



Raising Standards – Protecting Patients

Terms of Reference Trainee Committee

1. Purpose

The Trainee Committee is established by the Council of the ACCSM to represent the collective interests, perspectives, and experiences of trainees enrolled in the College's surgical and medical training programs. The Committee provides structured input into College governance, education, training quality, and wellbeing initiatives, ensuring that trainee voices are embedded in decision-making processes.

2. Scope

The Trainee Committee will:

- Provide feedback on the design, delivery, and evaluation of training programs.
- Promote trainee wellbeing, cultural safety, and a safe learning environment.
- Act as a consultative body for College committees and working groups.
- Communicate trainee perspectives to Council, the Board of Censors, and the Education & Training Committee.
- Assist in identifying systemic issues or risks affecting the quality of training and patient safety.

3. Responsibilities

- Provide regular reports and recommendations to the Education & Training Committee (ETC).
- Consult with the Public Safety and Patient Protection Committee (PSPPC) on matters impacting training safety and cultural safety.
- Engage with the Complaints and Professional Standards Committee (CPSC) as required to support transparent complaint-handling processes.
- Facilitate communication between trainees and College governance structures.
- Promote equity, diversity, and inclusion in all aspects of training.
- Support trainee participation in professional development, conferences, and research activities.

4. Membership

The Committee shall include:

- Chair: Elected trainee representative (voting member).
- Deputy Chair: Elected trainee representative (voting member).
- Members: Minimum of 2 elected trainee representatives from across training years and sites.
- Ex Officio Members (non-voting): Education Manager support.

- Observers (by invitation): Representatives from the Board of Censors, Consumer Advisory Group, or other committees.

5. Reporting

The Trainee Committee reports to the Education & Training Committee (ETC). It provides input to the Board of Censors on curriculum and assessment matters. It may escalate issues relating to safety, supervision, or systemic risks directly to Council through the President or PSPPC

6. Meetings

The Committee will meet at least two times per year, either in person or virtually. A quorum requires at least three trainee members, including the Chair or Deputy Chair.

7. Authority

The Committee is authorised to:

- Consult with trainees to gather feedback.
- Submit recommendations to the ETC and Council.
- Nominate trainee representatives to working groups or College events.

8. Confidentiality

All deliberations are confidential, and members must respect the privacy of trainees and the College. De-identified trainee feedback will be used for reporting to governance bodies.

9. Review

This ToR will be reviewed biennially by the Education & Training Committee to ensure it remains aligned with best practice in medical education governance and trainee engagement.

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