

# Regulations

## Committee for Continuing Professional Development



### 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 CCPD is to promote participation by all RANZCP Fellows and Affiliates in continued development activities and, in particular, to design, promote and administer the RANZCP Continuing Professional Development program, to ensure the continued high standards of psychiatric practice.

### 2. RESPONSIBILITIES

The CCPD shall be responsible for:

- a) Developing and recommending policy and implement action in relation to continuing medical education within the RANZCP including an appropriate formal Continuing Professional Development (**CPD**) program for members of the RANZCP.
- 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 RANZCP.
- c) Promoting and monitoring the participation of RANZCP Fellows and Affiliates 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 RANZCP CPD 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 RANZCP Fellows and Affiliates 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 groups which would benefit by the appointment of a member to serve on that committee or working group.
- k) Undertaking all other activities necessary for its purposes in oversight of the physical, financial and human resources required to support the RANZCP's CPD program as may be properly required of the Committee from time-to-time.

- l) Developing and implementing an annual work plan.
- m) Identifying and managing risks associated with the Committee, in accordance with the RANZCP's Risk Management Policy, and for reporting high level risks to the Corporate Governance and Risk Committee and/or Board.

### **3. REPORTING RELATIONSHIPS**

- a) The Committee 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 will work closely with the Chief Executive Officer and senior management to ensure its responsibilities are met.
- c) The Committee shall be represented on the Education Committee by the Chair of the CCPD who will be an Ex-officio Member of the Education Committee.

### **4. COMMITTEE FOR CONTINUING PROFESSIONAL DEVELOPMENT**

#### **4.1. 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 Jurisdictional Member from each State and Territory of Australia
- A Fellow/Affiliate Jurisdictional Member from 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 all meetings.

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

#### **4.2. Elections, Appointments and Casual Vacancies**

##### **4.2.1. Chair**

- a) Nominations will be called for from among the Fellows of the RANZCP. The Chair shall be recommended by the Education Committee and appointed by the Board.
- b) The term of the office for the Chair position shall be three (3) years from the conclusion of the Annual General Meeting (**AGM**) in the election year in which they are appointed, or such later date, until the AGM when the position term is due to fall vacant.
- c) They will be eligible for reappointment 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).
- e) In the event of the resignation of the Chair a Casual Vacancy will arise:
  - i. should their term not be due to finish for 12 months or more clause 4.2.1. a) and b) of these Regulations will be undertaken.

- ii. should their term be due to finish within 12 months, the Deputy Chair of the Committee will fill the Chair position or alternatively the process for appointing a Casual Vacancy will be developed in consultation with the RANZCP Governance Unit.

#### **4.2.2. Deputy Chair**

- a) Nominations for the Deputy Chair will be called for from among the Fellows of the RANZCP. The Deputy Chair shall be recommended by the Education Committee and appointed by the Board.
- b) The term of office for the Deputy Chair position shall be three (3) years from the conclusion of the AGM in the election year in which they are appointed, or such later date, until the AGM when the position term is due to fall vacant.
- c) They will be eligible for reappointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.
- d) In the event of the resignation of the Chair a Casual Vacancy will arise:
  - i. should their term not be due to finish for 12 months or more clause 4.2.2. a) and b) of these Regulations will be undertaken.
  - ii. should their term be due to finish within 12 months, the Committee will recommend another Fellow from among the Committee for appointment for the remainder of the term or alternatively the process for appointing a Casual Vacancy will be developed in consultation with the RANZCP Governance Unit.

#### **4.2.3. Jurisdictional Positions**

- a) Nominations for all Australian Jurisdictional Member positions will be called for from among the Fellows resident in that jurisdiction and nominations for the New Zealand Jurisdictional position will be called from among the Fellows/Affiliates resident in New Zealand. The Jurisdictional Member positions shall be recommended by the relevant Branch Committee/New Zealand National Committee for appointment by the Education Committee and will be noted by the Board.
- b) The term of office of all Jurisdictional Member positions shall be three (3) years from the conclusion of the AGM in the election year in which they are appointed, or such later date, until the AGM when the position term is due to fall vacant.
- c) They will be eligible for reappointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.
- d) In the event of the resignation of a Jurisdictional Member a Casual Vacancy will arise:
  - i. should their term not be due to finish for 12 months or more clause 4.2.3. a) and b) of these Regulations will be undertaken.
  - ii. should their term be due to finish within 12 months, the Committee shall appoint a Casual Vacancy for the remainder of the term in consultation with the relevant Branch Committee/New Zealand National Committee and will be noted by the Education Committee or alternatively the process for appointing a Casual Vacancy will be developed in consultation with the RANZCP Governance Unit.

#### **4.2.4. Overseas Trained Psychiatrist Representative**

- a) Nominations are called from among the Overseas Trained Psychiatrists of the RANZCP, recommended by the Overseas Trained Psychiatrists' Representative Committee (**OTPRC**) and then appointed by the Committee. To nominate, the Overseas Trained Psychiatrist Representative does not need to be a member of the OTPRC.
- b) The term of office for the Overseas Trained Psychiatrist Representative position shall be for three (3) years from the conclusion of the AGM in the election year in which they are appointed, or such later date, until the AGM when the position term is due to fall vacant.
- c) They will be eligible for reappointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.
- d) The Overseas Trained Psychiatrist Representative shall provide a written report to the OTPRC in relation to their representation on the Committee for matters relating to Overseas Trained Psychiatrists.
- e) In the event of a resignation of the Overseas Trained Psychiatrist Representative from the Committee a Casual Vacancy will arise. The appointment will be in accordance with clause 4.2.4. a) and b) of these Regulations or alternatively the process for appointing a Casual Vacancy will be developed in consultation with the RANZCP Governance Unit.

#### **4.2.5. Community Member Representative**

- a) The Community Member Representative will be appointed in accordance with the *Appointment of Community Members to College Committees Procedure*.
- b) Preference is given to a candidate having relevant skills in adult education or training.
- c) The term of office of the Community Member Representative shall coincide with their term on the Community Collaboration Committee (**CCC**).
- d) In the event that the Community Member Representative resigns a Casual Vacancy will arise. The appointment will be in accordance with the *Appointment of Community Members to College Committees Procedure*.

#### **4.2.6. Casual Vacancies**

- a) Refer to clauses 4.2.1. e), 4.2.2. d), 4.2.3. d), 4.2.4. e), and 4.2.5. d) of these Regulations.
- b) The Casual Vacancy appointment shall be for the remainder of the term.
- c) 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.

#### **4.2.7. Co-opted Members**

Refer to the *Committee Meeting Operations Regulations* for information regarding Co-opted Members.

#### **4.2.8. Observers**

Refer to the *Committee Meeting Operations Regulations* for information regarding Observers.

## 5. OPERATION OF THE COMMITTEE

### 5.1. Refer to the [Committee Meeting Operations Regulations](#) for the Committee's operational information including:

- Agenda
- Associated RANZCP Documents/Sources of Information
- Attendance
- Chair
- Committee Powers and Delegation
- Confidentiality
- Conflict of Interest
- Consent
- Co-opted Members
- Defects in Appointment or Qualification
- Definitions and Interpretation
- Financial Responsibility
- Media and Authorised Statements
- Meetings
- Minutes
- Observers
- Other Committees
- Proxies
- Quorum/Voting
- Review
- Risk Management
- Support
- Work Plan

Any queries regarding the *Committee Meeting Operations Regulations* should be directed to the relevant staff member who is responsible for the CCPD.

### 5.2 Additional Specific Operational Information

#### 5.2.1 Committee Powers and Delegations

- a) Replace 'Any delegation from the Board cannot be sub-delegated by the Committee' from the 'Committee Powers and Delegation' outlined in the *Committee Meeting Operations Regulations* with:

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 and the Board.

#### 5.2.2 Definitions

In addition to the Definitions and Interpretation outlined in the *Committee Meeting Operations Regulations*:

- **'Committee'** means the Committee for Continuing Professional Development.

## Revision Record

<b>Contact:</b>	<b>Manager, Accreditation, CPD and Reporting</b>		
<b>Authorising Body:</b>	Board		
<b>Responsible Committee:</b>	Education Committee		
<b>Document Code:</b>	<b>REG Committee for Continuing Professional Development Regulations</b>		
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
20 January 2022	2.1	Executive General Manager, Education and Operations	Updated to remove sections captured in the <i>Committee Meeting Operations Regulations</i> (approved by the Board 18 November 2018), to reformat the Regulations to reflect the updated Regulations template and current practices.
22 April 2020	2.0	B2020/5 R6	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.
12 April 2018	1.5	B2018/OOS R20	Updated to include the formation of a Standards Group.
18 January 2018	1.4	Senior Manager, Corporate Governance and Risk	Updated to include changes previously agreed to including trainee representative committee and associated documents.
12 August 2017	1.3	B2017/5 R23	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.
November 2016	1.2	Board	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 RANZCP committees and associated documents. Articles updated to reflect new RANZCP constitution.
6 February 2014	1.1	Chair, CGRC	Updated to clarify the Chair election process.
30 November 2013	1.0	Board – B2013/7 R18	New document. Updated to reflect the changes approved by the Board under the new education governance model.
<b>NEXT REVIEW: 2024</b>			