

Regulations

Subcommittees for Advanced Training



Authorising Body:	Board
Responsible Committee:	Education Committee
Responsible Department:	Education and Training
Document Code:	REG Subcommittees for Advanced Training

Background

The Subcommittees for Advanced Training ('SAT') are responsible for the implementation and review of Advanced Training regulations.

In September 2013, the Board approved a new education governance model to take effect from May 2014 which included the SATs. Prior to 2017, each SAT had individual Regulations. In 2017, one set of Regulations, covering all SATs, was developed.

The Subcommittees for Advanced Training include:

- **Subcommittee for Advanced Training in Addiction Psychiatry** – responsible for the implementation and review of Addiction Psychiatry Advanced Training regulations.
- **Subcommittee for Advanced Training in Adult Psychiatry** – responsible for the implementation and review of Adult Psychiatry Advanced Training regulations.
- **Subcommittee for Advanced Training in Child and Adolescent Psychiatry** – responsible for the implementation and review of Child and Adolescent Psychiatry Advanced Training regulations.
- **Subcommittee for Advanced Training in Consultation-Liaison Psychiatry** – responsible for the implementation and review of Consultation-Liaison Psychiatry Advanced Training regulations.
- **Subcommittee for Advanced Training in Forensic Psychiatry** – responsible for the implementation and review of Forensic Psychiatry Advanced Training regulations.
- **Subcommittee for Advanced Training in Psychiatry of Old Age** – responsible for the implementation and review of Psychiatry of Old Age Advanced Training regulations.
- **Subcommittee for Advanced Training in Psychotherapies Psychiatry** – responsible for the implementation and review of Psychotherapies Psychiatry Advanced Training regulations.

1. ROLE

Responsible directly to the Committee for Training (CFT), the role of the SAT is to:

- Oversee and administer the regulations of the College's various Certificates of Advanced Training.
- Liaise with the Secretariat to implement and monitor the operation of the Advanced Training Certificate Programs.
- Oversee all activities of any constituent working groups in terms of their respective composition and function and budget.
- Provide assistance to the Committee for Training regarding relevant components of Fellowship training.

2. RESPONSIBILITIES

The SAT shall be responsible for:

- a) Accreditation of Advanced Training programs, including where applicable, Formal Education Courses.
- b) Determining training requirements for completion of the Certificate of Advanced Training.
- c) Monitoring of the progress of individual trainees, including the marking of Advanced Training projects (where applicable), to determine whether trainees meet the required standards for the award of a Certificate of Advanced Training.
- d) Monitoring and oversight of relevant elements of the subspecialty training program as required.
- e) Participating in Branch Training Committee and Committee for Training meetings to report on matters related to subspecialty training.
- f) Identifying and overseeing risks associated with the Subcommittee, in conjunction with the CFT, in accordance with the College Risk Management Policy, and for reporting high level risks to the Corporate Governance and Risk Committee through the Education Committee (EC).

Notwithstanding any of the above, the SAT may recommend to the Committee for Training that any trainee may be deemed exempt from any part of the training, or may be excluded from further training or assessment subject to delegated authority.

3. REPORTING RELATIONSHIPS

- a) The SAT shall report on its activities to the CFT at the biannual CFT face-to-face meetings. The Subcommittees shall provide their most recent minutes to the following meeting of the Committee for Training.
- b) The Subcommittees shall be represented on the CFT by the Chair of the Subcommittee who will be an ex-officio member of the CFT.
- c) The Subcommittees shall be represented on the Branch Training Committee by the relevant Directors of Advanced Training.
- d) The Subcommittees will work closely with the Chief Executive Officer and senior management to ensure its responsibilities are met.

4. COMPOSITION / MEMBERSHIP

Membership of a Subcommittee will comprise:

- A Chair (Fellow)
- A Deputy Chair (SAT member - Fellow)
- A Director of Advanced Training from each program
- A representative of the Faculty (if relevant)
- An Advanced Training Certificate representative (Fellow or trainee).

All members are voting members.

The Committee shall include appropriate representation from Australia and New Zealand (at a minimum of one member from each).

The Committee shall endeavour to achieve appropriate gender balance.

5. ELECTIONS AND APPOINTMENTS

Chair

- a) The Chair shall be appointed by the Education Committee, from amongst the Fellows of the College who have particular specified knowledge/expertise in the area of Advanced Training, on the recommendation of the CFT. This appointment shall be noted by the Board.
- b) The term of office for the Chair shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date, when a successor is elected.
- c) The Chair must be willing to serve for a minimum period of one year and will be eligible for re- appointment to this position to serve a maximum of two (2) consecutive terms, i.e. six years.
- d) The Chair will be a member of the CFT (ex-officio).

Deputy Chair

- a) Upon the formation of the committee, the Deputy Chair shall be elected or otherwise appointed as the case may be by the Committee for Training and ratified by the Education Committee.
- b) The term of office for the Deputy Chair shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date, when a successor is elected.
- c) The Deputy Chair must be willing to serve for a minimum period of one year and will be eligible for re- appointment to this position to serve a maximum of two (2) consecutive terms, i.e. six years, being further limited by the term of office relevant to their constituent committee.

Members

- a) Members of the Subcommittee shall be elected or otherwise appointed by virtue of their position as the Director of Advanced Training (DOAT) in their jurisdiction.
- b) The term of office for Directors of Advanced Training shall be the duration of their appointment in the role.
- c) The term of office for the Faculty representative shall be three (3) years or such later date when a successor is appointed. The Faculty representative shall be eligible for reappointment and may serve a maximum of two (2) consecutive terms, but may be replaced by a constituent from the Faculty from time to time as required, to coincide with their term of appointment in accordance with the respective regulations or operational rules then applying. Where that office is relinquished earlier giving rise to a casual vacancy, the appointment shall be for the remainder of the term.

Advanced Training Certificate Representative

- a) Nominations are called from amongst the Fellows and trainees of the College undertaking the relevant Advanced Training Certificate relevant to the SAT and appointed by the relevant SAT.
- b) The term of office shall be for 12 months and shall commence from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date when a successor is appointed.
- c) The Advanced Training Certificate representative will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive years.
- d) In the event that the trainee is awarded an Advanced Training Certificate during their term on the relevant SAT, they may complete their annual term but are not eligible for election thereafter.
- e) In the event of the resignation of the representative, a call for nominations for a casual vacancy to fill the vacancy for the remainder of the term will be made (as per a) above). Appointment will be made in consultation with the relevant SAT. Nominations will be called for from the Fellows and trainees currently undertaking a Certificate in Advanced Training in the relevant subcommittee for which the nomination is sought.

Co-opted Members

- a) The Subcommittee may co-opt additional members with particular specified knowledge and/or expertise from time to time being members of the college, associates, consumers, carers and Indigenous members.
- b) The number of co-opted members shall be a maximum of three (3). The need for co-opted members shall usually be reviewed by the Subcommittee each three (3) years at the time of elections to the Subcommittee, but may be reviewed more frequently as considered necessary.
- c) Co-opted members would be expected to maintain confidentiality of the meeting's proceedings.
- d) Co-opted members of the Subcommittee shall not have voting rights.

Observers

- a) The Subcommittee may invite persons from time to time to attend some or parts of a Subcommittee meeting as an Observer.
- b) Observers would be expected to maintain confidentiality of the meeting's proceedings.
- c) The number of observers will be at the discretion of the subcommittee.
- d) Observers shall not have voting rights.
- e) The need for observers shall be reviewed by the subcommittee each year.

Casual Vacancies

- a) In the event of the resignation of the Chair, whose term is not due to finish for 12 months or more, a call for nominations from the College Fellowship shall take place. The interim Chair shall be appointed by the Education Committee on the recommendation of the Committee for Training.
- b) In the event of the resignation of the Chair, whose term is due to finish within 12 months, the Deputy Chair will fill the Chair role, as a casual vacancy for the remainder of the term.
- c) In the event of the resignation of a Deputy Chair, whose term is not due to finish for 12 months or more, a call for nominations from the membership of the SAT shall take place. Nominations will be considered by the Committee for Training and ratified by the Education Committee
- d) In the event of the resignation of a Deputy Chair, whose term is due to finish within 12 months, the Committee for Training will appoint a casual vacancy for the remainder of the term from the SAT. The appointment will be ratified by the Education Committee.
- e) In the event of the resignation of the Advanced Training Certificate representative, nominations will be called from amongst the Fellows and trainees of the College undertaking the relevant Advanced Training Certificate relevant to the SAT and the appointment will be made by the SAT.
- f) A person appointed as a casual vacancy shall be eligible for appointment in accordance with this Regulation. For the purposes of this Regulation, the period of time served as a casual vacancy shall not be counted as a period of membership.

6. POWERS AND DELEGATION

- a) The Subcommittee shall observe any regulations or directions that may from time to time be imposed upon it by the Board.
- b) The Subcommittee shall provide advice and recommendations to the EC and act within the Subcommittee's schedule of delegations.
- c) Pursuant to Article 8.2 of the Constitution:
 - "The Board may delegate any of its powers (other than that of delegation) to Boards or Committees comprising persons appointed by the Board".
 - "The Board may revoke any delegation of its powers by ordinary resolution".
 - Any Committee exercising the delegated power of the Board shall comply with all Regulations and any conditions or limitations that may be imposed by the Board.

7. LIMITATION ON POWERS

Pursuant to Article 14.1, 14.3, 14.4 and 14.5 of the Constitution:

- a) "The Board may establish committees comprising such persons as the Board determines or otherwise determined in accordance with the Regulations".
- b) "The Board shall determine the powers and duties of each Committee (its Regulations or Terms of Reference) and each Committee shall in the exercise of its powers comply with the Regulations or the Committee Terms of Reference".
- c) "Unless specifically provided for in the Regulations or its Terms of Reference, a Committee may not make any determination of policy for the College, but may provide advice to the Board on any area falling within its Terms of Reference to assist the Board".
- d) "Each Committee shall make such reports and recommendations to the Board as the Board reasonably requires".

8. COMMITTEE SUPPORT

The SAT shall be supported by the staff of the College. The Administration Officer and Manager responsible for Training (or nominee) will be in attendance at the meetings. Other staff members may be requested to attend on an as-required basis.

9. REVIEW

- a) Pursuant to Article 14.8 of the Constitution, "the Board shall review the need for each Committee and the members thereof at least every two (2) years".
- b) These Regulations shall be reviewed two (2) years from commencement.

10. OPERATION OF THE SUBCOMMITTEES FOR ADVANCED TRAINING

10.1. Meetings

- a) The Subcommittee may meet for the transaction of business and adjourn and otherwise regulate its meetings as it thinks fit, taking into account budget implications. The Subcommittee shall only meet face-to-face up to two (2) times a year and within budget requirements.
- b) Meetings of the Subcommittee may be in person, by telephone or other telecommunications or electronic means at the discretion of the Chair.
- c) The Chair may convene a meeting of the Subcommittee by written notice to members of the Subcommittee. An agenda shall be circulated in advance of the meeting.

10.2. Meeting Attendance

- a) If a Chair is unable to attend three consecutive Subcommittee meetings, the Chair should raise this with the Chair of the relevant parent committee and/or the appropriate Board constituent Committee Chair.
- b) It is expected that a Subcommittee member will attend all meetings of the Committee. However, it is acknowledged by the College that an individual's work and family commitments/responsibilities may prevent a member from attending a meeting.
- c) If a Subcommittee member is unable to attend a meeting, the Chair and/or relevant staff member should, where possible, be advised two weeks in advance of the meeting.
- d) Non-attendance at three consecutive meetings will be reviewed by the Chair in consultation with the individual member concerned. If it is agreed that the Committee member needs to step down from the committee, a casual vacancy shall arise.

10.3. Notice of Meeting

- a) At least 24 hours' notice of a meeting of the Subcommittee must be given to each Subcommittee member specifying the place, time and date of the meeting.
- b) Notice may be given in writing, by email, by fax, by telephone or other electronic and appropriate means.

10.4. Chair

- a) The Chair shall preside at all meetings of the Subcommittee. In the absence of the Chair, the Deputy Chair shall act as the Chair for that meeting.
- b) If the Chair or Deputy Chair are not present at any meeting of the Subcommittee within 15 minutes after the time appointed for holding the meeting, the members present shall elect a Subcommittee member present to Chair the meeting.
- c) The Chair will ensure that due emphasis is given to continuing cross-committee liaison between itself and any other committee as required from time to time.

10.5. Quorum

- a) For items involving a change or establishment of policy/procedure/process or matters of great complexity, as determined by the Chair, the quorum for a meeting shall be 50% whether held face-to-face, via teleconference or out-of-session by email vote. Decisions will be recorded in the minutes and circulated within the College's usual processes.
- b) For items which are deemed to apply an already approved policy/procedure/process to a set of facts or extending an established decision, the Chair in consultation with any other committee members present (face-to-face, teleconference or email), shall make the decision, in consultation with the Executive Manager, or Chief Executive Officer. Decisions will be recorded in the minutes and circulated within the College's usual processes.
- c) The Committee may act notwithstanding any vacancy on the Committee.

10.6. Proxies

- a) Subcommittee members are only able to appoint a proxy to attend a meeting on their behalf if the position held by the member on the Subcommittee is a representative position. The appointed proxy must be a member of the Subcommittee they are representing.
- b) The onus is on the Subcommittee member to advise the Chair, in advance of the meeting, of their proxy's details.
- c) A proxy has the same voting rights as the person they are replacing.
- d) A proxy may only receive the meeting papers for the meeting they are attending.

10.7. Voting

- a) All Subcommittee members, except co-opted members, observers and those without authority to vote, shall have full voting rights.
- b) Decisions arising at a meeting of the Subcommittee shall be decided by a majority of votes of members present and voting.
- c) A decision by a majority of the members present and voting is for all purposes a decision of the Subcommittee.
- d) The Chair of the meeting has a casting vote in addition to a deliberative vote where there is an equality of votes.

10.8. Written Resolution

An out of session decision approved by electronic mail by 50% of all members (other than any member on leave of absence) is taken to be a decision of the members passed at a meeting of the Subcommittee duly convened and held.

10.9. Minutes of Meetings

- a) A written record of all proceedings of Subcommittee meetings shall be kept by the College.
- b) Draft minutes of all meetings should be promptly circulated to all Subcommittee members.
- c) The minutes of the Subcommittee's meeting will be submitted to the CFT meeting held immediately following the Subcommittee's meeting.

10.10. Defects in Appointment or Qualification of a Member

All acts done in good faith by a meeting of the Subcommittee or by any person acting as a Subcommittee member will be valid and effective notwithstanding that it is afterwards discovered that there was some defect in the appointment of that person or that the person was disqualified from acting for any reason.

10.11. Conflict of Interest and Confidentiality

- a) All people attending a meeting of the Subcommittee must declare any conflicts of interest to the Chair. Conflicts of Interest will be managed and declared in accordance with the College's Conflict of Interest Guideline.
- b) The Committee must maintain a Conflict of Interest Register.
- c) Each member of the Subcommittee, including co-opted members, community members, proxies and observers must sign a Deed of Undertaking in relation to Confidentiality and Conflict of Interest.
- d) The Deed is valid for the period of time the member is part of the Subcommittee and after they have finished on the Subcommittee, particularly in relation to confidentiality.
- e) All signed Deeds must be forwarded to the College's Governance Officer.

10.12. Working Groups of the Subcommittees for Advanced Training

The SAT may establish Working Groups. This must occur in consultation with the relevant Executive Manager. Approval to establish a Working Group must be sought from the Finance Committee (for budget purposes), the Corporate Governance and Risk Committee (CGRC) and the Board.

10.13. Financial responsibility

- a) The SAT must develop an annual budget based on the budget process developed by the College in conjunction with the College's Finance Department.
- b) The SAT are required to operate in accordance with College Policy and within the budgetary constraints as determined by the Board. Any spending above and beyond the allocated budget requires explicit authorisation as per the College's delegation of authority Policy.

11. MEDIA AND AUTHORISED STATEMENTS

- a) With respect to making media or other external comment or representation, the College's Media and Communications Policy (available on the RANZCP website) should be consulted and adhered to.
- b) Pursuant to Articles 8.4.1 and 8.4.2 of the Constitution, "the President or the Board may authorise any Committee or individual to represent the College before any government or governmental body or committee or to make statements or express views on behalf of the College. The authority may be given generally or for a specific situation and may be given on such conditions as the President or the Board thinks fit. Unless duly authorised to do so under this Article, no Member may make any statement or express any view which purports to be a statement or view of the College or as having been made or expressed on behalf of or with the concurrence of the College".

- c) The Board is authorised to nominate RANZCP Members to comment to the media in accordance with their expertise. The Board may authorise Committee/ Branch/ Faculty/ Section/ or Special Interest Group Chairs to comment on certain issues.

12. INTERPRETATION

- The Regulation shall be known as the “Subcommittees for Advanced Training Regulations”
- “Article(s)” means an article or clause of the Constitution
- “Affiliate” means a Member admitted pursuant to Article 3.5 of the Constitution
- “Associate” means a Member admitted pursuant to Article 3.4 of the Constitution
- “Board” means the board of the College established under the Constitution, each member of which shall be a Director of the College
- “Casual Vacancy” means a position that becomes vacant before the expiration of the term for which the holder was elected. A successor shall, if the term has not then expired, be appointed to hold the place from the date of his/her appointment until the expiration of the original term or the next election/appointment period (whichever is first). The period of time served as a casual vacancy shall not be counted as a period of office. A Casual Vacancy has voting rights
- “Co-opted” means a person that has been co-opted for their area of expertise or knowledge of a particular area. A co-opted member is a nonvoting member
- “College” or RANZCP means The Royal Australian and New Zealand College of Psychiatrists
- “Subcommittee” means the Subcommittee for Advanced Training
- “Constitution”, means the Constitution of The Royal Australian and New Zealand College of Psychiatrists
- “Election Year” means the year the College Constitution came into effect and every second year thereafter
- “Ex-officio” means a member of a body, (Committee, Section, etc) who is part of it by virtue of holding another office. Ex-officio (excepting College staff) members are voting members
- “Elected” means the formal election process undertaken to elect a member. Call for nominations (from amongst the Fellows) must be undertaken and conducted in accordance with this Regulation. If a ballot is required, the method of voting will be “first past the post”
- “Fellow” means a Member who holds Fellowship of the College pursuant to Article 3.3 of the Constitution
- “Financial year” shall be defined in the same manner as for the activities of the Board of the College
- “General Meeting” means a general meeting of the College
- “Proxy” means a person appointed to represent a Committee member at a meeting on their behalf. Committee members are unable to appoint a proxy unless the position held by the Committee member is a representative position. The appointed proxy must be a member of the committee they are representing
- “Terms of Reference” are the powers and duties of each Committee and are determined by the Board.

13. ASSOCIATED DOCUMENTS

- Committee for Training and Education Committee Regulations and Position Descriptions
- Subcommittee for Advanced Training Position Descriptions
- RANZCP Constitution, Media and Communications Policy, Code of Conduct, Code of Ethics, Conflict of Interest Guideline and Committee Conflict of Interest Register, Risk Management Policy and Foundation Risk Register, Document Approval Pathway Procedure, Deed of Undertaking in relation to Confidentiality and Conflict of Interest, and RANZCP website.

APPROVAL / REVISION RECORD

Contact:	Executive Manager, Education and Training		
Date	Version	Approver	Description
08/02/2014	1.0	Board – B2014/1 R12	New document. Updated to reflect the changes approved by the Board under the new education governance model.
09/05/2014	1.1	Education GM	Amendment of errors within “Casual Vacancies – Nomination Process” point C and D.
Nov 2017	2.0	Executive manager, Education and Senior Manager, Corporate Governance and Risk	Combined individual SAT Regulations into one document. Regulations updated to include new and updated wording relating to conflicts of interest, meeting attendance, quorum, written resolutions, other committees, additional Board Director on constituent committees, trainee and overseas trained psychiatrist representatives on College committees and associated documents. Articles updated to reflect new College constitution.
June 2018	2.1	Senior Manager, Corporate Governance and Risk	Change to composition from Trainee to Advanced Training Certificate Representative (to encompass Fellows and trainees).
2019			Next review