

## Terms of reference

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### National 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 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 Steering Committee

The Board has established the NTS Steering Committee to support the NTS project and to provide oversight on the development, implementation, collection and analysis of the NTS data. This includes providing expert advice and recommendations on project processes, stakeholder engagement and publication of findings.

The NTS Steering Committee, will be a small group, and will be required to make timely decisions and provide timely guidance to ensure that the project can proceed without unnecessary delays.

#### Terms of Reference

The Steering Committee will:

1. review and provide feedback on the Project Plan. Review will be ongoing and the Committee will advise where the plan should be modified as the project proceeds
2. provide regular advice to the Board on the progress of the NTS project
3. oversight the NTS project, from the development through to the delivery phase. This includes 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 Committee will alert the Board and AHPRA of any major or unexpected risks that are likely to impact on the delivery of project and/or the reputation of the Board and AHPRA
5. monitor the budget for the project and alert the Board and AHPRA of major variances
6. support the project team by providing timely advice on issues that arise in relation to the survey at all stages

7. inform the request for tender for the contractor who will collect and analyse the results of the survey. This includes providing advice about 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
8. provide advice and recommendations to the project team on the stakeholder engagement strategy and marketing schedule. This may include participating in consultation forums and dealing with stakeholders who will be impacted by the NTS
9. consult with the NTS Advisory Group
10. provide advice on the survey scope and design, and sign off on the final survey
11. provide guidance on the reporting framework for the results of the survey
12. work with the project team to provide feedback to the external contractor on the report of the results, particularly in relation to understanding the context and relevant issues
13. provide advice and recommendations on the process for disseminating and publishing of NTS findings, and
14. be alerted and deal with any serious concerns that arise from the running of survey and/or the results of the survey.

## Membership

The Steering Committee includes:

### Chair

- Member of the Board

### Members

- Two additional members of the Board – community and practitioner members
- Executive Officer, Medical
- Two senior AHPRA staff (additional to the Project Manager, NTS)
- Communications Advisor AHPRA

The Board will seek:

- One nominee of the Australian Medical Council
- One nominee of the jurisdictions
- One nominee of the Australian Medical Association Council of Doctors in Training

### 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 Steering Committee will be scheduled as required but are expected to be between fortnightly and monthly in the first 12 months of the project.

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 doctor 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 travel and accommodation will be funded by the Board and arranged by AHPRA.

## Timeframe

Steering Committee members will be appointed for 18 months. The Board will review the role of the Steering Committee and its membership and make the necessary appointments when their ongoing need for project oversight becomes clearer.

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