

## Terms of reference

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### National Training Survey Advisory Group

#### Context

The Medical Board of Australia (the Board) and the Australian Health Practitioner Regulation Agency (AHPRA) have publicly committed to leading the development and implementation of a National Training Survey (NTS).

Medical trainees at all levels (post graduation) will be invited to participate in the survey about their recent training experience. Supervisors of medical trainees will also be invited to participate in the survey.

Findings from the survey will assist the Board, AHPRA and other relevant stakeholders to:

- gain a better understanding of the quality of medical education and training in Australia
- identify how the findings could be used to improve medical training in Australia, and
- recognise and deal with areas of risk (including bullying, harassment and discrimination).

#### Purpose of the Advisory Group

The Board has established the NTS Advisory Group to provide the NTS project with expert advice and guidance on matters pertinent to medical training in Australia. In particular, the Advisory Group will provide expert advice on the development of the NTS content and question algorithm, stakeholder engagement strategy and how to manage adverse results that indicate systemic issues.

The NTS Advisory Group will be a large group comprised of representatives from all facets of medical training in Australia. The Advisory Group will be required to provide timely expert advice and guidance on the scope, design and implementation of the survey and assist in the promotion of the survey to doctors in training and supervisors.

#### Terms of Reference

The Advisory Group will:

1. review and provide advice on components of the Project Plan. This will be ongoing and the Steering Committee and project team will seek the Advisory Group's advice on various elements of the Plan as the project progresses
2. provide advice on:
  - a. survey content and question algorithm
  - b. survey scope and design
  - c. reporting framework for the results of the survey
  - d. the dissemination and publishing of the NTS findings, and
  - e. the principles on how to manage adverse results and serious concerns that have arisen from the NTS.

3. provide advice and suggestions on survey testing, including providing suggestions on how to access suitable testers
4. provide advice and recommendations to the Steering Committee and project team on the stakeholder engagement strategy and marketing schedule. This will include having an active role in the promotion of the survey to doctors in training and supervisors, and
5. support the dissemination the NTS findings to key stakeholders.

## Membership

The Advisory Group includes:

### Chair

- Chair of the NTS Steering Committee

### Members

- At least one additional member of the Steering Committee
- One additional member of the Board – community or practitioner member
- A community member that is not a member of the National or State or Territory Boards or Committees

The Board will seek nominations from the following representative organisations:

- One nominee of the Australian Medical Council
- Two nominees of the jurisdictions
- Two nominees of the Australian Medical Association
- Two or three doctors in training, including at least one nominee of the Australian Medical Association Council of Doctors in Training and one nominee of the Australasian Junior Medical Officers' Committee
- One nominee of the Confederation of Postgraduate Medical Education Councils
- Two nominees of the Council of Presidents of Medical Colleges
- One nominee of the Medical Deans Australia and New Zealand
- A representative from a private sector employer
- One nominee of the Australian Indigenous Doctors Association
- The Chair of the Doctors' Health Services Pty Ltd (DrHS) or a nominee of DrHS
- A Director of Clinical Training (or similar position) with expertise in the supervision of doctors in training.

The Board can appoint additional members to the Advisory Group as required.

### Secretariat services

Secretariat will be provided by Strategy and Policy, Medical. Primarily it will be by the Project Manager, NTS.

## Meetings and procedures

### Frequency of meetings

The Advisory Group will be scheduled as required but are expected to be monthly to two-monthly in the first 12 months of the project. The ongoing schedule post 12 months will be determined as the project progresses.

Meetings can be:

- face-to-face
- via videoconference
- via teleconference

## Procedures for meetings

The chair is to preside at a meeting of the Advisory Group. In the absence of the chair, the other member of the Steering Committee will preside at the meeting.

Materials will be provided to members at least five working days prior to day of the meeting.

A brief report of the meeting will be drafted and circulated to members.

## Reporting

The Advisory Group will report to the Board via the chair of the Steering Committee.

## Payment and expenses

The doctors in training and external community member will be paid an honorarium for their attendance and related expenses.

Members of the Board will be paid in accordance with the Board members' manual.

Other members will not be paid to attend meetings but travel and accommodation will be funded by the Board and arranged by AHPRA.

## Timeframe

Advisory Group members will be appointed for 18 months. The Board will review the role of the Advisory Group and its membership and make the necessary appointments when their ongoing need for expert advice on the scope, design and implementation of the NTS becomes clearer.

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