

THE FACULTY OF RADIATION ONCOLOGY

Royal Australian and New Zealand
College of Radiologists



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TERMS OF REFERENCE

Name	Faculty of Radiation Oncology Mentoring Working Group	
Type	Standing Committee ☐ Advisory Committee ☐ Steering Committee ☐	Working Group ☒ Forum ☐ Workshop* - complete proposal ☐
Date	Approved by the Faculty of Radiation Oncology Council at the meeting on 25 October 2019 .	
Review/cessation date	Review ☒ Date * 25 October 2021 Two years from date of approval, or if disbanded prior to that date.	Cessation ☐ Date
Aim	To develop a mentoring program for trainees and early career Fellows in radiation oncology.	
Objectives	- To develop a sustainable mentoring program for new consultants and trainees - To develop a framework, proposal, project plan and implement a radiation oncology pilot mentoring program prior to a full-scale roll out - o Attain appropriate pilot funding to support a fully-funded project - o Develop a robust evaluation (and risk assessment) process of the pilot, results from which will be presented to Council for their consideration in determining whether an ongoing College mentorship program is sustainable going forward, and - o Present a framework and project proposal to Council for approval prior to pilot implementation. - Contribute to realising RANZCR Strategic Priority 1 – Engagement - o Create an environment that delivers highly valued services to our members and encourages proactive involvement by our members in College activities - A focus on outcomes that inform trainee wellbeing, and other indicators considered necessary to enhancing the training experience.	
Scope	Activities are subject to scope limitations as outlined below. Any activities outside the scope must be referred to the Board/Council for discussion and endorsement. 1. Approval of expenditure	

Scope cont'd	Yes ☐ up to INSERT AMOUNT No ☒ exceptions: NONE 2. Approval of additional projects yes ☐ no ☒ NONE Exceptions NONE 3. Approval of work that would significantly expand /alter objectives or scope of the committee/group yes ☐ no ☒ 4. Approval of work that would require additional support from RANZCR staff yes ☐ no ☒ Exceptions NONE 5. Ratification of policies and guidelines yes ☐ no ☒ Exceptions NONE 6. Establishment of sub-committees or working groups yes ☐ no ☒ Exceptions NONE 7. External representation of the Faculty (media, forums, other). yes ☐ no ☒ Exception: <i>If specifically delegated by the Dean</i>
Reporting arrangements	Authority is delegated by the Faculty of Radiation Oncology Council to fulfill objectives as outlined in these Terms of Reference or as specifically requested by the Dean of the Faculty of Radiation Oncology 1. Reports to the Faculty of Radiation Oncology Post-Fellowship Education Committee • Must keep Minutes of meetings and ensure that a copy is provided to the RANZCR Faculty Secretariat; • Must provide a brief written summary report (max 1.5 pages) for each Post Fellowship Education Committee and Faculty Council meeting on arising issues, activities, risks and opportunities; • At the beginning of each calendar year, must provide an update to the Dean suggesting key priorities for the coming year. This must be discussed and ratified by the first consecutive Faculty of Radiation Oncology Council meeting; 2. Sub-Committees/Groups reporting to the Working Group: 1. N/A
Liaison and links	The Faculty of Radiation Oncology Mentoring Working Group will liaise and collaborate with Faculty Standing Committees and other groups as needed to perform its functions, including but not limited to: • Post Fellowship Education Committee (PFEC) • Radiation Oncology Education and Training Committee (ROETC) • Radiation Oncology Trainees Committee (ROTC)

	• Economics and Workforce Committee (EWC) • Faculty of Clinical Radiology Continuing Professional Development Committee (CPDC) • Faculty of Radiation Oncology Council • RANZCR Board • RANZCR CEO
Membership	• Faculty Dean (Ex-officio, voting) • PFEC Chair (or nominated representative) • Up to four Fellows of the Faculty of Radiation Oncology who have an interest in the area • At least one trainee representative nominated by the Radiation Oncology Trainees Committee • At least one representative nominated from the Radiation Oncology Education and Training Committee • Up to two co-opted members (if required)
Terms of Membership	Member term 3 years, maximum 2 consecutive terms. Chair Chair to be appointed by the Faculty Council. Casual vacancies If the office of a Working Group member becomes vacant during the member's term of office, the Working Group may appoint a Fellow to fill the vacancy. The term of that Working Group member shall be deemed to expire on the 31 December in the year in which the vacancy is filled. The Working Group member shall be deemed not to have served a term as Working Group member for the purposes of calculating member terms.
Meetings	Meeting frequency Minimum 4 times per annum, which may include up to 1 face to face meeting; 3 teleconferences. Secretariat support Working Group members with support from College Secretariat (Standards Unit). Resolutions Must be passed with majority support. If voting is tied, then the Chair has the deciding vote.
Quorum	More than half the Working Group (including the Chair).
Recruitment of members process	Expression of Interest (Eoi) 1. Chair to be appointed by the Faculty of Radiation Oncology Council. 2. Expression of Interest in Working Group membership will be called from Faculty Fellows and College trainees to be members of the committee. Eoi process

	If a Working Group vacancy becomes available, nominations will be called. Nominees to submit to the Secretariat their Curriculum Vitae and an application (approximately 100 words) outlining their interest and fit for Working Group membership All eligible Fellows and College trainees will be informed of the process, including: ▪ Date that Expressions of Interest close ▪ Date of the Working Group meeting at which nominations will be considered ▪ Date of the 1st Faculty Council meeting in the new year at which nominees recommended by the Working Group will be endorsed Nominations will be considered by the Working Group and a recommendation for appointment to be passed to the Faculty of Radiation Oncology Council.
Responsibilities of Working Group members	Conflict of Interest Any recognised, or potential, conflict of interest is to be declared and recorded in the minutes / reports of the Working Group. Disputes Disputes that cannot be satisfactorily resolved within the Working Group will be referred to the Faculty of Radiation Oncology Dean. Disputes that cannot be resolved in this manner will be referred to the RANZCR President via the Chief Executive Officer. Meeting attendance All members are to RSVP their attendance and (if necessary) send their apologies as early as possible prior to the meeting. Members must make every attempt to attend at least 75% of the Committee meetings (including teleconferences) each year, and are expected to actively participate in Working Group-related tasks between meetings. Members who fail to meet the attendance and contribution requirements may have their membership terminated at the discretion of the Chair of the Working Group. Confidentiality Working Group members must keep matters relevant to individual Fellows or specific cases of patient care confidential. Working Group members are required to maintain confidentiality on matters of importance to the Faculty of Radiation Oncology and the Royal Australian and New Zealand College of Radiologists, and on matters that can affect the interests of the Faculty, RANZCR and the specialty of Radiation Oncology. Conduct Members of the Working Group are required to: 1. Attend Working Group meetings and actively participate in discussions at these meetings. 2. Read Agenda papers and Minutes of meetings. 3. Act with care and diligence and in the best interests of the Faculty of Radiation Oncology and RANZCR.
Responsibilities of Working Group members cont'd	

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| | <ol style="list-style-type: none">4. Keep abreast of key issues, including bi-national & international developments that may impact on the work and areas of responsibility of the committee.5. Dedicate time outside of Working Group meetings to undertake activities on behalf of the committee, such as drafting of documents, research, provision of advice and other as required.6. Assist in the development of relationships with Faculty partners and stakeholders. |
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