

# **NORTHERN TERRITORY CLINICAL ACADEMY**

## **TERMS OF REFERENCE**

**Vision:** A supported, high quality and robust, Northern Territorian medical clinical educator workforce.

### **1. Purpose**

- 1.1. The Northern Territory Clinical Academy (Academy) will provide a forum on matters related to medical education and training with a focus on the challenges and opportunities of practice within the Northern Territory (NT), to enhance clinical learning along the pathways of medical training, in both acute and primary health care with an emphasis on cross discipline learning.
- 1.2. The Academy will work towards increasing opportunities for collaboration with innovative mechanisms to help learning in all settings.
- 1.3. Address the challenge of isolation and connect the knowledge and skills existing in a variety of locations and with separate groups and individuals.
- 1.4. We acknowledge the traditional owners of the lands on which we live, work, and teach and seek to recognise the central role of First Nations voices in education and health workforce, and as colleagues in medical education.

### **2. Scope**

The Northern Territory Clinical Academy:

- 2.1. Is a community of medical clinical educators that provides collegiate and professional development support for its members, who share a love of teaching, learning and research, including the fostering of ongoing conversations and connections between people.
- 2.2. Welcomes members who facilitate health learning experiences from the breadth of health services in the Northern Territory and is accessible to all medical clinical educators regardless of if they are located within urban, regional, and remote practices.
- 2.3. Is a forum for medical education and educators within the NT Health sector to foster collaboration in the medical clinical education environment.
- 2.4. Acknowledges that most of the professional development relating to clinical education will occur outside of the NT Clinical Academy, in hospitals, community and university. The Academy does not seek to replicate these activities but will provide opportunities to promote these external events where appropriate.
- 2.5. Academy events are inclusive and will be hosted regionally and Territory wide. The number of events delivered will be dependant on local interest and the capacity to administer.

### **3. Membership**

- 3.1. The Academy will be open to all medical clinicians who have an interest in clinical education within the Northern Territory.
- 3.2. Membership of the Academy is via submission of an application and approval by the Steering Group, or its delegate.
- 3.3. Members will be asked to nominate their areas of interest and expertise and refresh these annually.

3.4. Members have the right to cancel their membership at any time.

#### **4. Steering Group**

4.1. The Steering Group:

- Aims to have representation for decisions that are informed by the Academy's membership.
- Will maintain the leadership and structure of the Academy.
- Will ensure that the work of the Academy is consistent with its agreed operational remit and Terms of Reference.

4.2. The Steering Group will comprise of 5-10 members.

4.3. Steering Group roles will include:

Chair. The key role of the Chair is to:

- Provide leadership and direction for the Steering Group.
- The Chair will encourage input from the Steering Group and Academy members and that any decisions or recommendations are adequately resolved and agreed to by the members.
- Represent the Academy at functions and meetings including acting as its spokesperson as appropriate.
- To chair all Steering Group meetings.

Deputy Chair. The key role of the Deputy Chair is to:

- Act as Chair when the elected Chair is not present at a Steering Group meeting or as appropriate.
- Supporting the Chairperson to undertake their role.

Convenors. The key role of the Convenor is to:

- Assist the overall organisation and planning of the Academy's activities.
- Act as advisors to the Chair and Deputy Chair.

4.4. The Steering Group aims to have representation from all clinical medical educators in community and hospital care, and from urban/regional/remote regions; and decides on a process for ensuring new ideas are presented and considered.

4.5. Steering Group nominees must be current members of the Academy.

4.6. The Steering Group will be elected every two years.

4.7. The Steering Group will elect a Chair and Deputy Chair at its first meeting.

4.8. Before accepting the position, nominees must declare formally, in writing, to the Academy of any potential conflicts of interest (financial, material or partiality) directly relating to the purpose of the Academy.

4.9. Where a circumstance arises preventing the member from fulfilling their duties to the Academy, on the advice of the Steering Group, the Academy reserves the right to seek a replacement member.

#### **5. Working Groups**

5.1. Working Groups may be created to focus on a discussion or activity around a specific goal, region, or deliverable. The Group will research, evaluate, review, and make recommendations to the Steering Group.

- 5.2. The number of members and the lifespan of a Working Group will be dependent on the assigned task.
- 5.3. Working Group meetings will be arranged as required and at a time convenient to the Working Group members.

## **6. Steering Group Meetings**

- 6.1. Steering Group members and invited guests can attend or participate in Steering Group meetings.
- 6.2. Steering Group members can nominate an appropriate proxy to act on behalf of the member. Members are responsible for ensuring that the proxy has been briefed prior to the meeting.
- 6.3. A meeting quorum will consist of half of the membership plus one.
- 6.4. Each Steering Group member present (or their nominated proxy) has one vote.
- 6.5. Decisions will be reached on a majority basis and formally recorded in the minutes. A decision can only be made if a quorum is present.
- 6.6. Meeting dates will be set for the year.
- 6.7. Agenda and meeting papers will be dispatched one week prior to the meeting.
- 6.8. The Steering Group will meet a minimum of four (4) times per year in person and/or online.

## **7. Administrative and Secretariat Support**

- 7.1. Administrative and secretariat services will be provided by a delegated officer of the NT Regional Training Hub.
- 7.2. The secretariat will be responsible for distributing the agenda and meeting papers.
- 7.3. The secretariat will take minutes of each meeting, which will be approved by the Chair prior to distribution to members.

## **8. Communication**

- 8.1. The Chair is the spokesperson for the Academy.
- 8.2. Individual Academy members may not issue a media release on behalf of the Academy without consent from the Steering Group.

## **9. Other**

- 9.1. The Terms of Reference will be reviewed every three years (or earlier as required), by the Steering Group or its delegate.
- 9.2. The Terms of Reference set out the overall structure and operation of the Academy.
- 9.3. The Terms of Reference may be amended, varied, or modified in writing after consultation and agreement by Academy members.
- 9.4. External expertise may be accessed to assist in the work of the Academy by invitation from the Chair.
- 9.5. Any disagreement or dispute, in the first instance should be resolved at the local level. If this is not possible it is to be raised with the Chair. In circumstances where the dispute involves the Chair, dispute resolution should be raised with the Deputy Chair. The parties to the disagreement or dispute will meet to discuss the matter and attempt to resolve it as soon as possible.