

# Doctors in Training Committee

## Terms of Reference



### 1. Purpose

The Doctors in Training Committee (DiT Committee) is established to represent and address the needs and concerns of doctors in training (DiTs) across South Australia. This includes interns, resident medical officers, registrars, and those undergoing postgraduate vocational training with a college in hospitals and the community. The Committee will act as a crucial link between DiTs and the broader medical community, including medical students through their associations, to advocate for their professional and personal interests.

### 2. Objectives

- To gather and express the views of DiTs on professional, educational, and workplace issues to the AMA(SA) Council and relevant federal bodies.
- To review and provide feedback on legislation and policies impacting medical training, workplace conditions, and the medical practice environment.
- To develop and recommend policy positions and actions for AMA(SA) on issues affecting DiTs.
- To draft and revise AMA(SA) policy papers on key issues relevant to DiTs.
- To foster communication with and among DiTs and to promote engagement with medico-political issues and AMA membership.
- To collaborate with educational and governmental organizations to promote the interests of DiTs and support AMA's advocacy roles.

### 3. Membership

#### Composition:

Committee membership shall comprise of:

- The President and Vice President of the AMA(SA) as ex-officio members (2) (non-voting)
- The CEO and AMA(SA) DiT secretariat member as invited observers (2) (non-voting)
- The elected DiT representative on the AMA(SA) Council who will act as Chair unless the Committee deems otherwise (1) (voting)
- Two Deputy Chairs (2) (voting)
- A nominee from the Flinders Medical Students' Society (FMSS) (1) (voting)
- A nominee from the Adelaide Medical Students' Society (AMSS) (1) (voting)
- Area representatives who work in one of the following areas – Central Adelaide, Southern Adelaide, Northern Adelaide, Women's and Children's Hospital, Country South Australia (5) (voting)
- A representative who is in General Practice training (1) (voting)
- A representative who works as an intern in SA (1) (voting)
- An international medical graduate (1) (voting)
- Two General Members (2) (voting)
- Any other members of the AMA(SA) Council who choose to attend as observers, according to any agreed committee approval process (non-voting)

All voting members must be AMA(SA) members and work in the area that their role represents. All members should be current DiTs, unless filling the role of President, Vice President, or medical student representative.



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### Term and Election

- Elected members serve a standard term of one year, with the option for a two-year term, extendable by Committee approval. Chair and Deputy Chairs each hold a 2 year tenure.
- Terms will commence from the first Monday of February each year

### Election Process:

- **Call for Nominations:** A call for nominations will be announced annually in September/October through AMA (SA)'s primary communication channels, including email bulletins, social media, and the AMA (SA) website, ensuring all members and potential members are informed about the clear application pathways.
- **Submission Requirements:** Candidates interested in joining the Doctors in Training Committee must submit an expression of interest along with a CV to the Chair. The submission should include the candidate's CV, and a brief statement on their vision for advancing the interests of DiTs.
- **Selection Criteria:** The selection will be based on the candidate's experience and potential to contribute positively to the committee's objectives and subsequently those of the AMA (SA).
- **Review Process:** Expressions of interest will be reviewed by a selection committee comprising the current committee Chair and two Deputy Chairs. This committee will assess each candidate against the established criteria to ensure a fair and unbiased selection process.
- **Voting:** Appointments to the Committee will be decided by a simple majority vote during a Committee meeting. The results of the vote and the rationale for each appointment decision will be documented and made available to all AMA (SA) members for transparency.
- **Induction:** Newly appointed members will undergo an orientation session to understand the Committee and AMA (SA)'s strategic goals, operational procedures, and their roles and responsibilities.

**Diversity and Inclusion:** Every effort will be made to ensure that the composition of the committee reflects the diversity of representation (geographical, specialty, training level) and the current size and composition of the Committee.

### Attendance and Participation Expectations:

- Members are responsible to attend all scheduled meetings and actively contribute to discussions, respecting the time and efforts of others. Please notify the Chair in advance of the meeting if you are unable to attend, providing the reason for your absence.
- Active participation is crucial for maintaining a quorum, ensuring continuity, and enhancing the effectiveness of our decisions.
- Repeated absences or lack of engagement may lead to a review of membership status by the Committee.



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### 4. Meetings

The meeting procedures of the Committee shall be in accordance with the by-laws of the Australian Medical Association Incorporated South Australian By-Laws, 12 July 2024 and shall be updated to reflect any change to these by-laws.

- Quorum for the Committee will be defined as half the minimum number of appointed voting members (15). As per the current terms of reference this means a minimum of seven (7) voting members to be in attendance for the full meeting if all voting positions are filled.
- The Committee will meet at least eight (8) times per year, with additional meetings scheduled as required for urgent matters.
- Meetings will be offered both online and in person to accommodate members' various locations and schedules.

### 5. Reporting

- The Committee Chair will regularly report to the AMA(SA) Council, providing updates and insights from the Committee's activities.
- Reports include summaries of meetings, significant decisions, policy recommendations, and other relevant activities.
- If a voting member is unable to attend the meeting either virtually or in person they are expected to submit a short report of up to a page in length.

### 6. Review and Amendment

- The Committee's Terms of Reference will be reviewed every two years or as needed to adapt to changes in the medical training landscape or organizational needs.
- Amendments to these Terms of Reference require approval by the AMA(SA) Council.

This structured format ensures clarity in the roles, objectives, and operational procedures of the DiT Committee, fostering effective representation and advocacy within AMA(SA).