
Terms of Reference Fellowship Committee

(subcommittee National Education Committee – College Programs)

1. Purpose

The purpose of the ACHSM Fellowship Committee is to plan, develop, implement and recommend to the Board approval of conferral of Fellowship of the College.

2. Scope

The scope of the Committee will include the Fellowship Program delivered by examination, Alternative Pathway to Fellowship assessments and oversight of Fellowship Programs as required through partnership with other entities such as HCKHSE and NZIHM. The Fellowship Committee will have responsibility for :

- oversee and review the Fellowship application process, Fellowship manual, selection criteria, eligibility and marketing of the Fellowship Exams process and its documentation
- ensure Branch Fellowship Study Co-ordinators are appointed
- ensure sufficient Fellowship Examiners are appointed to undertake examinations each year
- review applications for alternative pathway to Fellowship (Chief Examiner – Alternative Pathway)
- make recommendations to the NEC-CP and the ACHSM Board as needed in regards to continuous improvement of the Fellowship Program

Meetings and Frequency of Meetings

- The committee will meet at least 4 times per year or more frequently as needed
- The committee will be provided with sufficient administrative support from the Corporate Office to enable it to complete its terms of reference.

Agendas

Where practicable the agenda, together with any reports or documents which relate to the agenda, should be forwarded to members at least three days prior to the meeting.

Minutes

Accurate minutes will be kept of each meeting. The draft of the minutes should be sent to the Chair of the

meeting for approval and ratified at the next meeting of the Committee.

Conflicts of Interest

All members of the Committee must abide by the ACHSM Conflict of Interest Policy. At the commencement of each meeting, members should be prompted to specify any conflicts of interest they may have in respect to the proposed agenda.

If any conflicts are noted, they should be managed according to the Policy.

Accountability and Membership of the Committee

The Fellowship Committee is a subcommittee of the National Education Committee (College Programs) and will provide reports to that Committee as requested. It will also make recommendations directly to the Board with regards to recommendations to confer Fellowship.

The position of Chief Examiner and Chief Examiner (Alternate Pathway) are appointed by the ACHSM Board.

The Fellowship Committee will include :

- Chair of the Committee – Chief Examiner
- Chief Examiner (Alternate Pathway)
- Assistant Chief Examiner (Academic Readings)
- Representative as nominated by NZIHM
- Representative as nominated by HKCHSE

Ex officio members of the Committee are:

- National Programs Manager
- Chief Executive Officer

Quorum

A quorum shall be at least 2 of the 3 Chief Examiners and one ex-officio member of the Committee.

