

Recognition of Medical Specialties Sub Committee

Terms of reference, membership and operations

Diversity and inclusion are considered essential to the AMC's continued success. The AMC values diversity of thought and experience and believes that an inclusive and collaborative culture underpins the accreditation and assessment of medical education. We celebrate and promote diversity as a key strength of our organisation.

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1. Purpose

The Recognition of Medical Specialties Sub Committee (RoMS) has been established to advise the Specialist Education Accreditation Committee (to which it reports) on assessments and recommendations relating to proposals for recognition of new or amended medical specialties or fields of specialty practice.

2. Terms of reference

- (1) Reviews and gives advice on guidelines relating to the recognition of medical specialties
 - a) when requested of the AMC by the Medical Board of Australia
 - b) in response to feedback from recognition review groups or the Specialist Education Accreditation Committee following each recognition review assessment.
- (2) Gives guidance to AMC staff about reporting templates and proformas.
- (3) Gives advice to inform the Specialist Education Accreditation Committee response to Medical Board of Australia on specific initial proposals for recognition.
- (4) Where the Medical Board of Australia decides to process to a detailed assessment of a case for recognition:
 - Recommends the appointment of a review panel to complete the assessment
 - Oversees the review panel's detailed assessment of the case for recognition
 - Considers the panel's draft report on its assessment and finalises the report for submission to the Specialist Education Accreditation Committee.

3. Membership

The membership of the Recognition of Medical Specialties Sub Committee includes representation from jurisdictions, specialist medical colleges, Aboriginal and/or Torres Strait Islander peoples, health consumers, non-medical health professionals and other necessary expertise as determined by the Specialist Education Accreditation Committee.

The members are:

- Chair of Sub Committee
- One member nominated by the Health Chief Executives Forum
- One member nominated by the Council of Presidents of Medical Colleges
- One non-medical health professional member
- One health consumer or community member
- Two members of SEAC – *who may or may not also fill another membership position*
- One Aboriginal and/ or Torres Strait Islander member

Appointment and Term of Membership

Members are appointed by the Specialist Education Accreditation Committee. A term of membership is a four year period. If the Specialist Education Accreditation Committee are satisfied that it is in the best interests of the Australian Medical Council, it may permit a member of the committee to hold office for a period or periods of more than four consecutive years, but in any event no more than 8 consecutive years.

The Chair is appointed by AMC Directors and is an ex-officio member of the Specialist Education Accreditation Committee.

The Specialist Education Accreditation Committee may appoint further members of the Sub Committee apart from those indicated above.

Attributes and qualifications of members

Appointment of members will take into account the following factors:

- Experience in supporting professional accreditation and development of the process;
- Awareness of current issues in medical education and health care delivery;
- Support for innovation and evolution in medical education and practice;
- Capacity to constructively share information and experience for program improvement.
- Ability to analyse information to make determinations against standards.

4. Meetings

AMC staff will set dates for Sub Committee meetings in consultation with members and based on the accreditation work program.

AMC staff will, in discussion with the Sub Committee Chair, cancel meetings for which there is insufficient decision-making items to warrant a meeting.

The Sub Committee will meet as required by a mix of face-to-face meetings and meetings by videoconference (or other technology-enhanced platform).

Papers will be distributed electronically by the AMC's portal for distribution of papers.

A member who wishes to have a matter discussed at a Sub Committee meeting should advise AMC staff ten days before the meeting (the deadline for agenda items). Sufficient background information must be provided to allow for adequate discussion.

AMC Secretariat

The AMC will select a staff member to support the Sub Committee, who will be the contact point for members. This AMC staff member is responsible for:

Supporting good practice and efficient decision making

- providing training and induction on AMC systems and processes
- managing communication with the Medical Board of Australia, Medical Council of New Zealand and education providers
- managing the flow of information and decision items between AMC committees

Organising meeting

- scheduling meetings and notifying committee members
- inviting specialists/subject experts to attend meetings when agreed by the chair
- issuing notices of meeting

Agenda papers

- consulting the chair on agendas
- preparing agendas and supporting documentation
- distributing the agenda and meeting materials five working days prior to the meeting

Meeting reports and follow-up action

- taking notes of proceedings and preparing minutes of meetings
- distributing the minutes no more than four weeks after the meeting.

A separate document sets out the AMC administrative responsibilities for organising travel and accommodation, and payment of fees.

5. Declarations of interest

Members of AMC committees must complete AMC standing notices of interest and must update these regularly.

AMC staff will make declarations of interest available at each meeting of the Sub Committee and will list in the agenda conflicts identified.

The agendas for AMC committee meetings will begin with a ‘declaration of interests’, in which members are requested to declare any additional personal or professional interests which might, or might be perceived to, influence their capacity to undertake impartially their roles as members of the Sub Committee.

Members will not vote on matters on which they have a declared personal or professional interest. The AMC will provide guidelines to each committee on the management of other common interests (e.g. faculty member or fellow of an accredited education provider in the field of specialty practice or a related specialty). Each AMC committee will decide how each member’s interest in a particular item will be managed, for example by exclusion from the meeting or from discussion of the relevant item, within AMC guidelines.

All declared interests will be recorded in all Sub Committee meeting minutes, as will the Sub Committee’s decision in relation to the interest.

Where the chair is the subject of the conflict of interest, a temporary chair appointed for that purpose will lead the discussion on the relevant item(s) of business.

APPENDIX A: Membership of the Recognition of Medical Specialties Sub Committee

Members may fill more than one category of membership.

Membership category	Selection process: Nominations/Expression of interest (EOI)/Direct appointment
Chair – appointed by AMC Directors	Appointed on the recommendation of the Specialist Education Accreditation Committee as a member of the SEAC ex officio
One member on behalf of the state/territory health jurisdictions	Nominated by the Health Chief Executives Forum
One member from a specialist medical college	Nominated by the Council of Presidents of Medical Colleges
One member from a non-medical health profession	EOI
One member with a background in, and knowledge of, health consumer and/ or community issues	EOI
Two members from the Specialist Education Accreditation Committee	EOI
Aboriginal and/or Torres Strait Islander member	EOI



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