

Regulations

Committee for Educational Evaluation, Monitoring and Reporting



BACKGROUND

In September 2016, the Education Committee (**EC**) approved the restructure of the Committee for Educational Quality and Reporting including the roles, responsibilities and the name change to the Committee for Educational Evaluation, Monitoring and Reporting (**the Committee**).

1. ROLE

The Committee will facilitate the review of education and training activities through the design, conduct and reporting of evaluations/reviews. The Committee will also monitor annual reporting requirements across the Education portfolio and broader College. The Committee will provide assistance and support to other committees who perform their own evaluation, research and or monitoring activities.

2. RESPONSIBILITIES

The Committee for will be responsible for:

- (a) Promoting and undertaking evaluation activities including reviews and monitoring processes across the Education portfolio.
- (b) Developing and monitoring a program that meets the reporting requirements of the EC, the College, and external stakeholders, ensuring these are met in a timely and accurate manner with due consultation with other relevant committees.
- (c) Monitoring, analysing and developing recommendations based on external data sources including, but not limited to, the annual Medical Training Survey undertaken by the Medical Board of Australia, the Medical Education Training dataset collected by the Australian Department of Health and relevant workforce reports from both Australia and New Zealand.
- (d) Identifying research issues pertinent to the Committee's purpose and to report that research.
- (e) Using analytics and data to support quality improvement of the education and training programs delivered by the RANZCP.
- (f) Recommending to the EC the establishment of any Subcommittees or Working Groups to undertake specific evaluation, research or monitoring activities.
- (g) Conducting and completing an approved work plan/program of evaluation for the College education and training programs under the guidance of the EC and / or the RANZCP Board.
- (h) Undertaking any relevant research programs/projects as directed by the EC.
- (i) Identifying and reporting high level risks to the EC in accordance with the [RANZCP Risk Management Policy](#).

3. REPORTING RELATIONSHIPS

- (a) The Committee will report directly to the EC.
- (b) The Committee will report on its activities to each meeting of the EC and provide a copy of its most recent minutes.

- (c) The Committee shall be represented on the EC by the Chair of the Committee in an ex-officio capacity.
- (d) The Committee will work closely with the Executive Manager, Education and Training, and senior management to ensure its responsibilities are met.
- (e) Committee Representatives will report back to the Committee they represent as required.

4. MEMBERSHIP COMPOSITION

- (a) Membership of the Committee will comprise a maximum of thirteen (13) members, including:
 - Chair (Fellow)
 - Deputy Chair (Fellow)
 - Three Fellows (Independent)
 - Fellow or Affiliate (Independent) from New Zealand
 - Representative, Committee for Training (**CFT**) or Directors of Training (**DOTs**) (Fellow or Affiliate)
 - Representative, Committee for Specialist International Medical Graduate Education (Fellow)
 - Representative, Committee for Examinations (**CFE**) (Fellow or Affiliate)
 - Representative, Committee for Continuing Professional Development (Fellow or Affiliate))
 - Representative, Bi-national Committee for Trainees (**BCT**)
 - Representative, Australian & New Zealand Psychiatrists with International Qualifications Committee (**ANZPIQC**)
 - Community member, Community Collaboration Committee (**CCC**).
- (b) The Committee will endeavour to include appropriate representation from Australia and New Zealand (at a minimum of one member from each).
- (c) The Committee shall endeavour to achieve diversity, including gender balance.

5. ELECTIONS AND APPOINTMENTS

5.1 Chair

- (a) Nominations will be called for from amongst the Fellows of the College. The Chair will be appointed by the EC and noted by the Board.
- (b) The term of office of the Chair will be three (3) years from the conclusion of the Annual General Meeting (**AGM**) in the election year in which they were appointed.
- (c) The Chair will be eligible for reappointment to serve two (2) consecutive terms (i.e. 6 years) and also eligible for re-nomination to serve further terms, with a maximum of four terms total (i.e. 12 years).
- (d) In the event of the resignation of the Chair a casual vacancy will be appointed by the Education Committee.

5.2 Deputy Chair

- (a) Nominations will be called for from amongst the Fellows of the College. The Deputy Chair will be appointed by the EC and noted by the Board.

- (b) The term of office for the Deputy Chair will be three (3) years from the conclusion of the AGM in the election year in which they were appointed.
- (c) The Deputy Chair will be eligible for reappointment to serve two (2) consecutive terms (i.e. 6 years) and also eligible for re-nomination to serve further terms, with a maximum of four terms total (i.e. 12 years).
- (d) In the event of the resignation of the Deputy Chair a casual vacancy will be appointed by the Education Committee.

5.3 Independent Members

- (a) Nominations will be called from amongst the Fellows or Affiliates of the College. Independent members will be appointed by the EC on recommendation from the Committee.
- (b) The term of office shall be three (3) years from the conclusion of the AGM in the election year in which they were appointed.
- (c) Independent Members will be eligible for reappointment to serve two (2) consecutive terms (i.e. 6 years) and also eligible for re-nomination to serve further terms, with a maximum of four terms total (i.e. 12 years).
- (d) In the event of the resignation of the Deputy Chair an Independent Member, a casual vacancy will be appointed by the EC.

5.4 Committee Representatives

- (a) Committee Representatives (CFT, CFE, CSIMGE and CCPD) will be appointed by the Committee on recommendation from the relevant Committee.
- (b) The term of office of Committee Representatives will be for the duration of their term on the Committee they represent.

5.5 Representative, ANZPIQC

- (a) The Representative, ANZPIQC will be appointed by the Committee on recommendation from the ANZPIQC.
- (b) The term of office of the Representative will be for the duration of their term on the ANZPIQC.
- (c) In the event that the Committee is unable to obtain a suitable Representative from the ANZPIQC:
 - i. Nominations will be called for from amongst the ANZPIQs of the College. The appointment will be made by Committee on recommendation from the ANZPIQC.
 - ii. The term of office of the ANZPIQ Representative will be three (3) years from the conclusion of the AGM in the election year in which they were appointed.
 - iii. The ANZPIQ Representative will be eligible for reappointment to serve two (2) consecutive terms (i.e. 6 years) and also eligible for re-nomination to serve further terms, with a maximum of four terms total (i.e. 12 years).
 - iv. In the event of the resignation of the Representative, a casual vacancy may be appointed by the Committee on recommendation from the ANZPIQC.

5.6 Representative, BCT

- (a) The Representative, BCT will be appointed by the BCT.
- (b) The term of office of the Representative, BCT will be for the duration of their term on the BCT.

5.7 Casual Vacancies

- (a) The term of a casual vacancy appointment will be until the next AGM.
- (b) A person appointed as a casual vacancy shall be eligible for appointment in accordance with these Regulations 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 Community Member, CCC

- (a) The Community Member, CCC will be appointed in accordance with the *Procedure for Appointment of Community members to College Committees*.
- (b) The term of office of the Community Member, CCC will be for the duration of their term on the CCC.
- (c) In the event of the resignation of the community representative, the appointment will be made in consultation with the *Procedure for Appointment of Community members to College Committees*.

5.9 Co-opted Members & Observers

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

6. COMMITTEE SUPPORT

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

7. OPERATION

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
- 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 Committee.

7.1 Additional Specific Operational Information

Replace 'Any delegation from the Board cannot be sub-delegated by the Committee' from the 'Committee Powers and Delegation' outlined in the *Committee Meeting Operations Regulations* with:

The Committee may establish Subcommittees, Steering Groups or Working Groups. This must occur in consultation with the relevant Executive Manager. Approval to establish a Subcommittee or Group must be sought from the Corporate Governance and Risk Committee (CGRC) and the Board.

ASSOCIATED DOCUMENTS

- Committee Meeting Operations Regulations and associated documents
- Committee Position Descriptions
- CFT Regulations
- CFE Regulations
- CSIMGE Regulations
- CCPD Regulations
- ANZPIQC Regulations
- BCT Regulations

Revision Record

Contact:	Executive Manager, Education & Training		
Authorising Body:	Board		
Responsible Committee:	Corporate Governance and Risk Committee		
Document Code:	REG Committee for Educational Evaluation, Monitoring and Reporting		
Date	Version	Approver	Description
15 October 2024	3.1	Company Secretary & General Counsel	Updated to reflect OTPRC name change and align with governance template.
22 February 2020	3.0	B2020/1 R14	Updated to reflect amendments to the committee's responsibilities, addition of appointment process for the Fellow (Independent) positions, update to the Deputy Chair appointment process, update to the TRC Representative appointment process, removed the other minor typographical amendments, and placed on revised Regulations template.
14 October 2016	2.0	B2016/7 R9	Updated to reflect change of committee name, roles and responsibilities and the inclusion of previous Board decisions in relation to meeting attendance, conflict of interest and quorum.
30 November 2013	1.0	B2013/7 R18	New document. Updated to reflect the changes approved by the Board under the new education governance model.
NEXT REVIEW: 2027			