

# **General Practice Training Accreditation Pilot Steering Committee** (hereafter referred to as the GPTAP Steering Committee)

## **Terms of Reference**

The Steering Committee will be responsible for overseeing the General Practice Training Accreditation Pilots (GPTAP) project including adherence to the scope and approval of project plans, survey, information collection instruments and evaluation methodology.

The GPTAP project is funded by General Practice Education and Training (GPET) and managed by the Confederation of Postgraduate Medical Education Councils (CPMEC).

### **1. Terms of Reference**

The Committee will:

1. Oversee the delivery and management of the project according to the project scope
2. Ensure the project plans align with the project scope including the approval of project plans, agreed survey and information collection instruments, and evaluation methodology
3. Review draft report on the pilot surveys.
4. Provide the project team with guidance on project issues as requested
5. Address issues that have major implications for the project
6. Monitor risks that have a major implication for the project

### **2. Membership**

Committee members will have expertise and/or experience in one or more of the following areas:

- Vocational and prevocational (interns and PGY2+) medical education and training
- Accreditation of vocational and prevocational medical education and training programs and/or posts

Membership will include a nominee/s of each of the following organisations:

1. GPET
2. CPMEC (2 nominees one of whom will be from a Postgraduate Medical Council (PMC) involved in the pilot surveys)
3. Regional Training Providers (RTP) (2 nominees from either NT, VIC or WA, with at least one from a RTP participating in the pilot surveys)
4. Royal Australian College of General Practitioners (RACGP) – one nominee
5. Australian College of Rural and Remote Medicine (ACRRM) – one nominee

The Steering Committee will have an independent Chair nominated by CPMEC. Members will be appointed for the duration of the study.

The CPMEC Project Manager will attend Steering Committee meetings.

### **3. Meetings**

Meetings will be held by teleconference (unless advised otherwise) and in accordance with the project milestones detailed in the project scope. It is expected that the Committee will have at least two meetings during the project. Where required, out-of-session communication will supplement these meetings.

### **4. Reporting**

The Committee will report to the CPMEC.

### **5. Resourcing and Support**

Secretariat support for the committee will be provided by CPMEC. Teleconference costs of meetings will be met by the Project. GPET will meet the cost of their participation in the project.

### **6. Duration of Mandate**

Initially to 31 July 2012, and re-assessment at that time