



Guide For Local Training Groups (LTGs): Roles, Functions, Membership

At the Board Meeting held on 27th July 2005 the CCCT Board agreed that it would be valuable to provide LTGs with guidance surrounding Roles, Functions, and Membership of these local committees. It was recognized that CCCT is at a time in its evolution where LTG membership is changing and that this document would aid in guiding LTGs as they lose corporate knowledge and/or seek to come to grips with the workings of CCCT as a whole entity.

1. CCCT Guidance on the Role and Function of Local Training Groups

Local Training Groups Committees exist to ensure CCCT has a systematic and regionally sensitive approach to setting priorities for regional achievement of CCCT goals and outcomes.

CCCT expects that different LTGs will have different sets of priorities and different approaches to the oversight of medical education in their regions. Provided below are two lists: the first is the tasks/roles common to all LTGs and the second is other tasks/roles among which priorities will differ from LTG to LTG

Tasks/roles common to all LTGs reflected in the CCCT constitution and/or policies:

1. Development of Terms of Reference (TOR) applicable to the Local Training Group Region *
2. Development of the annual LTG business plan (linked to the CCCT strategic plan) and reporting against that Business Plan annually (by 31 December)*
3. Amendment of LTG Business Plans in accordance with strategic direction and budget priorities set by the CCCT Board.*
4. Providing a brief annual report to the Board with a focus on showcasing the achievements and ambitions of the LTG, for inclusion in the published annual report.*
5. Annual nomination of up to 3 Board members to the CCCT Board*
6. Participation of an LTG Board member on the Finance and Risk Management Committee (sub committee of the CCCT Board)
7. Provision of a list of LTG members annually

Other tasks/roles among which priorities and capabilities will differ from LTG to LTG:

8. Providing strategic direction and advice to CCCT on the design and delivery of regional LTG education programs
9. Oversight, development and monitoring of the delivery of the CCCT education program and regional stakeholder relationships.
10. Informing the Board of regional issues impacting on the delivery and development of the CCCT training program.
11. Advise the CCCT Board and CEO on approaches to the marketing of the AGPTP and broader General Practice issues in the region
12. Advise the CCCT Board and CEO on developments or changes in GP workforce demographics and issues in the region that impact training outcomes or priorities.

2. Membership of Local Training Groups

LTG Chairs should be guided by the following suggested representation, when considering the ongoing membership of LTGs.

- a. 2 CCCT Board Members
- b. LTG Medical Educators
- c. Representatives from each Division of General Practice in the LTG
- d. Area Health Service
- e. Teaching Hospital (where applicable)
- f. Supervisors
- g. Registrars
- h. University Medical Schools (where applicable)
- i. ATSI community members and/or organisations
- j. Other stakeholders in medical education and consumers in the LTG region, as determined by LTG terms of reference
- k. Other consumers in the LTG region, as determined by LTG terms of reference
- l. CEO (ex officio)
- m. LTG Administration Officer (Secretary)

3. CCCT Board Communication and Interaction with LTGs

Knowledge of LTG activities and issues is maintained by the CCCT Board through inclusion of the following items in the Standing Agenda

- Receipt of LTG minutes at each meeting, incorporating an opportunity to reflect on or ask questions about items included therein.
- Including a 10-15 minute update by an LTG in the agenda (with an emphasis on achievements and innovation) once per year

Communication of key decisions of the CCCT Board to LTGs is achieved by providing LTGs with copies of Board Quality Action Plan resolutions and completed Strategic Plan Review Sheets following each CCCT Board Meeting.

4. Local Training Group Performance Indicators

LTG Chairs might consider the following when formulating performance indicators for Local Training Groups

1. Knowledge and understanding of the direction set by the Board, communicated via the CEO;
2. Implementation of Board strategic directions, policies and decisions in accordance with timeframes and guidance provided by the CEO;
3. Achievement of outcomes defined in LTG Business Plans
4. Adherence to CCCT operational policies and Board reporting requirements;
5. The holding a minimum of 4 LTG meetings per year, each scheduled 2 to 4 weeks prior to each CCCT quarterly Board Meeting (to facilitate reporting requirements and consultation):
6. Scheduling a total number of LTG meetings sufficient to ensure that responsibilities defined in LTG Terms of Reference are met.

These indicators could also be used as a guide to what LTGs should expect of the Board and the CEO in terms of information dissemination, consultation and communication.

CoastCityCountry Training Ltd
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