PURPOSE
The Certificate in Diving and Hyperbaric Medicine Working Group reports to the Education, Training and Assessments Development Committee (ETADC) on the advisability and ANZCA’S capability of continuing to award the Certificate in Diving and Hyperbaric Medicine.

TERMS OF REFERENCE
The Certificate in Diving and Hyperbaric Medicine Working Group’s roles are to:
1. Enable the Certificate in Diving and Hyperbaric Medicine Examination Board to conduct the examination in 2013 for candidates who have completed training requirements
2. Oversee the restoration of the functionality of the ANZCA webpage pertaining to the certificate
3. Determine the total number of enrolled certificate trainees and their registration status
4. Develop a governance structure to enable currently enrolled trainees to complete training and obtain their certificate, including registration, monitoring, facility accreditation and assessment processes including examinations and research projects.
5. Revise Regulation 36
6. Clearly separate the roles of ANZCA and the Diving and Hyperbaric Medicine SIG with respect to the processes for training and the award of the certificate
7. Perform an assessment of the sustainability of the certificate
8. Make recommendations for ANZCA’s future conduct of the Certificate in Diving and Hyperbaric Medicine
9. Conclude its work and make a final report to Council in April 2014

The roles of the Certificate in Diving and Hyperbaric Medicine Working Group do NOT include:
1. Conducting the Examination for the certificate
2. Developing the curriculum for the certificate course
3. Accreditting facilities

The following are delegated roles from the Education, Training and Assessments Development Committee (ETADC) and Council:
1. Consultation with management in preparation of a budget to complete the Working Group’s objectives.

The following require approval of the Education, Training and Assessments Development Committee (ETADC) and Council:
1. Budget for the Working Group’s activities
2. Make recommendations to Council about the proposed governance structure to enable currently enrolled trainees to complete training and obtain their certificate
3. Revision of Regulation 36
The important groups/roles for coordination/communication for the Certificate in Diving and Hyperbaric Medicine Working Group are:

1. Council (governance)
2. Education, Training and Assessments Executive Committee (ETAEC)
3. Education, Training and Assessments Development Committee (ETADC) Training and Assessments Unit
4. Assessment and Accreditation Unit
5. Records Management
6. DPA Assessor

**MEMBERSHIP**

The membership of the Certificate in Diving and Hyperbaric Medicine Working Group is determined by Council.

Appointment of members will take into account the following factors:
Fellows of high professional standing who possess the ANZCA certificate in Diving and Hyperbaric Medicine and are members of the Certificate in Diving and Hyperbaric Medicine Examination Board

Management staff from the Education and Training and Assessment Units
   a. Chair: Michael Bennett
   b. David Wilkinson
   c. Councillor Kerry Brandis
   d. Lee-Anne Pollard (GM Training and Assessments)
   e. Olly Jones (GM Education Unit)
   f. Rebecca Dadhwal (Manager, Exams)

**MEETINGS**

The Certificate in Diving and Hyperbaric Medicine Working Group will meet as necessary by teleconference only between July 2013 and April 2014.

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 Certificate in Diving and Hyperbaric Medicine Working Group may meet only for discussion purposes.

Questions arising at a meeting of the Certificate in Diving and Hyperbaric Medicine Working Group (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 the Certificate in Diving and Hyperbaric Medicine Working Group are confidential to its members. Conflicts of interest will be managed in accordance with the ANZCA conflict of interest policy.

The Certificate in Diving and Hyperbaric Medicine Working Group will undertake their work in accordance with relevant ANZCA policies. Bullying, discrimination and harassment will be managed, as relevant, in accordance with the ANZCA Policy on Bullying, Discrimination and Harassment for
Fellows and Trainees Acting on behalf of the College or undertaking College functions (available at www.anzca.edu.au/resources/corporate-policies), and staff policies (available by contacting the CEO at ceo@anzca.edu.au).

**REPORTING**
Meetings will be minuted with the minutes being forwarded to the Education, Training and Assessments Development Committee (ETADC). Decisions made electronically will be recorded in the minutes of the next Certificate in Diving and Hyperbaric Medicine Working Group meeting.

The Certificate in Diving and Hyperbaric Medicine Working Group receives reports from the Chair, Education and Training Committee, GM Training and Assessment Unit.

**ADMINISTRATIVE SUPPORT**
Administrative support for the Certificate in Diving and Hyperbaric Medicine Working Group will be from the Training and Assessment Unit.

**FINANCIAL REPORTING AND PLANNING**
1. Each ANZCA committee will have 'financial report' as a standing agenda item and will receive regular financial reports.

2. The roles of the committee include:
   a. to develop an annual activity plan
   b. to be familiar with the approved annual budget
   c. to oversee the financial results of budgeted activities
   d. to support ANZCA management in decision making, in order to ensure the best possible financial outcome.

3. The roles of the committee do not include the day-to-day financial management of the College (which is the role of ANZCA management).

**CHANGE CONTROL REGISTER**

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<th>Version</th>
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<td>G Goulding</td>
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<td>Council teleconference – July 2013</td>
<td>Creation</td>
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<td>1 (amended)</td>
<td>P Roessler</td>
<td>ETAEC</td>
<td>Council – February 2014</td>
<td>Minor amendment to ‘purpose’ and an amendment to the standard wording for ANZCA policies</td>
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Date of next review | Working Group to disband April 2014