Resuscitation AUSTRALIA

Terms of Reference

Resuscitation Australia CPD and Fellowship Committee

1. Introduction

The CPD and Fellowship Committee (the Committee) of Resuscitation Australia is established to facilitate collaboration with Australian medical colleges in the review and development of Advanced Life Support (ALS) and Instructor Accreditation Program (IAP) education and training resources. The Committee's objective is to ensure that RA's mixed-mode training programs are tailored to meet the continuing professional development (CPD) needs of Fellows, Trainees, Registrars, and members of these medical colleges. The Committee will focus on ensuring that ALS courses developed by Resuscitation Australia are fit for purpose for CPD, comply with medical college CPD requirements, and meet Fellowship prerequisites where applicable.

2. Purpose

The purpose of the CPD and Fellowship Committee is to:

- Oversee CPD and Fellowship matters as well as non-Fellow CPD participants and trainees.
- Ensure ALS courses are aligned with the CPD requirements of Australian medical colleges and any relevant Fellowship prerequisites.
- Promote professional development and credentialing processes that support high standards in resuscitation education.
- Facilitate participation and input from various medical colleges to ensure the relevance and effectiveness of mixed-mode ALS resources, including eLearning.
- Recommend updates and enhancements to ALS training programs based on feedback from medical colleges and evolving CPD standards.

3. Responsibilities

The functions of the CPD and Fellowship Committee are to:

- Review ALS training content and delivery methods to ensure they are suitable for CPD and adhere to medical college requirements.
- Evaluate the alignment of ALS courses with the Fellowship prerequisites and CPD standards of participating medical colleges.
- Gather and incorporate feedback from Fellows, Trainees, Registrars, and members to improve the relevance and effectiveness of ALS resources.
- Work with medical colleges and their management to ensure that Resuscitation Australia training meets CPD requirements and the needs of their respective Fellowships (as applicable).
- Oversee the credentialing functionality offered by Resuscitation Australia and consider and approve changes to this functionality.
- Promote and profile CPD requirements, monitor changes in CPD requirements, and ensure all participants are supported in meeting their CPD obligations when undertaking training developed by Resuscitation Australia.
- Identify and facilitate peer review of Resuscitation Australia resources suitable for CPD and support the development of education, training, and learning resources to address any unmet needs.
- Stay informed about changes in CPD requirements and Fellowship prerequisites to ensure ongoing compliance.
- Provide recommendations for improvements or modifications to ALS training programs based on committee reviews and stakeholder input.

4. Membership

4.1 Composition

The Committee shall be composed of:

- Chairperson (appointed by Resuscitation Australia's governing body)
- Representatives from Resuscitation Australia's Instructional Design team
- Experts in CPD accreditation and credentialing
- Medical professionals specialising in emergency and critical care
- Representatives from Australian medical colleges, which may include but are not limited to:
    - Australian and New Zealand College of Anaesthetists (ANZCA)
    - College of Intensive Care Medicine (CICM)
    - Australian College of Rural and Remote Medicine (ACRRM)
    - Royal Australian College of General Practitioners (RACGP)

4.2 Appointment & Tenure

- Members are appointed based on their expertise and contributions to CPD and Fellowship education.
- Membership tenure is for a period of one to two years, to ensure continuity of representation, and based on individual preference.

5. Meetings

5.1 Frequency

- The Committee shall meet quarterly (four times per year).
- Additional meetings may be scheduled as necessary to address emerging priorities.
- Meeting dates will be scheduled in advance, with notifications sent to all members at least one month before each meeting.

5.2 Quorum

- A quorum shall consist of at least 50% of the members, including the Chairperson.

5.3 Decision-Making

- Decisions shall be made by consensus. Where consensus cannot be reached, a majority vote will determine the outcome.

6. Member Expectations

Committee members are expected to:

- Attend and actively participate in all scheduled meetings.
- Review ALS training materials and provide feedback relevant to their medical college's CPD requirements and Fellowship prerequisites.
- Contribute their expertise to discussions and decision-making processes related to ALS resource development and review.
- Maintain confidentiality regarding sensitive information discussed during meetings.
- Stay updated with changes in CPD standards and Fellowship requirements relevant to their respective medical colleges.

7. Secretariat Support

Resuscitation Australia will provide administrative support to the Committee, including:

- Organising and scheduling meetings.
- Preparing and distributing meeting agendas and minutes.
- Managing documentation and correspondence related to Committee activities.
- Providing logistical support as needed.

8. Reporting & Accountability

- The Committee shall report its findings, recommendations, and actions to Resuscitation Australia's Board.
- An annual report shall be prepared outlining key activities, alignment with CPD requirements and Fellowship prerequisites, and actioned recommendations.
- Training outcomes and impact assessments shall be documented for transparency and continuous improvement.

9. Review of Terms of Reference

- These Terms of Reference shall be reviewed annually, or as required, to ensure continued relevance and effectiveness.
- Proposed amendments must be reviewed and approved by Resuscitation Australia's Board.

10. Confidentiality & Conflict of Interest

- Members must maintain confidentiality regarding proprietary and sensitive information discussed within the Committee.
- Any conflicts of interest must be declared and appropriately managed before participation in decision-making.

Approval & Adoption

This Terms of Reference document is approved and adopted by Resuscitation Australia as of 1 January 2025 and will remain in effect until further review.