

# NATIONAL PROGRAM STEERING COMMITTEE

*A Committee of the ACEM Board*

## 1. INTRODUCTION

The Australasian College for Emergency Medicine (ACEM/the College) is party to a contract with, and receives funding from, the Australian Federal Government through the Department of Health (DOH) in relation to a joint initiative for the improvement of training in emergency medicine and the emergency medicine workforce (the 'National Program'). The initiative is Australia-wide, with a focus on regional and rural areas.

The National Program Steering Committee, an *ad hoc* committee of the Board, has been set up to oversee the development and delivery of this program in accordance with these terms of reference.

These terms of reference are established under, and are subordinate to, the *Policy on College Entities* (the policy).

## 2. MEMBERSHIP

The committee consists of:

- (a) Ex-officio members
  - the President
  - the President-Elect or Immediate Past President (as appropriate)
- (b) The Chair of each of the following:
  - Non-Specialist Training Committee
  - Accreditation Subcommittee
  - Rural, Regional and Remote Committee
  - SIMG Assessment Committee
  - Private Practice Committee

If a committee Chair is unable to undertake this role on an ongoing basis, the Board may approve the appointment of a FACEM nominee from the relevant entity (temporary absences are dealt with under clause 2.1).

- (c) Up to three (3) ordinary FACEM members, each appointed by the Board on the basis of their skills or interest in the position.
- (d) One (1) FACEM Training Program trainee nominated by the Trainee Committee.
- (e) A nominated jurisdictional representative provided by the Health Workforce Principal Committee (HWPC).
- (f) A nominee from the Royal Australian College of General Practitioners (RACGP), Rural Faculty.

(g) A nominee from the Australian College of Rural and Remote Medicine (ACRRM).

If any region is not represented in the FACEM membership of the committee, the Board may co-opt a FACEM resident in any such region(s) onto the committee, any such member(s) shall have full voting rights.

In attendance (non-voting):

- Chief Executive Officer
- Executive Director of Operations
- Executive Director of Policy and Research
- Relevant unit manager(s)

ACEM staff members in attendance do not have voting rights.

## **2.1 Office bearers**

The Chair shall be a FACEM appointed by the Board from amongst the membership specified in clauses 2(b) and 2(c) of these terms of reference. A Deputy Chair shall be nominated by the entity from among its FACEM membership (other than ex-officio members).

## **3. RESPONSIBILITIES AND AUTHORITY**

The primary role of the National Program Steering Committee is to oversee the development and delivery of activities associated with the National Program. The role of the committee is both operational and strategic. Strategic matters do, however, require the consideration and approval of the ACEM Board.

### **3.1 Responsibilities**

- Ensure the program is delivered in accordance with the DOH Standard Funding Agreement.
- Provide advice to the Board in the relation to the National Program direction and further DOH funding applications.
- Development of guidelines for EMET.
- Review, approval and monitoring of EMET hubs.
- Review, approval and monitoring of STP funded training posts.
- Review of project plans and approval of funding allocation for projects.
- Review of submissions for DOH.
- Provide regular program update to the Board.
- Oversight of the promotion of the National Program to College members and external stakeholders.

### **3.2 Extent of authority**

The committee does not have authority to waive, vary or otherwise depart from:

- Its above stated responsibilities
- theses terms of reference
- the terms or requirements of any approved policy, regulation or funding agreement, and
- the requirements of the ACEM Constitution and any relevant legislation.

### 3.3 Conflict of Interest

Individual committee members must declare any conflict of interest and otherwise act in accordance with the *ACEM Conflict of Interest Policy*. The details of any declaration of a conflict of interest must be fully recorded in the minutes of the relevant meeting.

### 3.4 Reporting

The committee shall report in writing to the Board following each of its meetings.

## 4. MEETING REQUIREMENTS

The policy allows for variation of meeting requirements, where this has been approved by the Board. The only such approved variations are as follows:

#### (a) Frequency of Meetings

The committee shall meet four (4) times per year. One of those meetings shall be held face-to-face, and the remainder by teleconference. The committee may also be required to make decisions out-of-sessions, when necessary.

#### (b) Voting Rights

Staff members in attendance do not have voting rights.

## 5. DURATION OF COMMITTEE AND OFFICE

- (a) The committee shall remain in existence while ACEM continues to receive National Program funding. At the conclusion of the funding contract, the committee's operation shall terminate.
- (b) While the committee remains in existence, a committee 'spill' of the appointed FACEM membership shall occur every two (2) years after the approval of these terms of reference.
- (c) The ongoing need for any non-FACEM appointee shall be reviewed at the time of each 'spill'.
- (d) Ex-officio members shall hold office for the duration of the period they occupy the enabling office.

### Suspension of Committee 'spill'

The Board may suspend the need for a committee 'spill' when one is due if it is known that the committee will cease to exist within the six (6) month period immediately following the due date for the committee 'spill'.

## 6. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

### 6.1 Responsibilities

Document authorisation:	ACEM Board
Document implementation:	National Program Steering Committee / Executive Director of Operations
Document maintenance:	Manager Standards

## 6.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Apr-2016	Approved by Board
v2	Feb-2017	Revisions to membership
V3	Jun-2017	Revisions to membership
V4	Aug-2017	Revisions to membership