
College Education Committee Terms of Reference

Preamble

The College aims to provide learning opportunities that support health leaders and managers in a lifelong journey of learning and which align to the professional and ethical standards expected of the health professions.

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.

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.

- Ensure the **ACHSM Master Health Services Management Competency Framework** is aligned and embedded in all College 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 College Education Committee) 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 College Education Committee) 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**
- To receive semi-annual reports from the Branches delivering the **Health Management Internship Program (HMIP)**, to undertake a review of the HMIP every 5 years and provide a report to the Board and to manage the Request for Tender process to select a preferred College Provider for the Internship Program if required
- To receive twice annual reports from the Chief Mentoring Co-ordinator of **the Mentoring Program**, develop consistent College 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.

Agenda

Where practicable the agenda, together with any reports or documents that relate to the agenda, should be forwarded to members at least 5 working days prior to a meeting.

Minutes

Accurate minutes (or actions) should be kept of each meeting and circulated to committee members for ratification (within a reasonable timeframe following the meeting), and then formally confirmed at the next meeting of the committee. Approved Minutes of meetings are to be provided at the next Board Meeting subsequent to the College Education Committee meeting.

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 of the proposed agenda.

Membership & Accountability

The College Education Committee 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 – appointed by the Board and where possible a member of the Board
- Chair of the Fellowship Committee
- Chair of the Accreditation Committee
- Chief Mentoring Co-ordinator
- Chief Editor of the ACHSM 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.

Ex officio members of the Committee are:

- CEO
- Education and Certification Manager
- Program Support Manager

Quorum

3 Members as appointed by the Board are required to conduct a meeting.

Frequency of meetings

As needed to ensure appropriately constituted ACHSM Board in line with the ACHSM Constitution. At a minimum this committee will meet twice annually.