

## Terms of reference

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### Medical Training Survey Consultative Forum

#### Context

The Medical Board of Australia (the Board) and the Australian Health Practitioner Regulation Agency (Ahpra) have publicly committed to leading the delivery of an annual Medical Training Survey (MTS).

The MTS is a national, profession-wide survey of all doctors in training in Australia. It is a confidential way to get national, comparative, profession-wide data to strengthen medical training in Australia. All doctors in training are invited to participate in the survey about their recent training experience.

Findings from the survey will assist the Board, Ahpra and other relevant stakeholders to:

- better understand the quality of medical training in Australia
- identify how best to improve medical training in Australia, and
- recognise and deal with potential issues in medical training that could impact on patient safety, including environment and culture, unacceptable behaviours and poor supervision.

#### Purpose of the Advisory Group

The Board has established the MTS Consultative Forum to support the MTS project by providing advice and guidance on matters related to the survey and will also act as a consultative forum, providing stakeholder feedback to the Board and communicating with their stakeholders on matters related to the MTS.

Including, but not limited to:

- the survey questions
- stakeholder engagement strategy (including advice and guidance on increasing uptake and usage of results)
- real-life examples of how the results are being used by stakeholders, and
- how to manage adverse results that indicate systemic issues.

The MTS Consultative Forum is also a consultative forum. The members represent most relevant stakeholder groups and it is expected that they will provide feedback to the Board via the Consultative Forum from stakeholders and will communicate with their stakeholders on matters related to the MTS, including on how to increase the response rate and disseminate results.

#### Terms of Reference

The Consultative Forum will:

1. provide advice on:
  - a. survey content

- b. survey design (including how the questions are presented in the online survey tool)
  - c. presentation of the data in the static reports and on the interactive online data dashboard
  - d. the dissemination and publication of the MTS findings, and
  - e. how to manage adverse results and serious concerns that have arisen from the MTS.
2. provide advice and recommendations to the Steering Committee and project team on the stakeholder engagement and communications strategy. This will include having an active role in the promotion of the survey to doctors in training
  3. support and promote the dissemination the MTS findings to key stakeholders, and
  4. encourage the use of results by stakeholders.

## Membership

The Consultative Forum is appointed by the Medical Board of Australia and includes:

### Chair

- Chair of the MTS Steering Committee (who is a member of the Board)

### Members

- At least two additional members of the Steering Committee, one of whom must be a Board member
- A community member that is not a member of the National or State or Territory Boards or Committees

The Board will seek nominations from the following representative organisations:

- One nominee of the Australian Medical Council
- Two nominees of the jurisdictions
- One nominee of the Australian Medical Association
- Three doctors in training, including a nominee of the Australian Medical Association Council of Doctors in Training, a nominee from a College Trainee Committee and a nominee of the Australasian Junior Medical Officers' Committee
- One nominee of the Confederation of Postgraduate Medical Education Councils
- Two nominees of the Council of Presidents of Medical Colleges
- One nominee of the Medical Deans Australia and New Zealand
- A representative from a private sector employer
- One nominee of the Australian Indigenous Doctors Association
- A nominee of the Doctors' Health Services Pty Ltd (DrHS)
- A Director of Clinical Training (or similar position) with expertise in the supervision of doctors in training.

The Board can appoint additional members to the Consultative Forum as required.

### Secretariat services

Secretariat will be provided by Strategy and Policy, Medical.

## Meetings and procedures

### Frequency of meetings

The Consultative Forum will be scheduled as required but are expected to be quarterly over the next year of the project. The requirement for meetings will be determined as the project progresses.

Meetings can be:

- face-to-face
- via videoconference
- via teleconference

### Procedures for meetings

The Chair is to preside at a meeting of the Consultative Forum. In the absence of the Chair, the other Board member on the Steering Committee will preside at the meeting.

Materials will be provided to members at least five working days prior to day of the meeting.

A brief report of the meeting will be drafted and circulated to members.

### Reporting

The Consultative Forum will report to the Board via the Chair of the Steering Committee.

### Payment and expenses

The doctors in training and external community member will be paid an honorarium for their attendance and related expenses.

Members of the Board will be paid in accordance with the Board members' manual.

Other members will not be paid to attend meetings, but necessary travel and accommodation will be approved and arranged by Ahpra and funded by the Board.

### Timeframe

The Board will review the role of the Consultative Forum and its membership as required.

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