PURPOSE
The Training and Assessment Executive Committee (TAEC) reports to the Board of the Faculty of Pain Medicine (FPM) and oversees, guides and reports on the activities of the Learning and Development Committee, the Training Unit Accreditation Committee (TUAC) and the Examinations Committee to ensure alignment of the curriculum with the training and assessment processes. The TAEC provides guidance to the Assessor(s) and Supervisor, Supervisor of Training (SSoT) in relation to training and accreditation.

TERMS OF REFERENCE
The TAEC roles are to:
1. Align, coordinate and strategically advise on the activities of the Learning and Development Committee, the Training Unit Accreditation Committee and the Examinations Committee according to FPM strategic plan and annual business plans.
2. Liaise with the Learning and Development Committee, Training Unit Accreditation Committee, Examinations Committee and Assessor/s to ensure accuracy and quality of the curricula, bylaws, handbooks and teaching and learning resources for training and accreditation for approval by the Board.
3. Monitor by-laws, policies and processes to ensure fitness for purpose.
4. Oversee activities relating to annual Australian Medical Council (AMC) and Medical Council of New Zealand (MCNZ) requirements for education, training and assessment.

The roles of the TAEC do not include:
1. Approval of its own membership which is the role of the FPM Board.
2. Removal of trainees from the training program as a result of a TPR process, which is the role of FPM Board on recommendation from the TPR review team and TAEC.
3. Removal of accreditation from an approved training site, which is the role of FPM Board on recommendation from TUAC and the TAEC.
4. Evaluation of the FPM training program and other educational initiatives which is the role of the Learning and Development Committee.
5. Coordination and implementation of the FPM examinations and appointment/reappointment of examiners which is the role of the Examinations Committee.
6. Accreditation of training units which is the role of the Training Unit Accreditation Committee.
7. Selection and appointment of trainees which is the role of the training units using FPM selection guidelines.
8. Assessment of International Medical Graduate Specialists (IMGs) which is the role of the Assessor(s).
9. Approving changes in policy for established educational awards which is the role of the FPM Board on recommendation from the TAEC.
10. Changes in by-laws relating to the FPM training program and IMGS process
11. Extraordinary budgetary impositions resulting from TAEC decisions

The following are delegated roles from Board:
1. Appointment of members of the committees that report to it (noting that the chairs are appointed by Board).
2. Approve membership, including chairs, of all education, training and assessment subcommittees, working groups and project groups.
3. Oversee and manage the delivery of all education, training and assessment activities and projects approved by FPM Board within a calendar year.
4. Appointment and re-appointment of the Supervisor of Supervisors of Training (SSoT)
5. Appointment and reappointment of Supervisors of Training (SOTs).
6. Adjudication of established awards for trainees.
7. Oversight of quality processes relating to the training program

The important groups/roles for coordination/communication for the TAEC are:
1. Board (governance)
2. Training Unit Accreditation Committee (strategic advice)
3. Examination Committee (strategic advice)
4. Learning and Development Committee (strategic advice)
5. Assessor (guidance)
6. Supervisor, Supervisors of Training (guidance)
7. Scientific Meetings Committee (information sharing)
8. ANZCA education and accreditation committees (information sharing)
9. ANZCA Education Unit (information sharing)
10. Working groups and other groups which report to the TAEC
11. The FPM and Education Units

**Membership**
The membership of the TAEC includes:

- Chair (who will be nominated from the Membership)
- The Vice-Dean or Dean
- Chair, Learning and Development Committee (or his/her nominee)
- Chair, Training Unit Accreditation Committee (or his/her nominee)
- Chair, Examinations Committee (or his/her nominee)
- Assessor or Deputy Assessor
- Supervisor, Supervisor of Training
- Consumer representative
- General Manager, FPM
- All members of the Training and Assessment Executive Committee are voting members.

**Meetings**
The TAEC will meet at least twice per year by teleconference and at least once per year face-to-face aligned with a Board meeting.
A quorum for a meeting will be a majority of voting members, noting that in committees with an even number of voting members, this is half plus one. If at any time the number of members is less than a quorum, the committee may meet only for discussion purposes.

Questions arising at a meeting of the committee (either in person, by teleconference or webinar) are decided by a majority of votes of voting members present and voting, with abstentions not being counted in the total number of votes. The chair has a casting vote in addition to a deliberative vote where there is an equality of votes.

For an electronic vote, questions are decided in the affirmative if at least 75% of all voting members (other than any member on a leave of absence or any member abstaining in writing) vote in favour.

The discussions of each FPM committee, subcommittee and working group are confidential to its members. Conflicts of interest will be managed in accordance with the ANZCA Conflict of Interest Policy.

The Members of the Education, Training and Assessment Executive Committee will undertake their work in accordance with relevant ANZCA and FPM policies. Bullying, discrimination and harassment will be managed, as relevant, in accordance with the ANZCA Policy on Bullying, Discrimination and Harassment for Fellows and trainees Acting on behalf of the College or undertaking College functions (available at www.anzca.edu.au/resources/corporate-policies), and staff policies (available by contacting the CEO at ceo@anzca.edu.au).

REPORTING
Meetings will be minuted with the minutes being forwarded to the Board. Decisions made electronically will be recorded in the minutes of the next TAEC meeting.

The TAEC receives reports from the Learning and Development Committee, TUAC, Examinations Committee and the Assessor.

ADMINISTRATIVE SUPPORT
Administrative support for the TAEC will be from the Faculty of Pain Medicine.

FINANCIAL REPORTING AND PLANNING
1. Each FPM committee and sub-committee will have ‘financial report’ as a standing agenda item and will receive regular financial reports from the relevant staff member.
2. The roles of the sub-committee include:
   a. to develop an annual activity plan and report to support FPM management in decision making, in order to ensure the best possible financial outcome.
3. The roles of the committee do not include the day-to-day financial management of the Faculty (which is the role of FPM Management).

CHANGE CONTROL REGISTER

<table>
<thead>
<tr>
<th>Version</th>
<th>Author</th>
<th>Reviewed by</th>
<th>Approved by</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>D Sequeira</td>
<td>H Morris</td>
<td>Approved by FPM Board</td>
<td>Creation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C Hayes</td>
<td>July 2016</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E A Shipton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>J Whittington</td>
<td>C Hayes</td>
<td>Approved by FPM Board</td>
<td>Delegated roles</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>September 2016</td>
<td>and membership</td>
</tr>
<tr>
<td>Date of next review</td>
<td>2017</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>