



ANZSN KIDNEY eLEARNING SUB-COMMITTEE

TERMS OF REFERENCE

1. Role

- (a) The ANZSN (**Society**) Kidney eLearning Sub-Committee (**Sub-Committee**) is a Sub-Committee of the Society's Education and Training Committee (ETC).
- (b) The purpose of the Sub-Committee is to develop a vision and business case to define and cost the ANZSN's role in providing education and training to Advanced Trainees in Nephrology in Australia and Aotearoa New Zealand using internet based / digital solutions.

2. Functions

- (a) The Sub-Committee's functions are:
 - (i) Prepare a map of the Society's current investment in education and training to ensure there is a common understanding of the ANZSN's current role, potential gaps and opportunities in creating a future vision;
 - (ii) Undertake a needs analysis to understand the specific education and training needs of Advanced Trainees in Australia and Aotearoa New Zealand, with a particular focus on what and how they want to learn;
 - (iii) Review and respond to the report and recommendations prepared by Professor Karen Dwyer and Professor Matt Jose (Review of ANZSN eLearning hub, August 2020), with particular reference to the strengths and weaknesses identified with the current eLearning hub and the related opportunities;
 - (iv) Develop and critique a series of options which scope the ANZSN's future role in education and training ensuring that the options:
 - a) Address the specific needs of Advanced Trainees in Australia and Aotearoa New Zealand;
 - b) Deliver content that is aligned with the RACP's curriculum for Advanced Training in Nephrology;
 - c) Do not unnecessarily duplicate education and training material that is otherwise available to the target audience at no or little cost;

- d) Take into account best practice in medical education and training
 - e) Provide a defined governance structure (eg Faculty model) to ensure the programs offered are of a high quality; and
 - f) Are affordable for the ANZSN.
- (v) Select and cost the preferred option and submit a report and recommendation to the Education and Training Committee.
- (b) The Sub-Committee is to complete its functions, report to the Education and Training Committee and consider Council's response within 12 months of its formation.

3. Membership

- (a) The membership of the Sub-Committee should reflect, as far as reasonably practicable, the skills, knowledge and experience required to develop high quality education programs for Advanced Trainees in Nephrology.
- (b) The composition of the Sub-Committee is to include at least one (1) member usually resident in Aotearoa New Zealand and should reflect the principles of gender balance and inclusiveness having regard to the overall membership of the Society.
- (c) The Sub-Committee will comprise up to 10 members, including a Chair and a Deputy Chair, which must include:
- (i) 1 Councillor being a Nephrologist whose appointment is approved by the Council;
 - (ii) 3 Ordinary or Affiliate Members of the ANZSN Education and Training Committee;
 - (iii) 4 Ordinary or Affiliate Members of the Society with an interest in digital delivery models of education and training whose appointments are approved by Council or its delegate;
 - (iv) 1 Ordinary Member of the Society who is a member of the RACP's Advanced Training Committee in Nephrology whose appointment is approved by Council or its delegate; and
 - (v) 1 representative who is a medical educationalist and has qualifications, skills and experience in digital delivery models of education whose appointment is approved by Council or its delegate.
- (d) In the event that there is no, or insufficient, suitable persons available for appointment who satisfy the relevant eligibility criteria for a category of membership of the Sub-Committee under clause 3 (c), the Sub-Committee may function without that category of membership, or the specified number of that

category of membership, until a suitable appointee becomes available, and the quorum under clause 5 (d) is to be calculated on the basis of the reduced number of members during this period of reduced membership.

- (e) Where a nominee member is unable to attend a meeting, an alternative will be allowed to attend the meeting at the discretion of the Chair or Acting Chair.
- (f) The Sub-Committee may co-opt the services of any other person if it considers this desirable, however that person will have no voting rights at any meeting of the Sub-Committee and will not be counted in determining a quorum.

4. Terms of appointment

4.1 Members other than the Chair and Deputy Chair

- (a) All Sub-Committee members, except nominee members, will be appointed for a term of 12 months.
- (b) Unless the Council determines otherwise in any particular case, the Chair must call for expressions of interest to join the Sub-Committee as required to fill vacancies in membership, other than in respect of nominee members, giving respondents two weeks to express their interest.
- (c) The Honorary Executive Officer, under delegation of Council, may approve appointments to the Sub-Committee, in consultation with the Sub-Committee Chair, where appointed, and any Councillor member on the Education and Training Committee.
- (d) The Council or delegate, as the case may be, is to consider any response to an expression of interest to join the Sub-Committee, but is not limited to the pool of respondents to such expressions of interest in approving appointments to vacancies in membership.
- (e) A person will cease to be a member of the Sub-Committee if:
 - (i) they resign from the Sub-Committee, by giving one month's notice (or such lesser period as the Chair of the Sub-Committee approves in any particular case) in writing to the Chair of the Sub-Committee;
 - (ii) they attend less than 50% of the scheduled meetings within a 12 month period, unless otherwise agreed with the Chair;
 - (iii) they cease to satisfy the eligibility criteria specified in the category of

membership in clause 3 (c) under which they were appointed to the Sub Committee;

- (iv) in the case of a nominee member, their nomination is withdrawn by the relevant organisation;
- (v) in the case of a member who is the Chair of the Sub-Committee, they cease to be the Chair of the Sub-Committee; or
- (vi) in any case, the Council revokes their membership, in its absolute discretion.

4.2 Chair and Deputy Chair

- (a) The Chair of the Sub-Committee is to be drawn from one of the categories of membership under clause 3 (c) (ii), and:
 - (i) their appointment is to be approved by the Council for a period up to 12 months; and
 - (ii) unless the Council otherwise determines in any particular case, the Deputy Chair of the Sub-Committee is to be appointed Chair upon the conclusion of the previous Chair's period of office.
- (b) The Deputy Chair of the Sub-Committee:
 - (i) must be drawn from one of the categories of membership under clause 3 (c) (ii);
 - (ii) their appointment is to be approved by the Council following a call for expressions of interest to be conducted in such manner as the Council determines;
 - (iii) is to be appointed for a period determined by the Council.
- (c) The Chair or Deputy Chair of the Sub-Committee will cease to hold such office:
 - (i) if they resign from the office, by giving one month's notice (or such lesser period as the Honorary Executive Officer approves in any particular case) in writing to the ANZSN Honorary Executive Officer;
 - (ii) if they cease to be an Ordinary Member of the ANZSN;
 - (iii) if they cease to be a member of the Sub-Committee;
 - (iv) if they cease to satisfy the eligibility criteria specified in either of the categories of membership referred to in clause 4.2 (a) (ii); or
 - (v) in any case, if the Council revokes their appointment to such office, in its

absolute discretion.

5. Meetings

- (a) The Sub-Committee shall meet at least four (4) times per year.
- (b) The Chair (or in their absence the Deputy Chair) may call a special meeting of the Sub-Committee to be held by teleconference or videoconference, with members being given at least seven days notice of the meeting.
- (c) The Chair (or in their absence, the Deputy Chair) must:
 - (i) prepare and issue the agenda for a meeting a week before the meeting, and review and confirm drafts for submission of key proposals requiring formal Sub-Committee approval;
 - (ii) facilitate open and constructive communication amongst Sub-Committee members and encourage their contribution to Sub-Committee deliberations;
 - (iii) ensure all discussion items end with a decision or action;
 - (iv) ensure all items are referred for additional advice to other committees or sub-Committees of the Council, where appropriate; and
 - (v) in the absence of any Deputy Chair, nominate an acting chair from the subcommittee membership (excluding nominee members) to act in the Chair's place, as required.
- (d) A quorum of members:
 - (i) must be present before a meeting may proceed; and
 - (ii) is constituted by half the members eligible to vote plus one, including the Chair or Deputy Chair.
- (e) The Sub-Committee may make a decision by a show of hands, or where demanded by a member entitled to vote, a ballot.
- (f) The Chair of the Subcommittee (or the person acting as Chair in the Chair's absence) will have a deliberative and, in the case of equal votes, a casting vote.
- (g) The subcommittee may make a decision without a meeting if all Sub-Committee members eligible to vote indicate their consent on a document (which may have counterparts), which states the decision.

- (h) No business may be considered at a meeting of the Sub-Committee until the minutes of the previous meeting have been confirmed or otherwise disposed of. No discussion of the minutes is permitted except as to their accuracy.
- (i) Minutes of a meeting must be confirmed by resolution and signed by the Chair at the next meeting. Minutes confirmed and signed in that way will be taken as evidence of proceedings of that meeting.
- (j) Sub-Committee meetings, to the extent practicable, will be digitally recorded for the purposes of minute taking. Recordings will be disposed of once the minutes have been accepted.
- (k) Unless expressed to the contrary, any duty, function or authority conferred on the Chair by these Terms of Reference is conferred on any person for the time being acting as Chair.

6. Secretariat

The Society will provide administrative resources to assist the Chair (or in their absence, the Deputy Chair or an acting Chair) to schedule Sub-Committee meetings, draft the meeting agenda and prepare minutes of Sub-Committee meetings.

7. Reporting

- (a) The Chair will report to the Education and Training Committee by teleconference or in writing at each Education and Training Committee meeting.
- (b) The Chair will be informed of Education and Training Committee meeting dates annually.
- (c) All Sub-Committee meeting minutes will be forwarded to the Education and Training Committee.
- (d) Additional written reports will be provided to the Education and Training Committee at the Committee's request.

8. Confidentiality

All business of the Sub-Committee, other than information before the Sub-Committee already available in the public domain or intended for dissemination in the public domain, is confidential and must be treated as confidential by all Sub-Committee members. Members are not to disclose any confidential information to anyone outside

the Sub-Committee, other than to Councillors, without the prior approval of the Chair in consultation as appropriate with the Councillor member (unless the matter concerns the conduct or performance of the Chair), and are to treat this material with the utmost care and discretion.

9. Conflicts of Interest

- (a) A Sub-Committee member must declare any conflict of interest to the Chair if they, their partner or close family friend, has a direct financial or other professional or personal interest which influences, or may appear to influence, proper consideration or decision-making by the Sub-Committee on a matter or proposed matter.
- (b) In the case of a declared conflict of interest, the Chair (or Deputy Chair in their absence) must:
 - (i) determine the nature of that member's permitted participation, whether that is full participation in the Sub-Committee's handling of that issue, capacity to discuss the issue but not to vote on the issue, a prohibition on discussing or voting on the issue, or departure from the meeting while that issue is being handled;
 - (ii) advise the person concerned of the Chair's determination; and
 - (iii) report the determination to the Sub-Committee and the Education and Training Committee.

10. Funding

- (a) On establishment, Council will consult with and formally advise the Sub-Committee through the Education and Training Committee on any budgetary allocation to support its functions.

11. Delegations

- (a) The Chair, Deputy Chair (or in their absence the Acting Chair) and members of the Sub-Committee, must obtain express written permission from the Council or Chair of the Council before purporting to act or communicate on behalf of the Society or Council.

12. Amendments to the Terms of Reference

- (a) The Sub-Committee may review these Terms of Reference at any time.
- (b) The Sub-Committee may recommend amendments to these Terms of Reference to the Education and Training Committee.

(c) The recommended alteration takes effect on approval by the Council.

13. Bylaws

In accordance with clause 44 of the Society's Constitution the Council may make bylaws relating to the conduct or management of the business of all committees, which includes this Committee, or otherwise for the purpose of carrying out its objects.