- must provide a brief written summary report (maximum length 1.5 pages) for each 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 Education and Training Committee;
- must keep minutes of meetings and ensure that a copy is kept by the College Secretariat.

**2. Subcommittees/groups reporting to the Clinical Radiology Education and Training Committee**

- Clinical Radiology Curriculum Assessment Committee

## Terms of Reference

	<ul style="list-style-type: none"><li>• International Medical Graduate (IMG) Committee</li><li>• CR Phase 1 Anatomy Examination Review Panel</li><li>• CR Phase 1 AIT Examination Review Panel</li><li>• CR Phase 2 Pathology Examination Review Panel</li><li>• CR Phase 2 Case Reporting Examination Review Panel</li><li>• CR Phase 2 Radiology MCQ Examination Review Panel</li><li>• CR Phase 2 OSCER Examination Review Panel</li><li>• Clinical Radiology Examination Advisory Committee</li><li>• Clinical Radiology Training Accreditation Working Group</li></ul>
<b><i>Liaison and links</i></b>	<ul style="list-style-type: none"><li>• Primarily to the Faculty of Clinical Radiology Council</li><li>• Secondary liaison and links to RANZCR Board of Directors and RANZCR Branches</li><li>• Liaise with educational experts and institutions to ensure best practice in development of educational material.</li></ul>
<b><i>Membership</i></b>	<p>Unless the Faculty of Clinical Radiology Council determines otherwise, the membership shall include a minimum of seven members. The maximum number of members required will be determined by the representation requirements of the Committee.</p> <p>Membership must include:</p> <ul style="list-style-type: none"><li>• President, RANZCR (ex-officio)</li><li>• Dean, Faculty of Clinical Radiology (ex-officio)</li><li>• Chief Censor, Clinical Radiology</li><li>• Deputy Chief Censors, Clinical Radiology</li><li>• Chief Accreditation Officer (ex-officio);</li><li>• An elected Faculty of Clinical Radiology Councillor</li></ul> <p>Specific consideration must be given as to whether the following are necessary for the effective functioning of the Committee:</p> <ul style="list-style-type: none"><li>• A Fellow from New Zealand</li><li>• Fellows from at least four of the seven Australian states and territories.</li><li>• A regional and rural member</li><li>• Public and private sector members</li><li>• A Fellow of the Faculty of Radiation Oncology</li><li>• Knowledge of the work of other Faculty of Clinical Radiology Committees</li><li>• A clinical radiology trainee</li><li>• A consumer or other external member (with approval from Faculty of Clinical Radiology Council)</li></ul> <p>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.</p> <p>Taking into account the aims and objectives of the Committee, the membership in addition to the 'must include' members will consist of:</p> <ul style="list-style-type: none"><li>• Wellbeing Officer</li><li>• representation from each College Branch (WA, SA/NT, VIC, NSW, ACT, QLD, NZ)*</li><li>• Chair, IMG Committee (ex-officio, voting)</li><li>• a clinical radiology trainee nominated by the CRTC (ex-officio, voting)</li><li>• a regional/rural representative (to fit the appropriate classification in Aust or NZ)</li><li>• Up to two co-opted members who may have particular skill or knowledge in areas where there may be shortcomings/under-representation, with needs to be reviewed at the end of a membership term e.g. Indigenous representative, or a member with research skills or experience.</li></ul>

	<p>* The Branch representative cannot hold the position as Network Training Director.</p> <p><b>Attached (Appendix 1)</b> is a completed 'Guidance for Membership of Faculty of Clinical Radiology Bodies' relevant to this Committee. The checklist should be reviewed annually as membership changes.</p>
<p><b>Terms of membership</b></p>	<p><b>Member term</b> The term of office for each committee member shall be three years. Committee members may be re-elected to serve for a maximum of three consecutive terms (this would also include any co-opted member). Thereafter they shall not be eligible to serve as a member of the Clinical Radiology Education and Training Committee until two years have elapsed since the expiration of their term of office. If a member is representing another Body on the Clinical Radiology Education and Training Committee their term is dependent on their term on the other Body.</p> <p><b>Chief Accreditation Officer</b> The term of office for the Chief Accreditation Officer shall be three years, with a maximum of two consecutive terms.</p> <p><b>Branch Education Officers (BEO)</b> The appointment of the BEO shall be for three years. BEOs may be re-elected to serve for a maximum of three consecutive terms.</p> <p><b>Trainee Representative</b> The term of office for the Trainee representative shall be one year.</p> <p><b>Chair</b> The Chief Censor shall chair the Clinical Radiology Education and Training Committee. Their term of office will be dependent on their term as Chief Censor. <i>To note:</i> 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.</p>
<p><b>Meetings</b></p>	<p><b>Meeting frequency</b> The Clinical Radiology Education and Training Committee shall meet three times per year. Ad hoc meetings can be convened as necessary to provide urgent advice/response on matters relevant to the Committee.</p> <p><b>Quorum</b> A quorum of greater than half of the members is required. Ex-officio members are not counted in the quorum number requirement. However, if in attendance they can make up part of the quorum and have voting rights. Example: If a Committee has 10 members and two ex-officio members the quorum is six, if present the ex-officio member can be counted as part of the six.</p> <p><b>Secretariat support</b> 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><b>Resolutions</b> 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><b>Election/ Nomination/ Recruitment of members process</b></p>	<p><b>Expression of Interest (Eoi)</b> Expressions of Interest will be called from the Faculty of Clinical Radiology Fellowship. For trainee positions, Eois will be called from the Clinical Radiology Trainees Committee. Every year before the last Committee meeting, Eois will be sought for Committee vacancies, preferably by</p>

October, to be filled in the next year.

**Eol Process**

Nominees are to submit their curriculum vitae and an application (no more than 300 words) on the official form outlining their interest and fit for the position. [Click here](#) to view the Eol application form.

All eligible Fellows will be informed of the process, including the date that expressions of interest close.

For Branch representations, where there are more than two expressions of interest for any State/Territory or New Zealand branch representatives, an election will be held for that position with the Branch members from that State/Territory or New Zealand.

Where there are more than two expressions of interest for any other position received than positions available, an election will be held for the position from the membership.

In the event an election is required, nominee statements' will be used, and the ballot process will be enacted through an online system.

Nominations and voting results will be considered by the Faculty of Clinical Radiology Council or a body appointed by them (e.g. the Appointments Committee).

**Unfilled Positions**

The College would seek to appoint an individual for a 12 month period from the respective Branch, as a casual vacancy. The following year the EOI would be run again for a 3 year term. The individual filling the casual vacancy must not have already completed the maximum number of terms without two years having elapsed since the expiration of their term of office.

**Casual Vacancies**

If the office of a committee member becomes vacant during the member's term of office, the position may be filled by a Fellow of the Faculty of Clinical Radiology after a call for expression of interest using the process outlined above.

Where a Fellow is appointed to fill a casual vacancy and the period of the term remaining is less than one year, that appointment shall not be regarded as a term of office for the purpose of calculating member terms.

**Election Process for the Chair**

The Chief Censor shall be appointed by the Faculty Council at the meeting determined under FCR bylaw 3.4:

*At the last Faculty Council meeting held in each calendar year the Faculty Council shall determine the date of the Faculty Council meeting at which the Office Bearer elections (if required) shall be held. This date shall be not later than 31 August of the next year.*

The Chief Censor shall chair the Clinical Radiology Education and Training Committee.

**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.

**Responsibilities of Committee members**

**Conduct**

All committee members are required to:

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 Education and Training 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.

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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.

### 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.

### 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.

### Meeting attendance

Members are required to attend at least 50% of the meetings per calendar year. The Committee Chair will speak to any member who is absent for two consecutive meetings to talk about the member's capacity to contribute to the committee in the future. If a member is absent for three consecutive meetings they may be asked to step down from the committee.

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.

### 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 2*.

Agenda papers and minutes should be annotated with the appropriate level of confidentiality to assist members in the application of confidentiality rules and in communication across bodies. If in doubt, Committee members are required to 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 members must understand and 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. This Committee shall have a maximum of three face-to-face meetings 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

### **Terms of Reference**

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.

### **Responsibilities of the Faculty of Clinical Radiology Council Representative**

The appointed Faculty Councillor on the Committee is responsible for reporting to the Faculty of Clinical Radiology Council.



## Guidance for Membership of Faculty of Clinical Radiology Bodies

**Name:** Clinical Radiology Education and Training Committee (CRETC)

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 checked="" type="checkbox"/>	Establish good communication between CRETC and Council and for alignment with FCR Council policy and objectives
4. Chief Censor, Clinical Radiology	<input checked="" type="checkbox"/>	Alignment with FCR Council policy and objectives
5. New Zealand Branch Education Officer/s	<input checked="" type="checkbox"/>	
6. Branch Education Officers from each state/territory	<input checked="" type="checkbox"/>	
a. 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"/>		
7. Regional and Rural	<input checked="" 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 <a href="#">Click here</a> for a list of all FCR Committees	<input checked="" type="checkbox"/>	- Chair, IMG Committee (ex-officio, voting) - Chair, Curriculum Assessment Committee (ex-officio, voting) - Chair, Clinical Radiology Examination Advisory Committee (ex-officio, voting)
12. A Clinical Radiology Trainee	<input checked="" type="checkbox"/>	Ex-officio, voting
13. A Consumer or other External member (with approval from the FCR Council)	<input type="checkbox"/>	
14. Other(s) – Please describe: - Chief Accreditation Officer (ex-officio, voting) - Wellbeing Officer - Co-opted member	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Alignment with FCR Council policy and objectives Member with particular knowledge or skill needed to support the activities of the Committee

**Comment:**

*To note: One member may have more than one of these skills or characteristics e.g. NSW and private or QLD and rural/regional.*



## **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.