

Health Education and Training Institute Continuing Professional Development Home Council - Terms of Reference

Document:	Terms of Reference	Version 1	
Committee:	Health Education and Training Institute Continuing Professional Development Home Council	Date:	
Effective from:	January 2024		
Approved by:	Adjunct Professor Annette Solman Chief Executive		
Review Due Date:	January 2025		

Role

The HETI CPD Home Council provides oversight and advice to HETI for the efficient and effective functioning of the CPD Home in accordance with the accreditation standards as authorised by the Australian Medical Council (AMC). Accredited CPD homes provide a mechanism to ensure practitioners are meeting the Medical Board of Australia’s registration standard for continuing professional development (CPD). The HETI CPD Home provides a CPD program, support and guidance to practitioners, and audit and report compliance to the Medical Board of Australia (MBA).

Functions

The functions of the HETI CPD Home Council will include:

1. Oversight of the CPD Home, including operational, educational, accreditation, and support roles of CPD Home.
2. Reviews, provides advice on and endorses CPD Home program, policies and procedures as required to meet the standards of the AMC and to support ongoing enhancements.
3. Reviews and endorses compliance reporting to the MBA.
4. Reviews and endorses accreditation reports to the AMC.
5. Considers requests for reviews of a decision by a member.
6. Commissions and considers results from regular reviews of overall CPD Home operation.

7. Considers and provides advice on finance and performance reporting
8. Commission the preparation of a business case for the expansion of the CPD Home for a broader scope of practice and more members

Accountability

The HETI CPD Home reports to the Chief Executive of HETI (as the statutory established governing authority), who in turn reports to the Secretary of the NSW Ministry of Health. The HETI CPD Home will provide reports and make recommendations to the HETI Chief Executive and NSW Ministry of Health in relation to the management and performance of the HETI CPD Home functions.

Composition

The HETI CPD Home will comprise:

- Clinical Chair; CPD Home
- Medical Director, HETI
- Deputy Medical Director, HETI
- Director Corporate Support and Business Partnerships, HETI
- Clinical Chairs, HETI (2)
- Medical Administration Trainee, HETI
- Manager, Governance, Development and Delivery Unit
- Medical Advisor, Workforce Branch, Ministry of Health
- Executive Director of Medical Services, Local Health Districts (1 metro, 1 rural)
- Unaccredited trainees (2)

Educational expertise will be co- opted as necessary from within HETI.

Secretariat support will be provided by the HETI CPD Home employees.

Standing Orders

- The HETI CPD Home Council is to meet at least four times per year. Urgent matters can be dealt with in between meetings by means approved by the HETI CPD Home Council.
- Members are expected to attend 70% of meetings yearly.
- A quorum consists of 50% plus one of voting committee members plus either the Chair or delegate.
- Members may attend meetings via teleconference or videoconference.
- In voting to determine a matter an absolute majority is required. In the event of a tied vote, the matter can be further discussed, at the discretion of the Chair. If a further vote is also tied, the Chair has a casting vote.

- At each meeting attendees must declare any actual, potential or perceived conflict of interest prior to any discussion where the conflict is relevant.
- Disputes between members will be mediated in the first instance by the Chair. If mediation is not possible the Chair will decide the outcome. If the dispute involves the Chair, the matter will be referred to the HETI Chief Executive.

Review of Terms of Reference

Annually

