Background

The Committee for Continuing Medical Education (CCME) was established in 1992. In September 2013, the Board approved a new education governance model to take effect from May 2014. In August 2017, the Board approved that the name of the CCME be changed to Committee for Continuing Professional Development (CCPD).

1. ROLE

Responsible directly to the Education Committee, the role of the Committee for Continuing Professional Development is to promote participation by all College fellows in continued development activities and in particular to design, promote and administer the College Continuing Professional Development Program, to ensure the continued high standards of psychiatric practice.

2. RESPONSIBILITIES

The Committee for Continuing Professional Development shall be responsible for:

a) Developing and recommending policy and implement action in relation to continuing medical education within the College including an appropriate formal Continuing Professional Development (CPD) program for members of the College.

b) Developing and recommending, through its Chair, policy and strategic direction and development in relation to continuing medical education and continuing professional development within the College.

c) Promoting and monitoring the participation of College Fellows in continuing professional development activities.

d) Providing support for individual continuing professional development participation and continuing professional development initiatives for psychiatrists practicing in rural and remote locations.

e) Defining principles for valid continuing professional development activities, including the development of appropriate funding resource strategies and policy.

f) Establishing appropriate continuing professional development administration procedures for the Committee to use in monitoring continuing professional development activities;

g) Ensuring the College Continuing Professional Development program meets registration requirements of Medical Registration Authorities in Australia and New Zealand.

h) Guiding access to remediation and refresher programs as a resource to psychiatrists with identified needs.

i) Encouraging the availability of a comprehensive range of quality continuing professional development activities for College Fellows and provide advice to the Board, Branches, Faculties and Sections in relation to the development and provision of such programs.

j) Recommending any additional committees or working parties which would benefit by the appointment of a member to serve on that Committee.
k) Undertaking all other activities necessary for its purposes in oversight of the physical, financial and human resources required to support the College’s continuing professional development program as may be properly required of the Committee from time to time.

l) Development and implementation of an annual work plan.

m) Identifying, overseeing and managing risks associated with the activities of the Committee, in accordance with the College’s Risk Management Policy, and for reporting high level risks to the Education Committee, the Corporate Governance and Risk Committee (CGRC) and the Board.

3. REPORTING RELATIONSHIPS

a) The Committee for Continuing Professional Development shall report on its activities to each meeting of the Education Committee. The Committee shall provide its most recent minutes to each meeting of the Education Committee.

b) The Committee shall be represented on the Education Committee by the Chair of the Committee for Continuing Professional Development who will be an ex-officio member of the Education Committee.

c) The Committee will work closely with the Chief Executive Officer and senior management to ensure its responsibilities are met.

4. COMPOSITION / MEMBERSHIP

Membership of the Committee will comprise:

- A Chair (Fellow) – elected from the Fellowship
- A Deputy Chair (Fellow) – elected from the Fellowship
- A Fellow representing each State and Territory of Australia
- A Fellow/Affiliate representing New Zealand
- An overseas trained psychiatrist representative
- A community member.

The Executive Manager responsible for the Education portfolio (or nominee) will be in attendance at the meetings.

The Committee shall include at least one member from Australia and one member from New Zealand and endeavour to achieve appropriate gender balance.

5. ELECTIONS AND APPOINTMENTS

Chair

a) The Chair shall be elected by the Board, from amongst the Fellows of the College, on the recommendation of the Education Committee.

b) The term of office for the Chair shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date, when a successor is elected.

c) The Chair will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.

d) The Chair will be a member of the Education Committee (ex-officio).
Deputy Chair
a) Nominations for the Deputy Chair will be called for from among the Fellows of the College. The Deputy Chair shall be appointed by the Board on the recommendation of the Education Committee.
b) The term of office for the Deputy Chair shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date, when a successor is elected.
c) The Deputy Chair will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.

Jurisdictional Positions
a) Nominations for all jurisdictional positions will be called for from amongst the Fellows resident in that jurisdiction and recommended by the relevant Branch Committee or the New Zealand National Committee to the Education Committee for appointment. The appointments will be made by the Education Committee, and noted by the Board.
b) The term of office of all jurisdictional members shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date when a successor is appointed.
c) Members will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.

Overseas Trained Psychiatrist Representative
a) Nominations are called from amongst the overseas trained psychiatrists of the College, recommended by the Overseas Trained Psychiatrists' Representative Committee (OTPC) and then appointed by the Committee for Continuing Professional Development. To nominate, the overseas trained psychiatrist does not need to be a member of the OTPC.
b) The term of office shall be for two years and shall commence from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date when a successor is appointed.
c) The overseas trained psychiatrist representative will be eligible for re-appointment to this position to serve a maximum of six consecutive (6) years.
d) Upon appointment to the Committee for Continuing Professional Development, the overseas trained psychiatrist representative shall provide a written report to the OTPC in relation to their representation on the Committee for Continuing Professional Development.
**Community Member Representative**

a) The Community member representative will be appointed in accordance with the Procedure for Appointment of Community members to College Committees;

b) Preference is given to a candidate having relevant skills in adult education or training;

c) Community members have voting rights;

d) In the event that a community member resigns, a casual vacancy shall arise for this position, and any appointment shall be in accordance with Procedure for Appointment of Community members to College Committees.

e) The term of office of the community member shall coincide with their term on the Community Collaboration Committee (CCC).

**Co-opted Members**

a) The committee may co-opt additional members with particular specified knowledge and/or expertise from time to time;

b) The number of co-opted members shall be a maximum of four (4). The need for co-opted members shall usually be reviewed by the Committee at the time of elections, but may be reviewed more frequently as considered necessary;

c) Co-opted members do not have voting rights.

**Observers**

a) The Committee may invite persons from time to time to attend some or parts of a Committee meeting as an Observer.

b) Observers would be expected to maintain confidentiality of the meeting’s proceedings.

c) The number of observers will be at the discretion of the Committee.

d) Observers do not have voting rights.

e) The need for observers shall be reviewed by the Committee each year.

**Casual Vacancies**

a) In the event of the resignation of the Chair, whose term is not due to finish for 12 months or more, a call for nominations from the College Fellowship shall take place. The interim Chair shall be appointed by the Board on the recommendation of the Education Committee.

b) In the event of the resignation of the Chair, whose term is due to finish within 12 months, the Deputy Chair will fill the Chair role, as a casual vacancy for the remainder of the term.

c) In the event of the resignation of the Deputy Chair, whose term is not due to finish for 12 months or more, a call for nominations from the Fellowship shall take place. Nominations will be considered by the Education Committee with the preferred candidate appointed by the Board.

d) In the event of the resignation of the Deputy Chair, whose term is due to finish within 12 months, the Education Committee will appoint a casual vacancy for the remainder of the term from the Committee for Continuing Professional Development. The appointment will be noted by the Board.

e) In the event of the resignation of a jurisdictional member, whose term is not due to finish for 12 months or more, a call for nominations from amongst the Fellows resident in that jurisdiction and recommended by the relevant Branch Committee or the New Zealand National Committee will be submitted to the Education Committee for appointment. Appointments will be noted by the Board.

f) In the event of the resignation of a jurisdictional member, whose term is due to finish within 12 months, the Committee shall appoint a casual vacancy in consultation with the relevant Branch Committee and New Zealand National Committee and will be noted by the Education Committee.
g) In the event of the resignation of the OTP or community representative, the appointment will be made in consultation with the OTPC or Community Collaboration Committee (CCC), and in accordance with any procedure and/or casual vacancy appointment processes.

h) A casual vacancy appointment shall be for the remainder of the term.

i) A person appointed as a casual vacancy shall be eligible for appointment in accordance with this Regulation. For the purposes of this Regulation, the period of time served as a casual vacancy shall not be counted as a period of membership.

6. POWERS AND DELEGATION

a) The Committee shall observe any regulations or directions that may from time to time be imposed upon it by the Board.

b) The Committee shall provide advice and recommendations to the Education Committee and act within the Committee’s schedule of delegations.

c) Pursuant to Article 8.2 of the Constitution:
   - “The Board may delegate any of its powers (other than that of delegation) to Boards or Committees comprising persons appointed by the Board”.
   - “The Board may revoke any delegation of its powers by ordinary resolution”.
   - Any Committee exercising the delegated power of the Board shall comply with all Regulations and any conditions or limitations that may be imposed by the Board.

7. LIMITATION ON POWERS

Pursuant to Article 14.1, 14.3, 14.4 and 14.5 of the Constitution:

a) “The Board may establish committees comprising such persons as the Board determines or otherwise determined in accordance with the Regulations”.

b) “The Board shall determine the powers and duties of each Committee (its “Terms of Reference”) and each Committee shall in the exercise of its powers comply with the Regulations or its Terms of Reference”.

c) “Unless specifically provided for in the Regulations or its Terms of Reference, a Committee may not make any determination of policy for the College, but may provide advice to the Board on any area falling within its Terms of Reference to assist the Board”.

d) “Each Committee shall make such reports and recommendations to the Board as the Board reasonably requires”.

8. COMMITTEE SUPPORT

The Committee for Continuing Professional Development shall be supported by the staff of the College. The Executive Manager responsible for the Education portfolio (or nominee) and Manager responsible for the CCPD will be in attendance at the meetings. Other staff members may be requested to attend on an as-required basis.

9. REVIEW

a) Pursuant to Article 14.8 of the Constitution, “the Board shall review the need for each Committee and the members thereof at least every two (2) years”.

b) These Regulations shall be reviewed two (2) years from commencement.
10. OPERATION OF THE COMMITTEE FOR CONTINUING PROFESSIONAL DEVELOPMENT

10.1. Meetings

a) The Committee may meet for the transaction of business and adjourn and otherwise regulate its meetings as it thinks fit, taking into account budget implications. The Committee shall only meet face-to-face up to two (2) times a year and within budget requirements;

b) Meetings of the Committee may be in person, by telephone or other telecommunications or electronic means at the discretion of the Chair;

c) The Chair may convene a meeting of the Committee by written notice to members of the Committee. An agenda shall be circulated in advance of the meeting.

d) Supervision of the day to day business of the Committee shall be the responsibility of a Standards Group comprising the Chair, Deputy Chair and up to four members of the Committee, to be responsible for carrying into effect the resolutions and directions of the Committee and to act on its own behalf between face-to-face meetings. A quorum for the purpose of this group will be four, and must include the Chair and/or the Deputy Chair.

e) The CCPD Standards Group shall be established for a period of two (2) years and reviewed at the end of that period to determine if it should continue.

10.2. Meeting Attendance

a) It is expected that a Committee member will attend all meetings of the Committee. However, it is acknowledged by the College that an individual’s work and family commitments/responsibilities may prevent a member from attending a meeting.

b) If a Committee member is unable to attend a meeting, the Chair and/or relevant staff member should where possible, be advised as soon as possible in advance of the meeting.

c) Non-attendance at three consecutive meetings will be reviewed by the Chair (in the case of the Chair, by the Chair of the parent committee) in consultation with the individual member concerned. If it is agreed that the Committee member needs to step down from the committee, a casual vacancy shall arise.

10.3. Notice of Meeting

a) At least 24 hours’ notice of a meeting of the Committee must be given to each Committee member specifying the place, time and date of the meeting;

b) Notice may be given in writing, by email, by fax, by telephone or other electronic and appropriate means.

10.4. Chair

a) The Chair shall preside at all meetings of the Committee. In the absence of the Chair, the Deputy Chair shall act as the Chair for that meeting.

b) If the Chair or Deputy Chair are not present at any meeting of the Committee within 15 minutes after the time appointed for holding the meeting, the members present shall elect a Committee member (Fellow) present to Chair the meeting.

10.5. Quorum

a) For items involving a change or establishment of policy/procedure/process or matters of great complexity, as determined by the Chair, the quorum for a meeting shall be 50% whether held face-to-face, via teleconference or out-of-session by email vote. Decisions will be recorded in the minutes and circulated within the College’s usual processes.
b) For items which are deemed to apply an already approved policy/procedure/process to a set of facts or extending an established decision, the Chair in consultation with any other committee members present (face-to-face, teleconference or email), shall make the decision, in consultation with the Executive Manager, or Chief Executive Officer. Decisions will be recorded in the minutes and circulated within the College’s usual processes.
c) The Committee may act notwithstanding any vacancy on the Committee.

10.6. Proxies
a) Committee members are only able to appoint a proxy to attend a meeting on their behalf if the position held by the member on the Committee is a representative position. The appointed proxy must be a member of the Committee they are representing.
b) The onus is on the Committee member to advise the Chair, in advance of the meeting, of their proxy’s details.
c) A proxy has the same voting rights as the person they are replacing.
d) A proxy may only receive the meeting papers for the meeting they are attending.

10.7. Voting
a) All Committee members, except co-opted members, observers and those without authority to vote, shall have full voting rights.
b) Decisions arising at a meeting of the Committee shall be decided by a majority of votes of members present and voting.
c) A decision by a majority of the members present and voting is for all purposes a decision of the Committee.
d) The Chair of the meeting has a casting vote in addition to a deliberative vote where there is an equality of votes.

10.8. Written Resolution
A written resolution signed or approved by electronic mail by 50% of all members (other than any member on leave of absence) is taken to be a decision of the members passed at a meeting of the Committee duly convened and held.

10.9. Minutes of Meetings
a) A written record of all proceedings of Committee meetings shall be kept by the College.
b) Draft minutes of all meetings should be promptly circulated to all Committee members.
c) The minutes of the Committee’s meeting will be submitted to the Education Committee meeting held immediately following the Committee’s meeting.

10.10. Defects in Appointment or Qualification of a Member
All acts done in good faith by a meeting of the Committee or by any person acting as a Committee member will be valid and effective notwithstanding that it is afterwards discovered that there was some defect in the appointment of that person or that the person was disqualified from acting for any reason.

10.11. Conflict of Interest and Confidentiality
a) All people attending a meeting of the Committee must declare any conflicts of interest to the Chair. Conflicts of interest will be managed and declared in accordance with the College’s Conflict of Interest Guideline.
b) The Committee must maintain a Conflict of Interest Register.
c) Each member of the Committee including co-opted and observer members, must sign a Deed of Undertaking relating to Confidentiality and Conflict of Interest.
d) The Deed is valid for the period of time the member is part of the Committee and after they have finished on the Committee, particularly in relation to confidentiality.

e) All signed Deeds must be forwarded to the College’s Governance Officer.

10.12. Other Committees

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

10.13. Financial responsibility

a) The Committee for Continuing Professional Development must develop an annual budget based on the budget process developed by the College in conjunction with the College’s Finance Department.

b) The Committee for Continuing Professional Development is required to operate in accordance with College Policy and within the budgetary constraints as determined by the Board. Any spending above and beyond the allocated budget requires explicit authorisation as per the College’s delegation of authority Policy.

11. MEDIA & AUTHORISED STATEMENTS

a) With respect to making media or other external comment or representation, the College’s Media and Communications Policy (available on the RANZCP website) should be consulted and adhered to.

b) Pursuant to Articles 8.4.1 and 8.4.2 of the Constitution, “the President or the Board may authorise any Committee or individual to represent the College before any government or governmental body or committee or to make statements or express views on behalf of the College. The authority may be given generally or for a specific situation and may be given on such conditions as the President or the Board thinks fit. Unless duly authorised to do so under this Article, no Member may make any statement or express any view which purports to be a statement or view of the College or as having been made or expressed on behalf of or with the concurrence of the College”

12. INTERPRETATION

- The Regulation shall be known as the “Committee for Continuing Professional Development Regulations”.

- “Article(s)” means an article or clause of the Constitution.

- “Affiliate” means a Member admitted pursuant to Article 3.5 of the Constitution.

- “Associate” means a Member admitted pursuant to Article 3.4 of the Constitution.

- “Board” means the board of the College established under the Constitution, each member of which shall be a Director of the College.

- “Carer” means a family member, friend or another whose life, because of their active caring and supporting role, has been affected by their close association with an individual who has, or who has had experience of mental illness.

- “Casual Vacancy” means a position that becomes vacant before the expiration of the term for which the holder was elected. A successor shall, if the term has not then expired, be appointed to hold the place from the date of his/her appointment until the expiration of the original term or the next election/appointment period (whichever is first). The period of time served as a casual vacancy shall not be counted as a period of office. A Casual Vacancy has voting rights.

- “Co-opted” means a person that has been co-opted for their area of expertise or knowledge of a particular area. A co-opted member is a nonvoting member.

- “College” or RANZCP means The Royal Australian and New Zealand College of Psychiatrists.
• “Community Member” encompasses Carers, Consumers and Community Organisation Representatives as defined here
• “Community Organisation Representative” means a representative (s) of non-government, community based or mental health-based organisations or volunteer organisations.
• “Consumer” means an individual who has, or has had experience of mental illness.
• “Committee” means the Committee for Continuing Professional Development.
• “Constitution”, means the Constitution of The Royal Australian and New Zealand College of Psychiatrists.
• “Election Year” means the year the College Constitution came into effect and every second year thereafter.
• “Ex-officio” means a member of a body, (Committee, Section etc) who is part of it by virtue of holding another office. Ex-officio (excepting College staff) members are voting members.
• “Elected” means the formal election process undertaken to elect a member. Call for nominations (from amongst the Fellows) must be undertaken and conducted in accordance with this Regulation. If a ballot is required, the method of voting will be “first past the post”.
• “Fellow” means a Member who holds Fellowship of the College pursuant to Article 3.3 of the Constitution.
• “Financial year” shall be defined in the same manner as for the activities of the Board of the College.
• “General Meeting” means a general meeting of the College.
• “Proxy” means a person appointed to represent a Committee member at a meeting on their behalf. Committee members are unable to appoint a proxy unless the position held by the Committee member is a representative position. The appointed proxy must be a member of the committee they are representing.
• “Terms of Reference” are the powers and duties of each Committee and are determined by the Board.

13. ASSOCIATED DOCUMENTS

• Board and relevant Board constituent committee Regulations
• Education Committee Regulations
• Committee for Continuing Professional Development Position Descriptions
• RANZCP Constitution, Media and Communications Policy, Code of Conduct, Code of Ethics, Conflict of Interest Guideline and Conflict of Interest Register, Risk Management Policy and Risk Register, Document Approval Pathway Procedure, and website
• Deed of Undertaking in relation to Confidentiality and Conflict of Interest
• Procedure for the appointment of Community Members to College Committees
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<th>Date</th>
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<td>30/11/2013</td>
<td>1.0</td>
<td>Board – B2013/7 R18</td>
<td>New document. Updated to reflect the changes approved by the Board under the new education governance model.</td>
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<tr>
<td>6/2/2014</td>
<td>1.1</td>
<td>Chair, CGRC</td>
<td>Updated to clarify the Chair election process.</td>
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<td>11/2016</td>
<td>1.2</td>
<td>Board</td>
<td>Regulations updated to include new and updated wording relating to conflicts of interest, meeting attendance, quorum, written resolutions, other committees, additional Board Director on constituent committees, trainee and overseas trained psychiatrist representatives on College committees and associated documents. Articles updated to reflect new College constitution.</td>
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<tr>
<td>12/8/2017</td>
<td>1.3</td>
<td>B2017/5 R23</td>
<td>Updated to include changes previously agreed including meeting attendance, other committee and associated documents. Casual vacancy updated to include jurisdictional casual vacancy which was omitted when regulations were created. Committee name updated as per request at CCME face to face meeting June 2017.</td>
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<td>18/1/2018</td>
<td>1.4</td>
<td>Senior Manager, Corporate Governance and Risk</td>
<td>Updated to include changes previously agreed to including trainee representative committee and associated documents.</td>
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<td>12/4/18</td>
<td>1.5</td>
<td>B2018/OOS R20</td>
<td>Updated to include the formation of a Standards Group.</td>
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<td>22 April 2020</td>
<td>2.0</td>
<td>B2020/5 R6</td>
<td>Updated to align Deputy Chair appointment process to what happens in practice and in accordance with other relevant Education Committees, removal of Trainee Representative position.</td>
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