



## **TERMS OF REFERENCE DOCTORS IN TRAINING PRACTICE GROUP**

### **Definition**

The Doctors in Training (DiT) Practice Group is formed in accordance with the AMA (WA) Constitution as Doctors in Training.

### **Objectives**

The objectives of the Doctors in Training (DiT) Practice Group is as follows:

- (a) Seek, communicate, and represent the individual and collective views of DiT Members on matters relating to industrial and employee relations, education and training, and healthcare policy;
- (b) Advise the AMA (WA) Council and Management on industrial relations strategy, education and training, and healthcare policy pertaining to DiTs;
- (c) Consider and interpret agreements between the AMA (WA) and health services and provide feedback on their implementation in those health services;
- (d) From its membership, represent the AMA (WA) on external committees;
- (e) Disseminate information to doctors in training and JMO Societies at their respective health services in an efficient and timely manner; and
- (f) Ensure consultation and communication between the DiT Practice Group and the AMA (WA) Management

### **Membership**

The DiT membership composition should reflect the AMA (WA) membership and medical profession more broadly, with a view to increasing inclusivity, diversity and the breadth of representation.

The DiT membership target is 40 per cent female, 40 per cent male and 20 per cent flexible.

The DiT Practice Group will consist of:

- (a) Voting members
  - (i) two DiT Co-Chairs
  - (ii) DiT Representative(s) from each of the services/sites listed in Appendix A
  - (iii) two DiT Representatives who are GP Registrars, where possible one from each of RACGP and ACRRM
  - (iv) two IMG Representatives who are International Medical Graduates
  - (v) two representatives nominated by the Public Hospital Doctors Practice Group
- (b) Non-Voting members



- (i) one representative nominated by the WA Medical Students Society
- (ii) one representative nominated by the Medical Students' Association Notre Dame
- (iii) one representative nominated by the Curtin Association of Medical Students
- (iv) one representative nominated by the Medical Student Council of WA

### **DiT Representatives**

- (a) DiT Representatives must be financial members of AMA (WA) member and undertaking pre-vocational or vocational service or training.
- (b) The Representatives will be elected by a vote of the members of the Group.
- (c) In the first instance, AMA (WA) will seek nominations directly from the DiT membership in each of the respective services/sites listed in Appendix A.
- (d) If nominations are not received for a particular service/site, AMA (WA) may seek a nomination from the relevant JMO society if one exists.
- (e) The length of term is one year, and existing DiT Representatives may re-nominate. Terms will normally expire in January of each year.
- (f) In the event of early resignation, nominations for a replacement Representative will be called for immediately and voted on at the earliest opportunity. Casual vacancies may be filled by agreement of the Co-chairs.
- (g) The duties and responsibilities of the DiT Representatives are set out in the relevant Position Description.

### **DiT Co-Chairs**

- (a) The DiT Group shall have two Co-Chairs who must be financial members of AMA (WA) and undertaking pre-vocational or vocational service or training.
- (b) The Co-Chairs will be elected by a vote of the members of the Group.
- (c) Nominations for the position of DiT Co-Chair will be open to all DiT members. Nominees should have attended at least three meetings of the DiT Practice Group in the year prior to nomination, this at the discretion of the AMA (WA) CEO.
- (d) The length of term is two years, and the two Co-Chair terms are staggered by one year. Terms will normally expire in October of each year. In the event of early resignation, nominations for a replacement Co-Chair will be called for immediately and voted on at the next scheduled meeting.
- (e) The duties and responsibilities of the DiT Co-Chairs are set out in the relevant Position Description.

### **Process and Procedures**

- (a) Formal Meetings



- (i) Meetings will be held every two months on a formal basis.
- (ii) Additional meetings may be held as determined by the Group. The Co-Chairs and AMA (WA) Secretariat must be advised at least four hours prior to the meeting, and no less than one week prior to the meeting when possible.
- (iii) All meetings will be chaired by one of the Co-Chairs, as determined by the Co-Chairs.
- (iv) A meeting quorum will be 5 members of the DiT Practice Group.
- (v) A member of the DiT Practice Group may be represented by a proxy at the meeting.
- (vi) All AMA (WA) DiT Members are invited to observe at meetings of the Practice Group.
- (vii) Meeting details will be advertised to all AMA (WA) DiT Members around two weeks and one week prior to the meeting date.
- (viii) Each JMO Society which represents DiTs at a service/site listed in Appendix A is invited to send a representative to observe at meetings of the Group, who will ideally be an AMA member.
- (ix) Where possible, decisions will be made by consensus (where members are satisfied with the decision even though it may not be their first choice). If not possible, the decision will be made by majority vote with the chair of the meeting having a casting vote, where necessary.
- (x) Meeting agendas will be prepared by the AMA (WA).
- (xi) The Secretariat will record actions arising from the meeting and circulate to members within seven days of the meeting.
- (xii) An audio recording of the meeting will be available to the Group on request.
- (xiii) Any matters requiring clarification will be jointly decided upon by the AMA (WA) management, the Co-Chairs, and President of AMA (WA).

(b) DiT Forums

- (i) In alternate months the Group will conduct DiT Forums on-site at the services listed in Appendix A, as determined by the Group. These forums will be open to all DiTs to attend, regardless of AMA (WA) membership status.

(c) Sub-Committees

- (i) The DiT Practice Group may establish sub-committees as required including, for complex cases.
- (ii) If required, sub-committee meetings will be arranged outside of these times at a time convenient to sub-committee members.



## **Appendix A**

### *Metropolitan services & sites*

- East Metropolitan Health Service (Royal Perth Hospital) – 2 representatives
- North Metropolitan Health Service (Sir Charles Gardiner Hospital) – 2 representatives
- South Metropolitan Health Service (Fiona Stanley Hospital) – 2 representatives
- Child and Adolescent Health Service (Perth Children’s Hospital) – 2 representatives
- King Edward Memorial Hospital – 2 representatives
- Graylands Hospital – 1 representative
- Peel Health Campus – 1 representative
- Joondalup Health Campus – 1 representative
- St John of God WA – 1 representative
- PathWest – 1 representative

### *Regions of the WA Country Health Service*

- Kimberley, Pilbara, Midwest – 1 representative
- Wheatbelt and Goldfields – 1 representative
- South West – 1 representative
- Great Southern – 1 representative