

## Terms of reference

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### Medical Training Survey Steering Committee

#### Context

The Medical Board of Australia (the Board) and the Australian Health Practitioner Regulation Agency (Ahpra) have publicly committed to leading the delivery of an annual Medical Training Survey (MTS).

The MTS is a national, profession-wide survey of all doctors in training in Australia. It is a confidential way to get national, comparative, profession-wide data to strengthen medical training in Australia. All doctors in training are invited to participate in the survey about their recent training experience.

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

- better understand the quality of medical training in Australia
- identify how best to improve medical training in Australia, and
- recognise and deal with potential issues in medical training that could impact on patient safety, including environment and culture, unacceptable behaviours and poor supervision.

#### Purpose of the Steering Committee

The Board has established the MTS Steering Committee to support the MTS project. The Steering Committee provides oversight of the contents and delivery of the MTS, collection, analysis and publication of the survey data. This includes, but is not limited to, providing advice and recommendations on project processes, stakeholder engagement, publication of findings and if necessary, the procurement of future external providers to administer the MTS.

#### Terms of Reference

The Steering Committee will:

1. review and provide feedback on the MTS project plan as necessary
2. provide regular advice, where required, to the Board on the progress of the MTS project
3. oversight the MTS project through its annual life cycle from question approval through to publication of results. This includes providing input into the survey tool and recommending taking action if there are delays in delivering elements of the project
4. support the project team to manage the risks associated with the project by providing guidance and advice. The Project Manager will alert the Committee of any known risks that are likely to impact on the delivery of project and/or the reputation of the Board and Ahpra. The Committee will regularly review the risk register and recommend possible mitigation strategies
5. support the project team by providing timely advice on issues that arise in relation to the survey
6. if necessary, inform the request for tender for the contractor who will administer the survey. This includes providing advice on the scope of the services to be contracted for and evaluating submissions and quotes. Member/s of the Steering Committee may also be asked to participate in the selection process.

7. provide advice and recommendations to the project team on stakeholder engagement strategy and communications, including on publishing and disseminating the MTS findings
8. consult with the MTS Consultative Forum when necessary
9. provide guidance and feedback on the reporting of the results of the survey – static reports and interactive dashboard, and
10. be alerted and deal with any concerns that arise from the running of survey and/or the results of the survey.

## Membership

The Steering Committee is appointed by the Medical Board of Australia and includes:

### Chair

- Member of the Medical Board Australia

### Members

- Two additional members of the Board – a community and a practitioner member
- Executive Officer, Medical
- MTS Project Manager
- Two senior Ahpra staff to represent Regulatory Operations and Information Technology
- Communications Advisor for the Medical Board
- One nominee of the Australian Medical Council
- One nominee of the jurisdictions
- Two nominees of the doctors in training (a nominee of the Australian Medical Association Council of Doctors in Training and a nominee of College Trainee Committee)

### Secretariat services

Secretariat will be provided by Strategy and Policy, Medical.

## Meetings and procedures

### Frequency of meetings

The Steering Committee will be scheduled as required but are expected to be monthly to two-monthly. The Steering Committee can meet more frequently if necessary.

Meetings can be:

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

### Procedures for meetings

The Chair is to preside at a meeting of the Steering Committee. In the absence of the Chair, one of the other members of the Board will preside at the meeting.

Materials will be provided to members at least two working days prior to day of the meeting, noting that the purpose of the Committee is to make timely decisions to avoid project delays.

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

### Quorum

A quorum of the Committee is five members.

## Reporting

The Steering Committee will report to the Board and Ahpra.

## Payment and expenses

The doctors in training 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 any travel and accommodation that is deemed necessary by Ahpra will be funded by the Board and arranged by Ahpra.

## Timeframe

The Board will review the role of the Steering Committee and its membership as required.

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