



PREVOCATIONAL MEDICAL ACCREDITATION NETWORK (PMAN)

Terms of Reference

1. Purpose:

PMAN is a Forum for Postgraduate Medical Councils (PMCs) and equivalent agencies responsible for prevocational medical accreditation, from Australia and Aotearoa New Zealand, to share knowledge and practices and to act as a conduit between PMCs and CPMEC on prevocational matters. PMAN will act as a conduit between PMC's and CPMEC ensuring information sharing and the provision of advice and recommendations as appropriate.

2. Functions:

The Prevocational Medical Accreditation Network (PMAN) will consider, and if appropriate make recommendations, on the following:

- a. developments in prevocational accreditation
- b. issues arising from AMC and MBA involvement in prevocational medical accreditation
- c. accreditation implications for cross-border movement of prevocational trainees
- d. initiating position statements on prevocational medical accreditation
- e. creating a databank of interstate prevocational surveyors
- f. streamlining of accreditation practices
- g. accreditation matters to be raised in national medical education forums dealing with the prevocational domain
- h. promote engagement with constituents and other stakeholders in prevocational medical education and training
- i. impact of the COVID-19 response on accreditation and education and training programs
- j. the implementation of AMC's National Framework for Prevocational Medical Training
- k. any other relevant matters in prevocational medical accreditation

3. PMAN membership and quorum:

The membership and quorum shall be comprised as follows:

- a. Each PMC or equivalent agency may nominate up to two members to represent their agency / jurisdiction
- b. CPMEC will have a representative on PMAN
- c. At least 5 agencies / jurisdictions must be represented at each meeting to form a quorum
- d. PMAN will aim to meet a minimum of four times in each calendar year
- e. Decisions will be reached by consensus

4. PMAN Chair:

The role of the Chair is held for one year by one member from the jurisdiction coordinating the ANZ Prevocational Medical Education Forum for the respective calendar year. The CPMEC Executive Officer to be advised of the appointment.

5. PMAN Administrative Support:

Administrative support is a shared responsibility of all members. The responsibility for the provision of administrative support will rotate annually and will be provided by one member from the jurisdiction which coordinated the ANZ Prevocational Medical Education Forum the previous year. The member responsible for administrative support will undertake the following:

- a. organise teleconferences and face-to-face meetings as required
- b. prepare the agenda including call for agenda items and finalisation of the agenda in collaboration with the chair (Members are encouraged to forward items for inclusion on the agenda to the Chair at least two weeks prior to the scheduled meeting date)
- c. circulate all meeting papers
- d. keep record of meetings in conjunction with the Chair
- e. maintain database of interstate surveyors
- f. co-ordinate correspondence to CPMEC, including meeting notes and reports as required
- g. follow-up on any incoming or outgoing correspondence and matters raised with CPMEC.

6. Terms of Reference Review:

The Terms of Reference will be reviewed annually, and a self-assessment of the effectiveness of the Committee by its members will be conducted annually.

7. Approvals

Confirmed for 2023 at PMAN meeting on 3 April 2023

Endorsed by CPMEC on 19 September 2022