



## *RACGP Education Strategy & Development*

### RACGP Vocational Training Education Committee

### Terms of Reference

## 1.0 INTRODUCTION

Implemented in December 2015, the RACGP's outcome-based Standards for General Practice Training provide increased flexibility for Regional Training Organisations to tailor their training programs.

The RACGP Vocational Training Education Committee makes recommendations, provides expert advice and reports high-risk matters around the RACGP Standards for General Practice Training to Council.

## 2.0 DEFINITIONS

CiC	Censor in Chief
ED	Education Services
ES	Education Strategy & Development
GU	Guidance Document
RACGP	Royal Australian College of General Practitioners
REC	RACGP Expert Committee
RTO	Regional Training Organisation
VTEC	Vocational Training Education Committee

## 3.0 REFERENCES

RACGP Standards for General Practice Training

## 4.0 GUIDANCE

### 4.1 Membership

VTEC consists of the following GP members:

- 3 from RACGP College Council
- 3 from REC – Pre Fellowship Education
- 3 from Board of Censors, one of whom is the CiC
- 1 from National Rural Faculty
- 1 from National Faculty of Aboriginal and Torres Strait Islander Health

Members of VTEC are appointed until the end of June each year, with a review of the VTEC membership and structure taking place at that time.

The VTEC appoints a chair who facilitates all meetings unless delegated to another member of the group.

### 4.2 Selection Criteria

Members of the VTEC need specific knowledge, skills and attitudes outlined below.

#### Knowledge

- General practice education in Australia
- Broad context of settings for general practice and general practice education in Australia
- Outcomes-based approaches in an educational (required) and regulatory (desired) setting
- RACGP Standards for General Practice Training

#### Skills

- Clear and concise communication
- Critical and analytical thinking
- Negotiation and collaboration
- Working with and managing change

#### Attitudes

- Openness to new ideas
- Collegiality

### 4.3 Deliverables

- Reading Bi-College RTO accreditation reports and recommending conditions/recommendations.
- Recommending annual reporting requirements for RTOs.
- Reviewing and summarising annual reports with recommended actions where appropriate.
- Monitoring conditions and recommendations.
- Evaluating and reporting on remediation activities undertaken by RTOs.
- Recommending auditing frameworks.
- Reviewing and recommending approval of precedent-setting variations to supervision models, processes and special training environments.
- Recommending training post and supervision auditing activities and reporting on their outcomes.

- Interpreting evaluations and reports.
- Deliberating on stakeholder feedback and recommending appropriate action.
- Investigating complaints and concerns. Making appropriate recommendations.
- Developing and recommending evaluation metrics for the standards.
- Recommending changes to the RACGP Standards for General Practice Training and documentation as required.

#### **4.4 Relationship to Other stakeholders**

All appropriate reports and recommendations are submitted through the General Manager, Education Services to Council, who provides approval where appropriate.

Secretariat support and advice on operational matters is provided by the Education Quality team.

The VTEC may call on specific stakeholders or experts to attend meetings as required.

The General Manager Education Services and/or an appropriate delegate attends all VTEC meetings to provide input and ensure recommendations are enacted.

#### **4.5 Time Commitment**

VTEC members are required to attend a monthly teleconference meeting of approximately 1.5 hours, from February to November, two of which are face-to-face meetings each calendar year.

#### **4.6 Attendance**

VTEC members are required to attend a minimum of 80% of meetings held in each calendar year to maintain their membership.