CHARTER OF THE COUNCIL OF EDUCATION

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1 PURPOSE

The Council of Education (COE/the Council) is an entity of the College created by clause 13 of the Constitution. Its purpose, pursuant to clause 13.3 of the Constitution, is to:

(a) report to and advise the Board in relation to all the educational functions of the College
(b) oversee the activities of all educational committees of the College
(c) assess candidates seeking election to fellowship of the College upon examination
(d) stimulate the involvement of Fellows in activities that enhance and demonstrate professional competence, including through a comprehensive continuing professional development program
(e) undertake any other functions delegated or required by the Board or specified by regulations.

2 COMPOSITION OF COUNCIL OF EDUCATION

Matters relating to the composition of COE are described in ACEM Regulations A2.2 to A2.5, inclusive. Broadly, pursuant to clause 13.1 of the Constitution, the Council shall consist of the following:

(a) Ex-officio members
   - President
   - President-Elect or Immediate-Past President (as appropriate) (non-voting, when the President is in attendance)
   - one (1) trainee representative, who shall be the duly appointed Chair or Deputy Chair of the Trainee Committee
   - Chief Executive Officer (non-voting)
   - Executive Director of Education and Training (non-voting)

(b) Elected FACEM members
   - a Chair (known as the Censor-in-Chief)
   - a Deputy Chair (known as the Deputy Censor-in-Chief)
   - one (1) FACEM Censor from each of the following regions (to be known as Regional Censors):
     - New South Wales/Australian Capital Territory
     - New Zealand
     - Queensland
     - South Australia/Northern Territory
     - Tasmania
     - Victoria
     - Western Australia

(c) one (1) external member (a community representative), who shall be appointed in accordance with the Policy on the Appointment and Remuneration of Community Representatives (COR498)

(d) one (1) health jurisdiction representative nominated by the Health Workforce Principal Committee and/or the New Zealand Ministry of Health.
3 COUNCIL OF EDUCATION RESPONSIBILITIES

The role of COE is to provide purpose, leadership and overall strategy in the management of its functions. It is also responsible for ensuring that the functions of its entities and stakeholder interactions are within the context of the overall strategy of COE and relevant to the broader strategic goals of the College. To this end, COE has adopted the accountabilities and responsibilities mentioned below.

3.1 Risk Management and Compliance

(a) to review major risks COE is, or is likely to be, exposed to in the achievement of its objectives

(b) to review risk management strategies, resources, structures and processes within COE and consider and approve any recommended changes

(c) to ensure that each COE entity operates within the scope of its delegated authority and to take appropriate remedial or disciplinary action in the event of any breach

(d) to ensure compliance with external accreditation requirements.

3.2 Strategy and Planning

(a) to develop COE’s strategic plan for approval by the Board in line with the College’s overarching strategic plan, and to ensure that performance against the strategic plan is reviewed annually

(b) to review COE operating plans and expenditure against approved budgets

(c) to provide strategic oversight and direction for education and training matters.

3.3 Performance Monitoring

(a) to develop any relevant key performance indicators (KPIs) for COE for approval by the Board

(b) to review COE’s performance against those KPIs at least annually with the Executive Director of Education and Training

(c) to review the performance of the key aspects of education and training programs provided by the College.

3.4 Council Processes and Policies

(a) to review annually the effectiveness of COE to improve its performance

(b) to facilitate diversity and unity and ensure that COE’s time is used efficiently in order to drive COE activities forward

(c) to undertake ongoing assessment and review of the performance of COE, COE entities and individual COE members annually, as prescribed by applicable College policies and/or at the request of the Board

(d) to review and approve policies relating to matters that sit within the authority delegated to COE and ensure that approved policies and procedures are diligently administered

(e) to ensure induction programs for new COE members and that ongoing education programs for all COE members are implemented and available, when required

(f) to ensure individual COE members have access to internal and external sources of information as required to permit the discharge of their duties as a member of COE.
4 REPORTING REQUIREMENTS

COE shall receive reports from each of the entities under its jurisdiction at each of its meetings.

Following each of its meetings, COE will report on its activities to the next Board meeting through the Censor-in-Chief and Deputy Censor-in-Chief.

5 FUNCTIONS

The function of COE is to ensure the provision of an appropriately training and qualified emergency medicine workforce through:

(a) overseeing the conduct of the Specialist (FACEM) Training Program leading to eligibility for election to Fellowship of the College

(b) overseeing the conduct of a comprehensive non-specialist training program(s) in emergency medicine leading to eligibility for membership of the College as a Certificant or Diplomate as applicable and pursuant to College regulations

(c) involving Fellows trainees and other appropriately qualified medical practitioners in activities that enhance and demonstrate professional competence, including through a comprehensive continuing professional development program(s)

(d) overseeing the assessment of specialist international medical graduates and the requirements for further training, assessment, examination or exemption required to achieve eligibility for election to Fellowship

(e) maintaining links with other specialist medical colleges and, in particular, the continuation of any dual fellowship training programs and their requirements

(f) ensuring that COE entities cooperate and collaborate in progressing the work of COE

(g) providing advice and, where required, reports to external authorities and bodies on all matters relating to the regulation of training, assessment and examination required to achieve Fellowship and professional development in Australia and New Zealand, and establishing liaisons and alliances with those entities.

6 DELEGATED AUTHORITY

The authorities delegated by the Board to COE are specified in the relevant Terms of Reference.

6.1 Authority of the Chair

Other than in relation to strategic matters, matters requiring decision outside of scheduled meetings may, at the discretion of the Censor-in-Chief, be determined by the Censor-in-Chief or by the whole Council as required. Matters dealt with by the Censor-in-Chief will be tabled at the next meeting of COE.

7 COE ENTITIES

COE has authority to establish entities, both standing and ad hoc, to assist it in exercising its authority and to consider matters of special importance or to exercise the delegated authority of the Council.

'COE entity' means any committee, subcommittee, working group, reference group, ancillary entity or other body formed under the jurisdiction of the Council. Each such entity shall be responsible to COE, either directly or indirectly as specified in their terms of reference.
COE will determine the membership and composition of its entities, having regard to workload, skills and experience, and will establish terms of reference for each such entity.

8 STANDARDS OF CONDUCT AND ETHICS

COE members are to act in accordance with the standards of conduct and ethics appropriate to the aims and purposes of the College and the Council at all times.

In particular, COE members are to comply with the provisions of the following:

- Code of Conduct (COR235)
- Conflict of Interest Policy (COR139)
- Member/Staff Relations Policy (COR304)

8.1 Conflicts of interest

In accordance with the provisions of the Conflict of Interest Policy, members are to make full disclosure of any actual or potential conflict of interest to COE as soon as practicable after he or she becomes aware of that interest. The disclosure, which should be recorded in a risk register held by the College for this purpose and noted in the minutes of the relevant meeting, should include the nature and extent of the interest.

The member should not remain present during, or participate in, the discussion of any matter in which he or she has a conflict of interest, and should not vote on any such matter.

9 COUNCIL OF EDUCATION MEETINGS

Subject to ACEM Regulation A2.6, COE has authority to regulate its meetings as it thinks fit.

10 ASSOCIATED DOCUMENTS

- Constitution
- ACEM Regulations
- Code of Conduct (COR235)
- Conflict of Interest Policy (COR139)
- Delegation of Authority Policy (COR335)
- Member/Staff Relations Policy (COR304)

11 DOCUMENT REVIEW

Timeline for review of document: every two years, or earlier if required.

11.1 Responsibilities

Document authorisation: Board
Document implementation: Council of Education
Document maintenance: Manager Standards
## 11.2 Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of Version</th>
<th>Pages revised / Brief Explanation of Revision</th>
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<tbody>
<tr>
<td>v1</td>
<td>Sep-2014</td>
<td>Approved by the Board</td>
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<tr>
<td>v2</td>
<td>May-2015</td>
<td>Inserted – clause 2.1(b) &amp; (c) (eligibility)</td>
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<td></td>
<td>Amended – clause 2.4 (term of office)</td>
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<td>Amended – clause 9.5 (voting)</td>
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<td>Amended – clause 9.6 (proxies/alternates)</td>
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<td>v3</td>
<td>Jul-2016</td>
<td>Removal of material relating to Composition and Meetings due to relocation to and elaboration in ACEM Regulations</td>
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<td>v4</td>
<td>Feb-2017</td>
<td>General revisions aligned to Regulation A2</td>
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