

## Terms of Reference – Health Education and Training Institute Prevocational Training Council

Document	HETI Prevocational Training Council (PvTC) Terms of Reference (TOR)	
Document Number	TRIM DOC07/7437	Version 10
Committee	HETI Prevocational Training Council	
Effective from	April 2024	
Review Due Date	March 2026	
Modifications	Biannual Review	
Approved By	Medical Director	

PvTC Purpose	<p>The purpose of the Prevocational Training Council (PvTC) is to ensure state-wide coordination of the prevocational training networks and develop resources which will improve prevocational training in NSW.</p> <p>The PvTC promotes high quality training for prevocational trainees in NSW and supports networks to ensure that prevocational training programs are delivered in accordance with the National Framework for Prevocational Medical Training.</p>
PvTC Functions	<p>The functions of the PvTC include:</p> <ul style="list-style-type: none"> <li>• Providing oversight and support of medical education and training for prevocational trainees in NSW.</li> <li>• Providing advice and expertise to HETI executive on issues related to prevocational training.</li> <li>• Monitoring intern allocation/recruitment outcomes to ensure that NSW continues to meet its commitment to intern training places under the 2006 Council of Australian Governments (COAG) agreement.</li> <li>• Reviewing and endorsing applications from Prevocational Training Providers (Providers) who wish to appoint a new Director of Prevocational Education and Training (DPET).</li> <li>• Advocating for prevocational trainees and for DPETs.</li> <li>• Determining DPET funding to Prevocational Training Providers in accordance with NSW Health policies (PD2005_259).</li> <li>• Responding to issues raised by DPETs, prevocational trainees, NSW Junior Medical Officer (JMO) Forum, JMO Managers and other individuals and stakeholders involved in prevocational education and training.</li> <li>• Maintaining high quality relationships and communication channels with DPETs, prevocational trainees, NSW JMO Forum,</li> </ul>

	<p>JMO Managers and other individuals and stakeholders involved in prevocational education and training.</p> <ul style="list-style-type: none"> <li>• Supporting prevocational training networks in relation to the development and delivery of education and training across the NSW health system.</li> <li>• Reviewing and endorsing the Network Principles for Prevocational Training.</li> <li>• Approving all prevocational training networks in NSW including changes to existing networks. Make decisions concerning revisions to networks in consultation with the providers involved, the HETI Medical Director and NSW Health.</li> <li>• Consulting with networks and other stakeholders (including NSW Health, clinicians and trainees) in relation to the development of guidelines and resources.</li> <li>• Facilitating innovative and appropriate workplace teaching, learning and assessment for prevocational trainees.</li> <li>• Reviewing annual reports received from providers in relation to prevocational education and training.</li> <li>• Promoting medical education research around prevocational training and the transition from medical school to internship.</li> <li>• Providing expert advice and guidance on projects that specifically develop professional skills for staff involved in medical education and training within the NSW Health system, ensuring continued high-level support for NSW prevocational trainees.</li> <li>• Supporting the organisation of educational forums and or training days for staff involved in medical education and training within the NSW Health service.</li> <li>• Reviewing applications and determining winners for the annual NSW prevocational awards.</li> <li>• Providing oversight of the NSW JMO Forum.</li> </ul>
Chair	An independent Chair will be appointed by the Medical Director in accordance with the Appointment, Credentialing, Contracting and Payment of HETI Clinical Chairs Procedure.
Reports to	HETI Medical Director.
Accountability	The PvTC provides reports and makes recommendations to the HETI Medical Director in relation to the management and performance of the HETI prevocational education program.
Membership Composition	<p>The PvTC will comprise:</p> <ul style="list-style-type: none"> <li>• An independent Chair appointed by the Medical Director in accordance with the Appointment, Credentialing, Contracting and Payment of HETI Clinical Chairs Procedure.</li> <li>• An independent Deputy Chair appointed by the Medical Director through expressions of interest from serving ordinary members of the committee. The Deputy Chair will be appointed to a term equivalent to the remainder of their term as an ordinary member of the committee.</li> </ul>

	<p>The Deputy Chair will perform the duties of Chair when the Chair is unavailable or has a conflict of interest.</p> <ul style="list-style-type: none"> <li>• A minimum of 10 and a maximum of 20 members. Members will be appointed by the HETI Medical Director and PvTC Chair to ensure a balance of experience, qualifications and representation.</li> <li>• The HETI Medical Director (or delegate) (ex officio).</li> <li>• The Chair of the HETI Prevocational Accreditation Committee (PAC) (ex officio).</li> <li>• The Chair or delegate of the NSW JMO Forum.</li> <li>• At least one JMO Manager.</li> <li>• At least five DPETs which includes a minimum of one rural representative.</li> <li>• One General Practitioner (GP).</li> <li>• At least one representative(s) of a NSW Medical School.</li> <li>• At least one vocational training representative.</li> <li>• Individuals with special expertise in medical education/prevocational training.</li> </ul>
<p>Membership Term</p>	<ul style="list-style-type: none"> <li>• The composition of the PvTC is evaluated annually and any recruitment is undertaken as per process DOC07/7437-003.</li> <li>• Ex officio members have full voting rights, including the right to abstain if they choose, and may nominate a representative to attend in their place.</li> <li>• Members will serve a term of three years, renewable once at the discretion of the Chair.</li> <li>• 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.</li> </ul>
<p>Support &amp; Responsibilities</p>	<p>The Chair provides professional and clinical leadership to the PvTC and expert advice to HETI and promotes a cohesive and effective environment.</p> <p>Key roles and responsibilities of the Chair include:</p> <ul style="list-style-type: none"> <li>• To demonstrate and role model the NSW Health CORE values of Collaboration, Openness, Respect and Empowerment.</li> <li>• Prepare for meetings of the PvTC in conjunction with HETI staff.</li> <li>• Lead and facilitate discussion of the items on the agenda in such a manner as to ensure that the views of all stakeholders are heard and respected.</li> <li>• Ensure that the decisions made about items discussed are clear and recorded transparently.</li> <li>• Be a member of the PAC and report on the PvTC and related projects at meetings.</li> <li>• Be a member of the HETI, Medical Deans and Ahpra meeting and report on the PvTC and related projects at meetings.</li> <li>• Chair the DPET meeting monthly or as scheduled.</li> </ul>

	<ul style="list-style-type: none"> <li>• Disclose interests which may impinge upon his or her duties as Chair of the PvTC. Ensure that real or perceived conflicts of interest are managed appropriately.</li> <li>• Undertake follow-up duties following PvTC meetings in conjunction with HETI staff, including the review and approval of the agenda, minutes, letters, committee briefs, policies and procedures.</li> <li>• Provide recommendations and advice to the HETI Deputy Medical Director and Medical Director.</li> <li>• Assist the PvTC to develop good relationships within and outside HETI.</li> <li>• Assist HETI staff and the PvTC to understand their roles, responsibilities and accountability.</li> <li>• Notify HETI Executive of emerging risks in the prevocational training space.</li> <li>• Share information and encourage further integration across HETI programs and projects.</li> <li>• Advocate and support DPETs in their role.</li> <li>• Develop resources to support prevocational trainees.</li> <li>• Support the NSW JMO Forum to achieve their outcomes.</li> </ul>
Role of Deputy Chair	<p>The Deputy Chair will support the Chair in undertaking the functions of the PvTC including standing in when the Chair is unavailable.</p> <p>The Deputy Chair will also be a member of the PAC.</p>
Role of Members	<ul style="list-style-type: none"> <li>• Members in accepting their position acknowledge they are working on behalf of HETI to improve the safety and welfare of patients and doctors in the NSW Health system.</li> <li>• Members must abide by the relevant committee policies and procedures including: <ul style="list-style-type: none"> <li>○ Conflict of interest</li> <li>○ Confidentiality</li> </ul> </li> <li>• Members must attend 70% of meetings annually.</li> <li>• Members who are absent or fail to send apologies for three or more consecutive meetings in a year may have their membership withdrawn.</li> </ul>
Quorum	A quorum consists of eight voting committee members plus either the Chair or Deputy Chair or delegate.
Frequency	The PvTC is to meet at least seven times per year. Urgent matters can be dealt with in between meetings by means approved by the PvTC.
Venue	Members may attend meetings in person, via teleconference or videoconference.
Secretariat:	<ul style="list-style-type: none"> <li>• The HETI Allocation, Accreditation and Faculty Unit will provide secretariat support to the PvTC and will have no impact on decision making.</li> <li>• Secretariat support will include: <ul style="list-style-type: none"> <li>○ Confirmation of meeting dates for the year.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Scheduling of meetings.</li> <li>○ Distribution of the agenda and papers by email at least one week prior to each meeting and circulation of meeting actions.</li> <li>○ Communication and distribution of information to PvTC members.</li> <li>○ Record keeping from the meeting.</li> <li>○ Distribution and follow up on meeting decisions, outcomes, and actions.</li> <li>○ Maintenance of documentation in TRIM.</li> <li>○ Annual review of procedures and processes.</li> <li>● HETI will also hold a complete set of PvTC documentation for a period of seven years.</li> </ul>
Review date	The Terms of Reference will be reviewed bi-annually.