PURPOSE:
To support the mission of the Health Education and Training Institute (HETI), by ensuring that prevocational trainees are competent for safe practice and provide quality patient care.

ROLE
- Advise on resources needed to support prevocational education and training.
- Provide appropriate advice on other matters relating to the delivery of medical education and training, as required by the hospital.

RESPONSIBILITIES
- The Committee will conduct its activities in accord with the rules of the hospital and its terms of reference.
- Develop, implement, monitor and evaluate all orientation, training and educational programs for prevocational doctors.
- Ensure that each term, including secondments, is consistent with HETI guidelines.
- Regularly review and evaluate training, education, experience and working conditions of each prevocational trainee.
- Review prevocational training program according to the HETI Accreditation Standards.
- Review and evaluate the performance of Term Supervisors and the Director of Prevocational Education and Training.
MEMBERSHIP
The Committee should include members with a broad range of backgrounds and expertise. The Committee should ensure that all relevant departments of the hospital develop a sense of responsibility for the education, training and development of trainees.

Chair
To be nominated. This role cannot be held by the Director of Prevocational Education and Training

Responsibilities
The Chair provides leadership to the GCTC and promotes a cohesive and effective environment. Key roles and responsibilities of the Chair include:
• Evaluate the performance of Term Supervisors and the Director of Prevocational Education and Training on a regular basis.
• Ensure rotations, including secondments, are consistent with HETI guidelines.
• Provide recommendations and advice to HETI in respect to medical education, training standards, accreditation and workforce.
• Disclose conflicts of interest which may impinge upon the exercise of his or her duties as Chair of the Committee.

Committee support officer
To be nominated.

Responsibilities
• This person is held accountable for the preparation of agendas, minutes, the distribution of minutes and committee papers and follow-up on matters raised.
• Minutes of meetings should be documented and circulated to members of the Committee and the senior management of each hospital in the network after every meeting.

Committee representatives
The Committee must include representatives of:
• Hospital management,
• PGY1 and PGY2,
• JMO Workforce administrative team,
• Vocational training programs,
• Term Supervisors, and
• Director of Prevocational Education and Training.

Ex Officio and Co-opted non-voting members
The Committee may co-opt members to the Committee and/or establish working parties as may be necessary

QUORUM
The quorum is determined by the Committee

VOTING
As necessary

FREQUENCY
The Committee will meet at least quarterly

FORMAL REPORTING
The Committee is responsible to the senior hospital management. The senior hospital management will ensure that the Committee has authority for a range of relevant activities and that it is provided with adequate secretarial and administrative support

ENDORSEMENT
These terms of reference endorsed by:
[List should include the General Manager or equivalent, the Chair of the Committee and the DPET for the training site.]
Copies of the endorsed terms of reference should be provided to all GCTC members.