

Faculty and Curriculum Development Committee

Terms of Reference

1. Functions and Responsibilities

To train up College Faculty members in accordance with the Hong Kong Academy of Medicine (HKAM) Framework for Faculty Development

To regularly review and update the paediatric specialist curriculum

To help align formative and summative assessment methods with the learning outcomes outlined in the curriculum

To regularly review the validity and reliability of the College's assessment methods

To collaborate with sister institutions and the HKAM on improving educational capacity and expertise

2. Composition of Members

2.1. At least 6 members including chairperson and honorary secretary.

2.2. The College Council appoints the chairperson

2.3. The honorary secretary is nominated by the chairperson and endorsed by the Council.

2.4. Membership includes an *ex officio* member also appointed by the College Council (usually and preferably one of the elected Office Bearers).

2.5. Members are preferably experienced Faculty members (higher trainers, examiners, training supervisors, collegial leads in medical education)

2.6. There should preferably be a member who has linkage with the HKAM's medical education office.

3. Terms of office

3.1. 3-year terms for all members

3.2. A maximum of two 3-year terms for the chairperson

4. Subcommittees / Specific officers

4.1. Subcommittees should be formed with the appropriate expertise to focus on one of the specific functions and responsibilities of the FCDC.

5. Number of meetings and attendance requirement

5.1. Four times a year, generally quarterly.

5.2. Around 50% of meeting attendance is expected from members of each committee during his/her term of office.

6. Quorum

6.1. Quorum is constituted as 50% of Committee members.

7. Working relationship with other Standing Committees

7.1. The FCDC should closely collaborate with the Committee for Subspecialty Boards, Education Committee and Examination Committee on the development of our curriculum and assessments.