

TERMS of REFERENCE: REGIONAL TRAINING COMMITTEE

AUCKLAND REGIONAL PSYCHIATRIC REGISTRAR TRAINING PROGRAMME

Working draft revised June 2015

Purpose:

The Regional Training Committee (RTC) is the oversight 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 help 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 and effective processes between new applicants, existing trainees, service providers and the NRA, regarding selection and run allocation,
- accreditation of training posts to meet RANZCP standards, with formal accreditation of all new runs and thereafter as required,
- accreditation, 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,
- coordination of support to trainees including training for College assessments,
- monitoring of the progress of trainees and ensuring remediation processes as needed,
- ensuring the organisation and running of the academic programme,
- liaison with DHBs, NRA and HWNZ regarding funding subsidies and locally funded roles such as the Director of Training (DoT), Academic Program Director and Training Facilitators
- liaising closely with the NRA regarding the training programme, and regarding issues affecting all specialist training in the region
- reviewing formal complaints about College training decisions, as delegated by the National NZ training committee.

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, Academic Program Director, Training Facilitators and sub-committees with specific practical roles regarding the above aspects of training, in close liaison with the NRA.

Accountabilities:

The RTC will be accountable to the stakeholders of training – i.e. trainees, supervisors, the RANZCP and the National NZ Training Committee, the Clinical Directors and General Managers of Mental Health Services and the NRA. The Director of Training, Academic Program Director 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 satellite region such as Northland.

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, Academic Program Director and the three Auckland DHB-based Training Facilitators will attend meetings of the RTC and will have voting rights, but will not routinely Chair the RTC. This is to ensure some separation of the RTC's decision-making from the operational aspects of Training. From time to time others may 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 (all members have voting rights)	Explanatory Notes
Chair of RTC	Currently vacant while this role and the RTC ToR are slightly revised (interim cover by DoT)
Director of Training	The DoT represents RANZCP issues
Academic Program Director	May at times also represent the Department of Psychological Medicine.
DHB-based Training Facilitators	For ADHB, CMDHB, NDHB and WDHB
Directors of Advanced Training for the Advanced Training Certificate programmes	Or their nominees, e.g. if their subspecialty is represented by an existing RTC member.
Clinical Directors from each of the four DHBs	Representing the General Managers and Clinical Directors group. Regional Service Clinical Directors will be on the circulation list (e.g. Forensics, CADS)
Four Trainee Representatives	Representing: ST1 – First Years ST2 – (two reps, ideally covering both second and third years) ST3 – Representing fourth and fifth years
Manager of the Training Programme	With line responsibility through ADHB
Training Programme Administrator	Responsible for minute-taking, logistical support and documentation for RTC meetings

Other attendees

Northern Regional Alliance (NRA) representatives and RMO coordinators	Usually those NRA staff responsible for recruitment, allocations, rostering, etc. (NRA staff and RMO Coordinators attend in a support and liaison capacity and do not vote)
Co-opted attendees and deputies	Other co-opted non-voting attendees may attend for specific periods & purposes. If any voting member as above is unable to attend a particular RTC meeting, they may arrange a suitable nominee in their stead. The nominee would have voting rights.

¹ Past custom has been for the Chair to be the Head of the Department of Psychological Medicine, however a process is underway to change from that system to the Chair being a local psychiatrist elected by the RTC after nominations.

Selection of the RTC Chair:

The Chair role is under review (interim cover by the DoT). If the Chair is unable to attend an RTC meeting it is their responsibility to arrange a suitable Deputy Chair, usually from within the RTC.¹

Voting:

Decisions will be according to a majority quorum vote, except for amendments to the Terms of Reference and ratification of a new Director of Training, where a consensus quorum vote is required.

A minimum quorum is 8 voting attendees.

Director of Training:

The RTC will ratify the selection of a new DoT before they are confirmed in post. The Training Programme manager will organise the selection, appointment and managerial oversight of the DoT (this post being proportionally funded by the four DHBs according to the numbers of trainees in each). The RTC will ensure the DoT has appropriate resources and support to enable them to carry out their defined role as in the DoT Position Description. The RTC and Training Programme manager will ensure that the post of DoT is advertised should it fall vacant, and that interviews are arranged to fill the post. Any College fellow selected as DoT must also be ratified both by the RTC and by the NZ National RANZCP Training Committee before their selection is confirmed. Line management for the DoT post will be via the Training Programme manager, within ADHB.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 the local Clinical Director 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

Academic Programme Director:

The RTC will ensure that the programme has an Academic Programme Director. The Academic Programme Director is employed by the Department of Psychological Medicine. They are accountable to the Department of Psychological Medicine, and to the RTC.²

Practical Support for the Training Programme:

The RTC, via DHB support and the Training Programme manager, will ensure that the Training Programme has:

- A central base (Training Centre) in Auckland with facilities for teaching, presentations, meetings, mock examinations, and long-distance linkage of teaching to Whangarei
- Appropriate resources and offices for the Administrator, Director of Training and Academic Programme Director.
- The Training Centre will also provide support to the RTC for minute-taking at meetings, and circulation of minutes, agendas and other reports.

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² also see Accountabilities, page 1.