
Terms of Reference National Education Committee – College Programs

1. Purpose

The purpose of the ACHSM Education Committee is to plan, develop, oversee and review the recurring educational and related programs, publications and initiatives of the ACHSM.

2. Scope

The scope of the Committee will include the functions and programs directed from the Corporate Office of the College and of all the Branches (including International branches) as outlined below.

3. Terms of reference

Specifically the Committee will have the following terms of reference:

- Ensure the **ACHSM Master Health Services Management Competency Framework** is aligned and embedded in all national programs and to undertake a review of the framework every 5 years with the aim to ensure the framework remains a locally and globally relevant framework for health leaders
- Provide oversight of the **Fellowship Committee** (a subcommittee of the National Education Committee – College Programs) to ensure the ongoing success and effective administration of the College's Fellowship program. (For
- Provide oversight of, and provide reports to the Board on, the **Accreditation Committee** (a subcommittee of the National Education Committee – College Programs) to co-ordinate and oversee the Accreditation of external education providers.
- To support the production and ensure the continuation of the **Asia Pacific Journal of Health Management** through participation in the Journal Committee as formed by the 2019 MOU with SHAPE.
- To receive annual reports from the Branches delivering the **Health Management Internship Program (HMIP)**, to undertake a review of the HMIP every 3 years and provide a report to the Board and to manage the Request for Tender process to select a preferred College Provide for the Internship Program
- To receive twice annual reports from the Branch Co-ordinators of the **Mentoring Program**, develop consistent national mentoring templates and resources to be used by the Branches and make recommendations for improvement as needed.
- Undertake other projects as directed by the Board
- Provide an annual report to the Board on the above programs

4. Meetings

- 4.1 The committee will meet at least 4 times per year
- 4.2 The committee will be provided with sufficient administrative support from the Corporate Office to enable it to complete its terms of reference.
- 4.3 To ensure that the committee will meet its requirements the committee will prepare in advance, in association with the corporate office staff, an annual program of reports that will be provided to each meeting of the committee, allowing also for the inclusion in the meetings agendas, so that reviews and coordination are undertaken in a timely manner to enable reports to board and direction to the staff and Branches .

5. 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.

6. 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.

7. 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.

8. Accountability and Membership of the Committee

The National Education Committee (College Programs) is a Committee of the ACHSM Board and will report to the Board following each meeting and as directed by the Board.

Each member of the Committee will be appointed by the Board of the ACHSM and will consist of the following:

- Chair of the Committee - who is a member of the Board
- Chair of the Fellowship Committee
- Chair of the Accreditation Committee
- An ACHSM representative from the Committee supporting the ACHSM and SHAPE Asia Pacific Journal of Health Management
- Three representatives from the Branch Councils as selected through an Expression of Interest process and appointed by the Board
- Member of SHAPE

Ex officio members of the Committee are:

- National Education Manager
- Secretariat - Executive Assistant to the CEO

9. Quorum

A quorum shall be four members of the Committee including the ex-officio members and at least one member of the Board.

Attachments

1. Fellowship Committee Terms of Reference (require updating)
2. Accreditation Committee Terms of Reference (??)

Diagram of Committee Relationships

