

TERMS of REFERENCE: REGIONAL TRAINING COMMITTEE

AUCKLAND REGIONAL PSYCHIATRIC REGISTRAR TRAINING PROGRAMME

Redrafted 2006

PURPOSE:

The Regional Training Committee (RTC) will be the governance body for vocational training in psychiatry in the Auckland region (Auckland and Northland), so as to deliver high-quality training and produce as great a number of specialist psychiatrists of high calibre as possible. To fulfill this aim, the RTC will ensure that all aspects of the training programme operate effectively, in particular:

- selection of new trainees, including the criteria for this process,
- placement of existing trainees,
- maintenance of clear processes between new applicants, existing trainees and service providers that are conducive to the running of the training programme, regarding selection and run allocation,
- accreditation and standards of posts and of supervisors, with regular reviews of all runs,
- monitoring of the progress of trainees,
- coordinating support to trainees,
- coordinating support and training for supervisors,
- supporting DHBs to maintain accreditation of posts and supervisors to meet RANZCP standards so that a suitable range of posts and options are available to trainees,
- training for specific examinations,
- the academic programme,
- assistance in negotiations with the CTA or other bodies regarding funding of the training programme and of the Director of Training position and office,
- liaison with all relevant parties involved in training - e.g. the RANZCP, the CTA, the NCTN, etc.
- Receiving and reviewing complaints re training in the region.

The RTC will not itself carry out the specifics of these tasks, but will ensure that proper and effective processes and structures exist, for training to be implemented via the Director of Training, Training Facilitators and sub-committees with specific practical roles regarding the above aspects of training.

ACCOUNTABILITIES:

The RTC will be accountable to the consumers of training - i.e., trainees, supervisors, the RANZCP, and Mental Health Services. The Director of Training and any RTC sub-committees and Training Facilitators will be accountable to the RTC regarding the organisation and implementation of this training in Auckland and any other affiliated region.

STRUCTURE AND MEETINGS:

The RTC will meet a minimum of 5 times annually (approximately 2-monthly), and will organise and receive reports from the Director of Training and other designated persons or groups. The Director of Training and the three Auckland DHB-based Training Facilitators will attend meetings of the RTC and will have voting rights, but will not Chair the RTC. This is to ensure some separation of the governance function of the RTC from the operational aspects of Training. From time to time others will be invited to attend, to discuss information or reports (e.g. representatives of sub-committees or working parties).

The RTC will consist of:

Members of RTC	Explanatory Notes
1 representative of the University	Head of Department of Psychological Medicine, Auckland School of Medicine, or nominee. By convention, the HOD usually Chairs the RTC.
General Managers and/or Clinical Directors from each of the 4 DHBs	In practice only one General Manager tends to attend, to advise generally on management issues and report back to the managers' meetings.
5 Trainee Representatives	1 st -yr registrar rep, 2 nd -yr registrar rep, 3 rd -yr registrar rep, Advanced Trainee rep and the ANZAPT rep.
The Director of Training	Has voting rights but will not Chair the RTC. The Director of Training represents RANZCP issues.
Directors of Advanced Training for the 7 Advanced Training Streams	Or their nominees, e.g. if their subspecialty is represented by an existing RTC member.
3 Auckland DHB-based Training Facilitators	The Northland Health Clinical Director acts as the Training Facilitator in Whangarei.
TOTAL = approx. 19 attendees	

Other members may be co-opted, for specific periods & purposes.

If any member as above is unable to attend a particular RTC meeting, they may arrange a suitable nominee in their stead.

REVIEWS OF THE TERMS of REFERENCE:

These Terms of Reference will be reviewed initially after one year, and then not less than every two years thereafter. An earlier review is possible if agreed by a majority vote of the committee. Amendments proposed to the Terms of Reference require a consensus decision of an RTC quorum.

SELECTION OF MEMBERS, CHAIR & VOTING:

Selection of Members of the RTC:

Elected and nominated members will generally be confirmed annually at the year's end, except for the first-year trainee who will generally be elected early the following year.

Trainees will elect their own RTC representatives.

The DHBs will nominate their own representatives.

A new member from any of these groups may be elected or nominated at other times of year if an RTC post falls vacant mid-term.

Chair:

By convention, the Head of Department of Psychological Medicine usually Chairs the RTC. If this were not possible or suitable, the RTC may democratically elect a Chair from the listed members as above. The Chair of the RTC will serve for a period of not more than 2 years before re-election, with the ability to be re-elected for a maximum of one further 2-year term. If the RTC Chair resigns, a new Chair will be re-elected at that time. In the event of concern arising about the performance of the Chair of the RTC, a "no confidence" vote may be called for by any member of the RTC.

If the Chair is unable to attend an RTC meeting, it is their responsibility to arrange a suitable Deputy Chair, either from within the Department of Psychological Medicine, or from within the RTC.

Voting:

All members of the RTC listed above have voting rights at RTC meetings, after discussion and advice taken from other parties present at the meetings (e.g. representatives of working parties). Decisions will be according to a majority vote¹. A minimum quorum for voting is 10 members.

Non-Voting Attendees:

These may include the Training Centre Administrator who attends, participates and takes minutes, DHB-based RMO coordinators, an HR advisor if invited, or working party members.

DIRECTOR OF TRAINING POST:

The RTC will help coordinate the selection and performance monitoring of the Director of Training. The selection of a Director of Training requires a consensus decision of an RTC quorum. This post is funded from the CTA, via the DHB within which the Director of Training is employed. The RTC will ensure the Director of Training's office has appropriate resources and support to enable them to organise and coordinate psychiatric registrar training in the Auckland region. The RTC will ensure that the position of Director of Training is advertised should it fall vacant, and that interviews are arranged to fill the post. Any person selected as Director of Training must meet with the approval of the NZ Training Committee and RANZCP Binational Committee for Training before their selection is confirmed. Line management for the Director of Training post will be via the employing DHB, as for any other position.²

AUCKLAND DHB-BASED TRAINING FACILITATORS:

The RTC will ensure that the role of Training Facilitator is established in each DHB to assist the Director of Training and to monitor, support and coordinate training and supervision in each of the three DHBs. Line management for the Auckland DHB-based Training Facilitator posts will be via the employing DHB, as for any other position.²

PRACTICAL SUPPORT FOR THE RTC:

The RTC will ensure that the office of the Director of Training has a central base with administrative support. This office will provide support to the RTC re minute-taking at meetings, circulation of minutes, agendas and other reports.

¹ *except in Terms of Reference amendments and selection of a Director of Training, as noted.*

² *also see Accountabilities, page 1.*