

BACKGROUND

The Committee for Continuing Medical Education was established in 1992. In September 2013, the Board approved a new education governance model to take effect from May 2014. In August 2017, the Board approved that the name of the CCME be changed to Committee for Continuing Professional Development (**the Committee**).

1. ROLE

Responsible directly to the Education Committee, the role of the Committee is to promote participation in continued professional development (**CPD**) activities and, in particular, to design, promote and administer the RANZCP Continuing Professional Development program (**the CPD Program**), to ensure the continued high standards of psychiatric practice.

2. RESPONSIBILITIES

The Committee shall be responsible for:

- (a) Developing and recommending policy and implement action in relation to CPD within the RANZCP including an appropriate formal CPD program.
- (b) Developing and recommending policy and strategic direction and development in relation to CPD within the RANZCP.
- (c) Promoting and monitoring the participation of CPD participants in CPD activities.
- (d) Providing support for individual CPD participation and CPD initiatives for psychiatrists practicing in rural and remote locations.
- (e) Defining principles for valid CPD activities, including the development of appropriate funding resource strategies and policy.
- (f) Establishing appropriate CPD administration procedures for the Committee to use in monitoring CPD activities.
- (g) Ensuring the CPD program meets registration requirements of medical registration authorities in Australia and New Zealand.
- (h) Guiding access to remediation and refresher programs as a resource to psychiatrists with identified needs.
- (i) Encouraging the availability of a comprehensive range of quality CPD activities and provide advice to the Board, Branches, Faculties and Sections in relation to the development and provision of such programs.
- (j) Undertaking all other activities necessary for its purposes in oversight of the RANZCP's CPD program as may be properly required of the Committee from time-to-time.
- (k) Identifying and reporting high-level risks associated with the Committee in accordance with the [RANZCP Risk Management Policy](#).

3. REPORTING RELATIONSHIPS

- (a) The Committee reports directly to the Education Committee. The Committee will provide a report on its activities to each meeting of the Education Committee, including a copy of its most recent meeting minutes.

- (b) The Committee will work closely with the Chief Executive Officer and senior management to ensure its responsibilities are met.
- (c) The Committee will be represented on the Education Committee by the Chair of the Committee in an ex-officio capacity.
- (d) The Jurisdictional and Representative Members will report back to their respective Committees as required.

4. MEMBERSHIP COMPOSITION

- (a) Membership of the Committee will comprise:
 - Chair (Fellow)
 - Deputy Chair (Fellow)
 - A Jurisdictional Member from each State and Territory of Australia (Fellow)
 - A Jurisdictional Member from New Zealand (Fellow or Affiliate)
 - Australian & New Zealand Psychiatrists with International Qualifications (**ANZPIQ**) Representative
 - Community Member (Community Collaboration Committee)
 - Trainee Representative
- (b) The Executive Manager responsible for the Education portfolio (or nominee) will be in attendance at all meetings.
- (c) The Committee will endeavour to include appropriate representation from Australia and New Zealand (at a minimum of one member from each).
- (d) The Committee will endeavour to achieve diversity, including gender balance.

5. ELECTIONS AND APPOINTMENTS

5.1 Chair

- (a) Nominations will be called for from among the Fellows of the RANZCP. The Chair will be appointed by the Education Committee.
- (b) The term of the office of the Chair shall be three (3) years from the conclusion of the Annual General Meeting (**AGM**) in the election year in which they are appointed.
- (c) The Chair will be eligible for reappointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.
- (d) In the event of the resignation of the Chair a Casual Vacancy will be appointed by the Education Committee on recommendation from the Committee.

5.2 Deputy Chair

- (a) Nominations for the Deputy Chair will be called for from among the Fellows of the RANZCP. The Deputy Chair will be appointed by the Education Committee on recommendation from the Committee.
- (b) The term of office for the Deputy Chair position shall be three (3) years from the conclusion of the AGM in the election year in which they are appointed, or such later date, until the AGM when the position term is due to fall vacant.
- (c) The Deputy Chair will be eligible for reappointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.

- (d) In the event of the resignation of the Deputy Chair, a Casual Vacancy may be appointed by the Education Committee on recommendation from the Committee.

5.3 Jurisdictional Members

- (a) Nominations for the Jurisdictional Member positions will be called for from amongst the relevant class of membership within the appropriate jurisdiction. Jurisdictional Members will be appointed by the Education Committee on recommendation from the Committee. The CCPD may seek advice from a Branch/New Zealand National Committee to inform the nomination process.
- (b) The term of office of Jurisdictional Members shall be three (3) years from the conclusion of the AGM in the election year in which they are appointed.
- (c) Jurisdictional Members will be eligible for reappointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.
- (d) In the event of the resignation of a Jurisdictional Member, a Casual Vacancy may be appointed by the Education Committee on recommendation from the Committee.

5.4 ANZPIQ Representative

- (a) Nominations will be called from among the ANZPIQs of the RANZCP. The ANZPIQ Representative will be appointed by the Committee on recommendation from the ANZPIQ Committee.
- (b) The term of office for the ANZPIQ Representative shall be for three (3) years from the conclusion of the AGM in the election year in which they are appointed.
- (c) The ANZPIQ Representative will be eligible for reappointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.
- (d) In the event of a resignation of the ANZPIQ Representative, a Casual Vacancy may be appointed by the Committee on recommendation from the ANZPIQ Committee.

5.5 Community Member

- (a) The Community Member Representative will be appointed in accordance with the *Appointment of Community Members to College Committees Procedure*.
- (b) Preference is given to a candidate having relevant skills in adult education or training.
- (c) The term of office of the Community Member Representative shall coincide with their term on the Community Collaboration Committee (CCC).
- (d) In the event that the Community Member Representative resigns an appointment will be made in accordance with the *Appointment of Community Members to College Committees Procedure*.

5.6 Trainee Representative

- (a) Nominations will be called from amongst the Trainees of the RANZCP. The appointment will be made by the Committee on recommendation from the Bi-national Committee for Trainees (**BCT**).
- (b) The term of office of the Trainee Representative will be twelve (12) months from the conclusion of the AGM in the election year in which they were elected.
- (c) The Trainee Representative will be eligible for reappointment to this position to serve a maximum of five (5) consecutive terms.
- (d) In the event that the Trainee Representative is admitted to Fellowship during their term on the Committee they may complete their annual term, but they are not eligible for reappointment thereafter.

- (e) In the event of the resignation of the Trainee Representative, a Casual Vacancy may be appointed by the Committee on recommendation from the BCT.

5.7 Casual Vacancies

- (a) A Casual Vacancy appointment shall be until the conclusion of the next AGM
- (b) A person appointed as a Casual Vacancy shall be eligible for appointment in accordance with this Regulation at the conclusion of their term.
- (c) For the purposes of these Regulations, the period of time served as a Casual Vacancy shall not be counted as a period of membership.

5.8 Co-opted Members and Observers

Refer to the *Committee Meeting Operations Regulations* for information regarding Co-opted Members and Observers.

6. RANZCP RESOURCES

The Committee will be supported by staff of the College, specifically staff of the Education & Training Department.

7. OPERATIONAL

7.1. Refer to the [Committee Meeting Operations Regulations](#) for the Committee's operational information including:

- Agenda
- Attendance
- Chair
- Committee Powers and Delegation
- Conflict of Interest
- Consent
- Confidentiality
- Meeting Code of Conduct
- Co-opted Members
- Defects in Appointment or Qualification
- Financial Responsibility
- Media and Authorised Statements
- Meetings
- Minutes
- Observers
- Other Committees
- Proxies
- Quorum/Voting
- Review
- Risk Management
- Support
- Voting Member Term
- Work Plan
- Definitions and Interpretation
- Associated RANZCP Documents

Any queries regarding the *Committee Meeting Operations Regulations* should be directed to the relevant staff member who is responsible for the CCPD.

7.2. Additional Specific Operational Information

Committee Powers and Delegations

The Committee for Continuing Professional Development may establish Subcommittees or Working Groups. This must occur in consultation with the relevant Executive Manager.

Approval to establish a Subcommittee or Working Group must be sought from the Corporate Governance and Risk Committee and the Board.

ASSOCIATED DOCUMENTS

- Committee Meeting Operations Regulations and associated documents
- Education Committee Regulations
- ANZPIQ Committee Regulations
- Bi-national Committee for Trainees Regulations
- Community Collaboration Committee Regulations
- Appointment of Community Members to College Committees Procedure
- Continuing Professional Development Policy

Revision Record

Contact:	Senior Manager, Accreditation, CPD and Reporting		
Authorising Body:	Board		
Responsible Committee:	Corporate Governance and Risk Committee		
Document Code:	REG Committee for Continuing Professional Development Regulations		
Date	Version	Approver	Description
23 August 2024	3.0	Education Committee Executive	Updated to include trainee representative in membership composition and align with governance templates.
20 January 2022	2.1	Executive General Manager, Education and Operations	Updated to remove sections captured in the <i>Committee Meeting Operations Regulations</i> (approved by the Board 18 November 2018), to reformat the Regulations to reflect the updated Regulations template and current practices.
22 April 2020	2.0	B2020/5 R6	Updated to align Deputy Chair appointment process to what happens in practice and in accordance with other relevant Education Committees, removal of Trainee Representative position.
12 April 2018	1.5	B2018/OOS R20	Updated to include the formation of a Standards Group.
18 January 2018	1.4	Senior Manager, Corporate Governance and Risk	Updated to include changes previously agreed to including trainee representative committee and associated documents.
12 August 2017	1.3	B2017/5 R23	Updated to include changes previously agreed including meeting attendance, other committee and associated documents. Casual vacancy updated to include jurisdictional casual vacancy which was omitted when regulations were created. Committee name updated as per request at CCME face to face meeting June 2017.
November 2016	1.2	Board	Regulations updated to include new and updated wording relating to conflicts of interest, meeting attendance, quorum, written resolutions, other committees, additional Board Director on constituent committees, trainee and overseas trained psychiatrist representatives on RANZCP committees and associated documents. Articles updated to reflect new RANZCP constitution.
6 February 2014	1.1	Chair, CGRC	Updated to clarify the Chair election process.

30 November 2013	1.0	Board – B2013/7 R18	New document. Updated to reflect the changes approved by the Board under the new education governance model.
NEXT REVIEW: 2027			