

GENERAL CLINICAL TRAINING COMMITTEE (GCTC)

SUGGESTED TERMS OF REFERENCE

PURPOSE

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

ROLE

- Provide governance for the prevocational training program.
- Ensure that the prevocational training program supports prevocational trainees to meet their training requirements.

RESPONSIBILITIES

- The committee will conduct its activities in accordance with the hospital guidelines and its Terms of Reference.
- Develop, implement, monitor and evaluate all orientation, training and educational programs for prevocational doctors.
- Ensure terms are consistent with the HETI term descriptions and that the term descriptions are reviewed annually and updated if required.
- Regularly review and evaluate training, education, experience and working conditions of prevocational trainees.
- Regularly review the 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 (DPET) annually.

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 DPET.

Responsibilities

The Chair provides leadership to the GCTC and advocates on behalf of prevocational trainees to the senior hospital executive. Key roles and responsibilities of the Chair include:

- Evaluate the performance of the DPET annually with the medical executive or Director of Medical Services (DMS) or equivalent.
- Support the DPET to develop, coordinate and promote a structured, high quality prevocational training program.

- Review the performance of Term Supervisors and the prevocational training program as a whole.
- Ensure terms are consistent with the HETI term descriptions and that the term descriptions are updated annually.
- Advocate for prevocational trainees with the senior medical executive.
- Contribute to and confirm the accuracy of the HETI Prevocational Training Provider annual report.
- 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 no later than one week prior the next meeting.

Committee representatives

The committee must include representatives of:

- Hospital management,
- PGY1 and PGY2 trainees,
- JMO Manager,
- Term Supervisors, and
- DPET.

Ex officio and co-opted non-voting members

The committee may co-opt members to the committee and/or establish working parties as necessary.

QUORUM

The quorum is determined by the committee.

VOTING

As necessary.

FREQUENCY

The committee will meet at least four times a year.

FORMAL REPORTING

The committee reports to the DMS. The DMS and 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 are 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.