

Australasian Prevocational Medical Officers Committee (APMOC)

Terms of Reference

Name	Australasian Prevocational Medical Officers Committee (APMOC)
Scope	<p>The scope of APMOC includes all issues which are relevant to prevocational medical officers¹, especially pertaining to education and training, supervision and accreditation.</p> <p>APMOC recognises the expertise of other groups in advocating for industrial relations issues and will not directly be involved in these issues.</p>
Responsibilities and Objectives	<ul style="list-style-type: none"> • Represent the prevocational medical officers of Australia and Aotearoa New Zealand (bi-national) to key stakeholders • Engage with key bi-national stakeholders regarding issues affecting prevocational medical officers, which include but are not limited to: <ul style="list-style-type: none"> ○ Appropriate supervision, training, education and wellbeing of prevocational medical officers ○ Maintain and improve relationships between APMOC and key stakeholders to ensure effective prevocational representation on appropriate committees • Collaborate and share ideas between constituencies of those represented on APMOC, and further support smaller JMO Forums • Maintain and update the APMOC resolutions document annually for use by key bi-national stakeholders • Communicate APMOC resolutions to relevant bodies in the form of an annual written report and/or letter • Ensure adequate handover at the completion of each APMOC term
Governance	<p>Chair:</p> <ul style="list-style-type: none"> • Defaults to the Chairperson of the state Junior Medical Officer Forum (JMOF) hosting the Australia and New Zealand Prevocational Medical Education (ANZPME) Forum for that year • Roles and responsibilities include, but are not limited to: <ul style="list-style-type: none"> ○ Serve as Board member on CPMEC for 2 consecutive years (one year as Chair, one year as immediate past Chair) to ensure continuity ○ Provide a formal handover for future subsequent APMOC ○ Regularly update the APMOC orientation manual ○ Lead and organise the APMOC Members <p>Deputy Chair</p> <ul style="list-style-type: none"> • Defaults to the Chairperson of the state hosting the Annual Prevocational Medical Education Forum the subsequent year • Roles and responsibilities include, but are not limited to: <ul style="list-style-type: none"> ○ Supporting the Chair ○ Providing handover to the following Chair and Deputy Chair of the subsequent year <p>In the event that either of these roles cannot be filled by the designated chair (by choice or otherwise), the chair may nominate another member of the state's executive to take their place.</p> <p>CPMEC Board Representative and/or Immediate Past Chair</p> <ul style="list-style-type: none"> • Key liaison between CPMEC Board and APMOC • Provides oversight and guidance of APMOC activities from year to year given the high turnover in APMOC membership

¹ Prevocational doctors include interns, residents (including those in postgraduate years three and beyond i.e. PGY 3+), senior resident medical officers (SRMO) who are not in a formal postgraduate training program, and non-accredited registrars and career medical officers (CMOs)

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Membership	Number	<p>One or two representatives from each state/national JMOF. This generally falls to the chair/co-chairs/deputy chair, although proxies may be nominated.</p> <p>Membership includes representation from: Queensland, New South Wales, South Australia, Western Australia, Victoria, Australian Capital Territory, Tasmania, Northern Territory and Aotearoa New Zealand.</p> <p>Guest (non-voting) members may be invited to represent key stakeholders</p>
	Expertise	<p>Experts will be recruited as required to advise and support the APMOC. This may include invitation of past representatives to attend meetings to provide historical context.</p>
Tenure	<p>Members will sit on the APMOC as a state or national representative for the length of time for which their home state has elected them to a position on their Prevocational Medical Council (PMC) or equivalent.</p>	
Reporting	<p>The APMOC reports to the Confederation of Prevocational Medical Education Councils (CPMEC) via the Chair, Immediate Past Chair and/or the CPMEC Board Representative.</p> <p>Each state representative is required to report to their individual state PMC or equivalent.</p>	
Meeting Arrangements	Frequency	<p>A national face-to-face meeting will be held at the annual Prevocational Medical Education Forum.</p> <p>Virtual meetings of APMOC will be held at least three times per year with dates to be determined by the Chair, in consultation with CPMEC.</p>
	Quorum	<p>50% of constituencies plus one <i>i.e. of the nine member constituencies at least six must be in attendance</i></p>
	Minimum attendance	<p>At least 2 of 3 meetings.</p>
	Agenda preparation	<p>The agenda is prepared by the Chair in consultation with the CPMEC Board Representative/Immediate past chair and circulated to the group at least one week prior to the meeting.</p> <p>Any member may suggest items for general business.</p>
	Minutes	<p>Minutes are taken by the hosting state and distributed to committee members within one week.</p> <p>Minutes should be adopted formally (with noted changes) at the subsequent meeting.</p> <p>Minutes can be circulated to the PMCs and JMO Forums of the respective constituencies.</p>

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Version 2.0

Date 19 September
2023 confirmed.

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	Action Items	Minutes shall include action items and indicate the individual responsible for their completion. A specific time-frame for the completion of the items should be specified. Completion of actions to be summarised at the beginning of the subsequent meeting.
Decision making	Process	Action must be nominated by a sitting member and seconded. Outcome agreed by consensus. Voting may be suggested by the Chair. Where a vote is taken, decision is reached by simple majority. There is opportunity to abstain from voting. Where there is no majority, the chair withdraws their vote. No decisions can be made without quorum.
	Decision held over	Members may choose to hold over decisions for further input by absent members. If so, this is completed via email with specific timeframes for response, with conclusion coordinated by the Chair.
	Absent members	Decisions made during a meeting that has reached quorum are unable to be challenged by absent members.
Resourcing	Teleconference Videoconference	The host state and/or CPMEC will provide teleconferencing resources for teleconference meetings.
	Reimbursement	Reimbursement of attendees time is not available.
	Funding	The PMC of the state hosting the meeting is responsible for sponsoring meeting costs including venue and suitable catering. Each PMC is responsible for funding costs of travel and accommodation arrangements for the attendance of nominated members at APMOC face-to-face meetings. Sponsorship for face-to-face meetings can be sought at the discretion of the state hosting the meeting.
Declaration of interest	<p>Each member must declare any conflicts of interest that may impact on their impartial decision making within adjudication discussions.</p> <p>Any member that has a conflict of interest may be excluded from adjudication related to the item where there is conflict at the discretion of the committee.</p> <p>Conflicts of interest comprise, but are not limited to:</p> <ol style="list-style-type: none"> 1. Employment by particular organisation pertaining to decision 2. Membership of governing bodies of conflicting organisation 3. A commercial interest in that organisation 4. Personal relationship with key management or governance personnel associated with that organisation 	
Review	These terms of reference shall be reviewed at the <i>beginning</i> of each calendar year by the incoming APMOC.	
Future Planning	In the event that CPMEC is unable to continue to oversee APMOC activities, the APMOC should petition the individual state/national PMCs to support its continuation.	

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