

To serve the community by fostering safety and quality patient care in anaesthesia, intensive care and pain medicine.



**ANZCA TE-Document
Development Group
Terms of Reference**

Version No: 2 (amended)

Date of issue: August 2011

PURPOSE

The TE-Document Development Group (TE-DDG) reports through the Education and Training Committee (ETC) to Council on the revision of the TE professional documents and the regulations relating to the ANZCA training program (“the documents”) in order to support the introduction of ANZCA Curriculum Revision 2013.

TERMS OF REFERENCE

The TE-DDG roles are to:

1. Review the current approach to documenting policy aspects of the ANZCA training program.
2. Review current professional documents and regulations and make recommendations for changes in their structure and content.
3. Revise or oversee the revision of the documents.

The following are delegated roles from Council

1. Appointment of expert groups to assist as required.

The following are delegated roles from ETC and Council:

1. Appointment of expert groups to assist as required.

The following require approval of ETC and Council:

1. The project plan including relabelling, creation, amalgamation and deletion of documents
2. Unbudgeted expenditure apart from teleconferences (e.g. face-to-face meetings).

The important groups/roles for coordination/communication for the TE-DDG are the:

1. Council (governance)
2. ETC
3. Training Accreditation Committee (TAC)
4. Examinations Committee
5. Assessments Committee
6. Workplace-based Assessment Committee
7. Primary Examination Sub-committee
8. Final Examination Sub-committee
9. Courses Working Group
10. ANZCA Trainee Committee
11. Curriculum Redesign Steering Group
12. Curriculum Project Advisory Group
13. Curriculum Project Governance Group
14. Policy Unit.

MEMBERSHIP

The membership of the TE-DDG will include

1. Dr Lindy Roberts, Vice President (Chair)
2. Dr Genevieve Goulding, Chair of ETC (Deputy Chair)
3. Dr Mark Reeves, representative of TAC
4. Dr Suzanne Bertrand, Fellow
5. Dr Jennifer Myers, Trainee (nominated by the ANZCA Trainee Committee)
6. Dr Steuart Henderson, DPA Assessor
7. Dr Vaughan Laursen, Deputy DPA Assessor
8. Dr Peter Roessler, DPA Professional Documents
9. Dr Janet Smith, non-councillor Fellow who is a Head of Department.

MEETINGS

The TE-DDG will meet by teleconference. A quorum for a meeting will be a majority of voting members. If at any time the number of members is less than a quorum, the TE-DDG may meet only for discussion purposes.

Questions arising at a meeting of the TE-DDG (either in person, by teleconference or webinar) are decided by a majority of votes of voting members present and voting, with abstentions not being counted in the total number of votes. The Chair has a casting vote in addition to a deliberative vote where there is an equality of votes.

For an electronic vote, questions are decided in the affirmative if at least 75% of all voting members (other than any member on a leave of absence or any member abstaining in writing) vote in favour.

The discussions of each ANZCA committee, subcommittee and working group are confidential to its members.

Conflicts of interest will be managed in accordance with the ANZCA conflict of interest policy.

The members of the TE Document Development Group will undertake their work in accordance with relevant ANZCA policies, including the Policy on bullying, discrimination and harassment for Fellows and trainees acting on behalf of the College or undertaking College functions.

REPORTING

The TE-DDG will provide reports for approval by ETC and Council in June 2011 (for approval of project plan), October 2011 (interim report) and February 2012 (final report). The TE-DDG will provide reports for the information of TAC in August and November 2011. TAC may provide feedback on the reports but the TE-DDG does not report to TAC.

ADMINISTRATIVE SUPPORT

Administrative support for the TE-DDG will be from the Policy Unit.

CHANGE CONTROL REGISTER

Version	Author	Reviewed by	Approved by	Changes
1	President	Council	Council	Creation
2	Roberts	TE-DDG	ETC/Council	Revision
2 (amended)	L Roberts	Executive	Council Oct 2011	Addition of confidentiality & conflict of

				interest clauses
2 (amended)	L Roberts	Executive	Council Nov 2011	Addition of bullying, harassment policy etc.

Date of next review	2013
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