

Regulations

Case History Subcommittee



Authorising Committee / Department:	Board
Responsible Committee / Department:	Education Committee
Document Code / Department:	REG EDT Case History Subcommittee

Background

The Case History Subcommittee was established in 1968. In September 2013, the Board approved a new education governance model to take effect from May 2014. The Case History Subcommittee Regulations have been updated to reflect the new model.

1. ROLE

Responsible directly to the Committee for Examinations, the role of the Case History Subcommittee is to administer the Case History assessment and to assess Case History submissions.

2. RESPONSIBILITIES

The Case History Subcommittee shall be responsible for:

- a) Marking case histories
- b) Providing feedback to candidates and training committees
- c) Evaluating the reliability and validity of the case history as an assessment tool
- d) Reviewing policy and procedure relevant to the case history assessment
- e) Development and implementation of an annual work plan.
- f) Identifying and managing risks associated with the Subcommittee, in accordance with the College's Risk Management Policy, and for reporting high level risks to the Corporate Governance and Risk Committee through the Education Committee

Notwithstanding the above, the Committee for Examinations may recommend to the Education Committee that any trainee may be deemed exempt from any part of the examinations process, or may be excluded from further examination.

3. REPORTING RELATIONSHIPS

- a) The Case History Subcommittee shall report on its activities to each meeting of the Committee for Examinations. The Subcommittee shall provide its most recent minutes to each meeting of the Committee for Examinations and the Education Committee.
- b) The Subcommittee shall be represented on the Committee for Examinations by the Chair and Deputy Chair of the Subcommittee who shall be ex-officio members of the Committee for Examinations.
- c) The Subcommittee will work closely with the Chief Executive Officer and senior management to ensure its responsibilities are met.

4. COMPOSITION / MEMBERSHIP

Membership of the Subcommittee will comprise of 13 members:

- Chair (Fellow)
- Deputy Chair and/or Co-Chair (Fellow)

- Ten (10) members (Fellows)
- Chair, Committee for Examinations (or nominee) – ex officio

The appointment process shall give due recognition to ensuring the adequacy of area of expertise, professional practice (public/private/administrative/academic) and geographical representation (bi-national/state/regional), wherever possible.

The Committee shall include appropriate representation from Australia and New Zealand (at a minimum of one member from each).

The Committee shall endeavour to achieve appropriate gender balance.

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

5. ELECTIONS AND APPOINTMENTS

Chair

- The Chair shall be appointed by the Education Committee, from amongst the Fellows of the College, on the recommendation of the Committee for Examinations. This appointment shall be noted by the Board.
- 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.
- The Chair must be willing to serve for a minimum period of one year and will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. six years.
- The Chair will be a member of the Committee for Examinations (ex-officio).

Deputy Chair

- Upon the formation of the Subcommittee, a Deputy Chair shall be appointed by the Committee for Examinations from the membership of the Subcommittee. The appointment will be based on merit and recommended by the Case History Subcommittee. The appointment shall be noted by the Education Committee.
- 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.
- The Deputy Chair must be willing to serve for a minimum period of one year and will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. six years.
- The Deputy Chair will be a member of the Committee for Examinations (ex-officio).

Members

- Members of the Case History Subcommittee will be called for from amongst the Fellows of the College. Members shall be appointed by the Education Committee on the recommendation of the Committee for Examinations. The appointment shall be noted by the Board.
- Their term of office for 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 elected.
- Members of the Subcommittee will be eligible for re-appointment to their position to serve a maximum of two (2) consecutive terms, i.e. six years.
- The Chair of the Committee for Examinations (or nominee) shall be an ex-officio member of the Subcommittee.

Co-opted Members

- a) The Subcommittee 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 two (2). The need for co-opted members shall usually be reviewed by the Subcommittee every two (2) years at the time of elections to the Subcommittee, but may be reviewed more frequently as considered necessary.
- c) Co-opted members of the Subcommittee shall not have voting rights.
- d) In the event the Committee for Examinations is of the view that insufficient examiner resources are available to enable the Subcommittee's responsibilities to be effectively discharged; the Chair of the Case History Subcommittee may exercise discretion to appoint a maximum of ten (10) additional examiners ('temporary appointees') for service on the Subcommittee for that purpose and for such period as the Chair deems appropriate. The additional examiners must be Fellows and will not have voting rights.

Observers

- a) The Subcommittee may invite persons from time to time to attend some or parts of a Subcommittee meeting as an Observer.
- b) The Subcommittee may invite the Trainee Representative Committee to nominate a representative who has completed the first year of training, to be an observer on the Subcommittee for a maximum term of two (2) years. The Trainee Representative Committee representative will not be a member of the Subcommittee and shall not have voting rights. The Subcommittee Chair shall have the power to determine which meeting/s and which meeting component/s the representative attends.
- c) Observers would be expected to maintain confidentiality of the meeting's proceedings.
- d) The number of observers will be at the discretion of the Subcommittee.
- e) Observers shall not have voting rights.
- f) The need for observers shall be reviewed by the Subcommittee 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 Education Committee on the recommendation of the Committee for Examinations. This appointment shall be noted by the Board.
- 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, the Committee for Examinations shall appoint an interim Deputy Chair from amongst the membership of the Subcommittee. The appointment shall be noted by the Education Committee.
- d) In the event of the resignation of a member of the Subcommittee a call for nominations from the Fellowship shall take place. The member shall be appointed by the Education Committee on the recommendation of the Committee for Examinations.
- e) Any casual vacancy appointment shall be for the remainder of the term and shall be noted by the Education Committee.
- f) 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 Subcommittee shall observe any regulations or directions that may from time to time be imposed upon it by the Board.

- b) The Subcommittee shall provide advice and recommendations to the Committee for Examinations and act within the Subcommittee'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 and its Terms of Reference".

8. COMMITTEE SUPPORT

The Case History Subcommittee shall be supported by the staff of the College. The General Manager responsible for the Education portfolio (or nominee) and the Manager responsible for Assessments (or nominee) 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 CASE HISTORY SUBCOMMITTEE

10.1. Meeting

- a) The Subcommittee may meet for the transaction of business and adjourn and otherwise regulate its meetings as it thinks fit, taking into account budget implications. The Subcommittee shall only meet face-to-face up to two (2) times a year.
- b) Meetings of the Subcommittee 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 Subcommittee by written notice to members of the Subcommittee. An agenda shall be circulated in advance of the meeting.

10.2. Meeting Attendance

- a) If a Chair is unable to attend three consecutive Committee meetings, the Chair should raise this with the Chair of the Committee for Examinations.
- b) The Subcommittee may meet for the transaction of business and adjourn and otherwise regulate its meetings as it thinks fit, taking into account budget implications. The Subcommittee shall only meet face-to-face up to two (2) times a year.
- c) 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.

- d) 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.
- e) Non-attendance at three consecutive meetings will be reviewed by the Chair 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 Subcommittee must be given to each Subcommittee 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 Subcommittee. 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 Subcommittee within fifteen minutes after the time appointed for holding the meeting, the members present shall elect a Subcommittee 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 Senior Manager, or Chief Executive Officer. Decisions will be recorded in the minutes and circulated within the College's usual processes
- c) The Subcommittee 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 Subcommittee 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 Subcommittee 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 Subcommittee.
- 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 Subcommittee duly convened and held.

10.9. Minutes of Meetings

- a) A written record of all proceedings of Subcommittee meetings shall be kept by the College.
- b) Draft minutes of all meetings should be promptly circulated to all Subcommittee members.
- c) The minutes of the Subcommittee's meeting will be submitted to the Committee for Examinations meeting held immediately following the Subcommittee's meeting and to the Education Committee.

10.10. Defects in Appointment or Qualification of a Member

All acts done in good faith by a meeting of the Subcommittee or by any person acting as a Subcommittee 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 Subcommittee 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 Subcommittee must maintain a Conflict of Interest Register.
- c) Each member of the Subcommittee including co-opted members, community members, proxies and observers must sign a Deed of Undertaking in relation to Confidentiality and Conflict of Interest.
- d) The Deed is valid for the period of time the member is part of the Subcommittee and after they have finished on the Subcommittee, particularly in relation to confidentiality.
- e) All signed Deeds must be forwarded to the College's Governance Officer.

10.12. Other Committees of the Case History Subcommittee

- a) The Subcommittee 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 Finance Committee (for budget purposes), the Corporate Governance and Risk Committee (CGRC) and the Board.

10.13. Financial responsibility

- a) The Case History Subcommittee must develop an annual budget based on the budget process developed by the College in conjunction with the College's Finance Department.
- b) The Case History Subcommittee 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 AND 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 “Case History Subcommittee 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.
- “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.
- “Subcommittee” means the Case History Subcommittee.
- “Constitution”, means the Constitution of The Royal Australian and New Zealand College of Psychiatrists (August 2012).
- “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

- Education Committee and Committee for Examinations Regulations
- Case History Subcommittee Chair, Deputy Chair and Member Position Descriptions
- RANZCP Constitution, Media and Communications Policy, Code of Conduct, Code of Ethics, Conflict of Interest Guideline, Conflict of Interest Register, Risk Management Policy, Risk Register, Document Approval Pathway Procedure, and website.
- Deed of Undertaking in relation to Confidentiality and Conflict of Interest

APPROVAL / REVISION RECORD

Contact:	Manager Governance and the Office of the President and CEO		
Date	Version	Approver	Description
08/02/2014	1.0	Board – B2014/1 R21	New document. Updated to reflect the changes approved by the Board under the new education governance model.
07/2016	1.2	Board	Updated to include previous Board decisions in relation to meeting attendance, written resolutions, quorum and COI.
27/11/2017	1.3	Senior Manager, Corporate Governance and Risk	Updated to reflect administrative changes and appropriate related resources.
11/2019			Next review