



The Royal Australian and New Zealand College of Radiologists®

The Faculty of Radiation Oncology

Radiation Oncology Training Accreditation Working Group

Terms of Reference

Name	Radiation Oncology Training Accreditation Working Group	
Type	Standing Committee ☐	Working Group ☒
	Advisory Committee ☐	Special Interest Group ☐
	Reference Group/Panel ☐	Conjoint Body ☐
Date	Ratified by the Faculty of Radiation Oncology Council at the meeting on 25/3/2022 (adjust for minutes release)	
Review/cessation date	Review ☒ Date: 2 years from ratification date	Cessation ☐ Date: N/A
Aim	The role of the Radiation Oncology Training Accreditation Working Group is to monitor advise and assess sites/networks and make recommendations to ROETC to ensure the current Accreditation Standards and Criteria for Training Networks and Sites are maintained.	
Objectives	The work of the Radiation Oncology Training Accreditation Working Group will be guided by these principles: • The best interests of patients will be acted upon. • High quality healthcare is provided. • The integrity of the profession of Radiation Oncology, RANZCR and the Faculty of Radiation Oncology is upheld. Refer to the RANZCR Code of Ethics (see 'Responsibilities of Committee members'). • RANZCR's Indigenous Action Plan. The objectives below will be followed irrespective of any constraints, either real or perceived, imposed by external factors (e.g. government health funding arrangements, corporatisation of radiology practices, demographics): • Regularly review and promote accreditation standards and policies for networks and individual sites for Radiation Oncology training in consultation with relevant members of the College and other relevant stakeholders of the College. • Ensure that the RANZCR accreditation standards and policies align with the AMC and MCNZ Accreditation for training requirements. • Ensure there is a regular and appropriate ongoing review cycle for all training sites, including Network Sites and with appropriate recommendations when needed. • Implement any approved amendments to the RANZCR Accreditation Standards throughout training sites and networks. • To provide a balanced and objective assessment of a training sites' performance against the RANZCR Accreditation Standards. • Ensure the accreditation process implementation is open and equitable and in accordance with approved College regulations, policies, and guidelines. • Ensure training and network standards are reflective of current work practices in line with the Radiation Oncology Training Program and Curriculum Learning Outcomes. Review reports on accreditation and workforce and respond to trends. • Provide advice on accreditation matters.	

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	Monitor performance against the training accreditation and network standards.
Scope	Activities are subject to scope limitations as outlined below. Any activities outside the scope must be referred to the Board of Directors and/or Faculty of Radiation Oncology Council for discussion and endorsement. The Radiation Oncology Training Accreditation Working Group has the scope to: - Approve expenditure Yes ☐ up to [\$XXX] No ☒ Exceptions: activity funded under existing projects, or external grants. - Generate additional projects, subject to Faculty of Radiation Oncology Council/Board approval. Yes ☐ No ☒ - Approve of work that would significantly expand/alter objectives or scope of the Working Group. Yes ☐ No ☒ - Approve work that would require additional support from College staff (outside of the agreed work plan/existing projects). Yes ☐ No ☒ - Develop policies and guidelines, subject to Faculty of Radiation Oncology Council approval. Yes ☒ No ☐ - Establish subcommittees or working groups, subject to Faculty of Clinical Radiation Oncology approval. Yes ☒ No ☐ - Liaise and report to external bodies only through or by delegation from the Dean, Faculty of Radiation Oncology, or the RANZCR President. Yes ☒ No ☐
Reporting arrangements	Authority is delegated by the Radiation Oncology Education and Training Committee (ROETC) to fulfil the objectives as outlined in these Terms of Reference or as specifically requested by the Dean (on behalf of the Faculty of Radiation Oncology Council) or, in exceptional circumstances, the President (on behalf of the College and Board). In fulfilling its designated functions, the Radiation Oncology Training Accreditation Working Group will respond to requests from the Faculty Council and may also initiate its own activities, within their allocated budget. Reports to the ROETC - At the beginning of each calendar year, must provide an update to the ROETC proposing key priorities for the coming year, a summary of what was achieved in the previous year and a work plan. This must be discussed and agreed by the first ROETC meeting of the year; - Must provide a brief written item summary (maximum length 1.5 pages) for each ROETC meeting for issues that require approval; and

	• Must keep minutes of meetings and ensure that a copy is kept by the College Secretariat. 2. Subcommittees/groups reporting to the Radiation Oncology Training Accreditation Working Group- Nil
Liaison and links	• Primarily to the ROETC • Secondary liaison and links to Radiation Oncology Council, RANZCR Board of Directors and Branches • RANZCR Radiation Oncology training sites and networks.
Membership	Unless the ROETC determines otherwise, the membership shall include a minimum of seven members. The maximum number of members required will be determined by the representation requirements of the working group. Membership must include: • Chief Accreditation Officer • Deputy Chief Accreditation Officer • Chief Censor (<i>ex officio</i>) • Minimum 5 Fellows of the College Specific consideration must be given as to whether the following are necessary for the effective functioning of the working group: • A Fellow from New Zealand • Fellows from at least four of the seven Australian states and territories. • A regional and rural member • Public and private sector members • A radiation oncology trainee • A Training Network Director • An Education Support Officer If a member is to be co-opted to the membership of the working group, this must be discussed with the working group and agreement sought from the ROETC. Attached (Appendix 1) is a completed Guidance for Membership of Faculty of Radiation Oncology Bodies. This guidance document should be reviewed annually as membership changes.
Terms of membership	Member term The term of office for each working group member shall be three years. Chair The Chief Accreditation Officer (or their deputy) shall chair the ROTAWG meeting.
Meetings	Meeting frequency The Chair will determine the frequency of regular committee meetings. Ad hoc meetings can be convened as necessary to provide urgent advice/response on matters relevant to the working group. Quorum More than half of the members (e.g. five if the committee has eight or nine members and six if the committee has ten or eleven members). Secretariat support The working group will have administrative, research and analytical support provided by the College through the <i>Workforce Unit</i>. In consultation with the Chair, the secretariat will prepare and distribute meeting papers, take and

	distribute minutes of meetings, and prepare and receive correspondence. <i>Support includes the Head of Workforce, Manager of Accreditation, and the Accreditation Team.</i> Resolutions Must be passed with majority support. If voting is tied, then the Chair has the casting vote or the authority to raise the issue with the ROETC for consideration and final decision.
Election/ Nomination/ Recruitment of members process	Expression of Interest (Eoi) Expressions of Interest will be called from the Faculty of Radiation Oncology membership. For trainee positions Eoi will be called from the Radiation Oncology Trainees Committee. Every year before the last committee meeting, Eoi will be sought for working group vacancies, preferably by October, to be filled in the next year. Eoi Process Nominees are to submit their curriculum vitae and an application (no more than 300 words) on the official form outlining their interest and fit for the position. All eligible Fellows and Educational Affiliates will be informed of the process, including the date that expressions of interest close. Nominations will be considered by the ROTAWG Chair. Casual Vacancies If the office of a working group member becomes vacant during the member's term of office, the position may be filled by a Fellow or Educational Affiliate of the Faculty of Radiation Oncology after a call for expression of interest using the process outlined above. Where a member is appointed to fill a casual vacancy and the period of the term remaining is less than one year that appointment shall not be regarded as a term of office for the purpose of calculating member terms. Cross Representation of other FRO Bodies Working group members elected to represent the working group on other bodies will be appointed from within the working group membership, agreed by the working group and documented in the working group meeting minutes.
Responsibilities of Committee members	Conduct All working group members are required to: 1. Attend working group meetings and actively participate in discussions at these meetings. 2. Read and consider agenda papers and minutes of meetings. 3. Act with care and diligence and in the best interests of the ROTAWG and RANZCR. 4. Keep abreast of key issues, including bi-national & international developments that may affect the work and areas of responsibility of the working group. 5. Dedicate time outside of working group meetings to undertake activities on behalf of the working group, such as drafting of documents, responding to emails, research, provision of advice and otherwise as required. 6. Assist in the development of relationships with College partners and stakeholders. 7. Support the development of policies by the ROETC. Conflict of Interest Members will be required to complete a statement of conflicts of interest and to declare any further potential conflicts of interest that may arise. These are to be recorded in the minutes/reports of the relevant meeting.

Disputes

Disputes that cannot be satisfactorily resolved within the working group will be referred to the Chair of ROETC.

Meeting attendance

Members are required to attend at least 50% of the meetings per calendar year. All members are to RSVP their attendance and (if necessary) send their apologies as early as possible prior to the meeting. If unable to attend working group meetings, members are encouraged to provide the College secretariat with their comments on the meeting papers prior to the meeting.

Confidentiality

Working group members must keep matters relevant to individual members of the College or specific cases of patient care confidential. Working group members are required to maintain confidentiality on matters of importance to the College, and on matters that can affect the interests of the College, and the profession of radiation oncology. Further information about the levels of confidentiality can be found in *Appendix 3*.

Agenda papers and minutes should be annotated with the appropriate level of confidentiality to assist members in application of confidentiality rules and in communication across bodies. If in doubt consult the Chair of the Body.

Code of Ethics

The Code defines the values and principles that underpin the best practice of clinical radiology and radiation oncology and makes explicit the standards of ethical conduct the College expects of its members. These apply to members of working groups in their work for the working group and working group members must understand and abide by the Code Of Ethics.

To download the RANZCR Code of Ethics please [click here](http://www.ranzcr.edu.au/documents-download/document-library-9/3958-ethics) (or copy and paste <http://www.ranzcr.edu.au/documents-download/document-library-9/3958-ethics> into your web browser).

Cost of Operation

Activities will be conducted by email and teleconference as far as possible. Any meetings in addition to this will require approval from the Faculty of Radiation Oncology Council, who may elect to consult the RANZCR Board of Directors.

Any requests for expenditure/reimbursement must comply with College guidelines.

Responsibilities of the Chair

The Chair will provide oversight of the working group and will be responsible for ensuring that the working group fulfils its functions and acts on assigned tasks in a timely manner. The Chair will approve the agenda for each meeting and chair meetings. The Chair will be responsible for reviewing the draft minutes so that they can be sent to the working group for review and verification in a timely manner.



APPENDIX 1

Guidance for Membership of Faculty of Radiation Oncology Bodies

Name: Radiation Oncology Training Accreditation Working Group

Membership of each Body should reflect the specific responsibilities of the Body. When appointing members to a Body, consideration should be given to the diversity of skills, relevant expertise and level of experience required of its members, collectively and individually, in order to ensure effective functioning and balanced decision-making. The following list is provided as guidance and reflects an ideal set of skills and expertise.

The membership section of the terms of reference lists some appointments as mandatory. Inclusion of members with other skills and expertise, although ideal, is not essential.

For each position listed below, please indicate whether it is applicable to this Body and provide justification for your response. It is not necessary to provide justification for positions that are not considered applicable.

Experience and Expertise of Members	Applicable to this Body	Justification
1. Chief Censor, Radiation Oncology	☒	Ex-Officio Member (of Bodies that report to the Radiation Oncology Education and Training Committee)
2. A New Zealand Fellow	☒	To ensure any MCNZ, DHB or other NZ workforce issue is considered with regards to accreditation of training.
3. A Fellow from at least a minimum number of States and Territories (e.g. at least 4 of the 7 Australian ones). Please indicate below.	☐	Development of new network Standards will require agreement across Australia and New Zealand to ensure the standards defined can be supported in training departments and reflect current work practises.
a. NSW ☒ b. QLD ☒ c. VIC ☒ d. WA ☒ e. SA ☒ f. ACT ☒ g. TAS ☒		
4. Regional and Rural	☒	An important integral part of network training to meet AMC standards and enhance training.
5. Public Practice	☒	An important integral part of network training to meet AMC standards and enhance training.
6. Private Practice	☒	An important integral part of network training to meet AMC standards and enhance training.
7. A Fellow of the Faculty of Clinical Radiology	☐	
8. Knowledge of the work of other Faculty of Radiation Oncology Committees Click here for a list of all FRO Committees	☒	A member with workforce knowledge would be able to provide the committee with valuable insight into current work practises across Australia and New Zealand so that accreditation standard development and assessment would align.
9. A Radiation Oncology Trainee	☒	To ensure the trainees interest and well-being are considered.
10. A Consumer or other External member (with approval from the FRO Council)	☒	External independent member with at least 1-year experience with audit and accreditation process to provide an objective, specific expertise in standard development, audit specifics and processes.
11. Other(s) – Chief Accreditation Officer (CAO)	☒	This position would be the Chairperson and appointed as appropriate under the Faculty Council By-Laws.



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Appendix 2

Process for Appointing FRO Body Chairs

12. Other(s) – Deputy Chief Accreditation Officer (DCAO)	☒	This position would ensure ongoing support for the Chief Accreditation Officer and share responsibilities with the CAO.
13. All members should have knowledge of Accreditation processes and practises		

Faculty of Radiation Oncology (FRO) Body Chairs are appointed by the following process:

1. Log vacancy and inform Dean/FRO Council.
2. Send Expression of Interest to Body members (unless specified otherwise in the FCR By-laws). Applications not meeting requirements are returned to the candidate as invalid.
3. Body members vote by secret ballot. Confirmation of due process by relevant senior manager at the College.
4. Result communicated to Body members.
5. Decision of the Body taken to FRO Council to ratify (out of session if urgent, as determined by Dean). Information on applicants' names, key dates and votes supplied. Further information can be requested if needed.
6. Chair and Body notified of FRO ratification.
7. Membership advised and register updated.

If there is only one nomination for a post and the person nominated meets all of the necessary criteria they will be considered for ratification by FRO Council without a vote.



Appendix 3

Confidentiality Levels for Consideration

There are three major levels of confidentiality for matters considered by a Faculty of Radiation Oncology Body.

Level One

The highest level relates to matters that must not be discussed outside the meeting room at any time: for example, a member has been subject to investigation by a regulator or charged with a criminal offence; or a matter that is disclosed by government or is commercial in confidence, for the purpose of working together such as notification of new licences for equipment.

Level Two

The intermediate level of confidentiality relates to matters that are in the early stages of discussion and need further development and consideration before being released for confidential consultation with the membership, for example the development of a position paper regarding a clinical or economic matter or restructuring of the College such as the Governance Review. These can be discussed amongst those who have received the documents but not with the wider membership at that point.

As a membership organisation it is important, welcomed and encouraged that matters relevant to the profession are able to be discussed amongst the membership and the results of these discussions fed back to the College in order to optimise the College's stand on these matters. The objective is to release information at a time when it has been sufficiently well-considered that a useful discussion can be had and rumour and supposition minimised.

Level Three

The lowest level covers all other matters and is covered by the Chatham House Rule: "When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed." The principles of these matters, but not the individuals involved, can be discussed more widely in the interests of developing ideas and enhancing collaboration.