



Raising Standards – Protecting Patients

Terms of Reference Trainee Support Unit (TSU)

1. PURPOSE

The Trainee Support Unit (TSU) is a standing subcommittee of the Education and Training Committee (ETC) of the ACCSM. It exists to safeguard the wellbeing of trainees, provide confidential case management for those in difficulty, and operationalise policies related to remediation, flexible training, and special consideration in accordance with the College’s Trainee Support and Wellbeing Framework.

2. REPORTING

The TSU reports to the Education and Training Committee (ETC). Matters requiring performance or disciplinary review may be referred to the Board of Censors, with appropriate confidentiality protections.

3. MEMBERSHIP

Position	Role
Education Manager	Chair and direct report to ETC
Trainee Support and Wellbeing Coordinator	Confidential case triage and coordination
Medical Educationalist	Provides education and assessment expertise
Advisor from Board of Censors	Non-assessing member for governance input

4. FUNCTIONS AND RESPONSIBILITIES

- Receive and triage confidential wellbeing concerns or referrals.
- Coordinate individualised support plans in collaboration with the trainee and relevant stakeholders.
- Oversee College policies on remediation, special consideration, flexible training, and wellbeing leave.
- Provide de-identified reports to the ETC and escalate where performance review is indicated.
- Liaise with external mental health providers and site wellbeing contacts as required.
- Maintain secure and confidential documentation in accordance with privacy legislation.

5. MEETING SCHEDULE

Meetings will be held at least twice a year, with additional meetings convened for urgent matters. Meetings may be held virtually or in person and are minuted confidentially.

6. CONFIDENTIALITY AND CONFLICT OF INTEREST

All members must sign a confidentiality declaration and declare any real or perceived conflicts of interest. Where a conflict exists, the member will recuse themselves from case discussion.

7. REVIEW AND EVALUATION

The Terms of Reference will be reviewed every 2 years by the ETC. The TSU's effectiveness will be monitored through trainee feedback, outcome tracking, and independent audit by the Medical Educationalist.

This policy takes effect from:	22 Sep 2025
Approved by:	ACCSM Council
Next Review Date:	22 Sep 2027