

# **Committee for Subspecialty Boards**

## **Terms of Reference**

### **1. Functions and Responsibilities**

- 1.1. To oversee paediatric subspecialty development through accreditation and training within each paediatric subspecialty
- 1.2. To supervise the operations of the Subspecialty Boards (SBs) including accreditation, reaccreditation, examination and compliance with training curricula
- 1.3. To report to the College Council and carry out duties on matters related to subspecialties as directed by the Council

### **2. Composition of Members**

- 2.1. 14-20 members including the director (equivalent to the chairperson of other Standing Committees), honorary secretary, SB representatives:
  - 2.1.1 The director of Subspecialty Boards, who is appointed by the Council
  - 2.1.2 The honorary secretary, who is nominated by the director of the CSB and endorsed by the Council
  - 2.1.3 The chairpersons/representatives from each SB, the term of office is according to the term of the respective SB chairpersons/representatives
  - 2.1.4 Chairperson (or representative) from the Accreditation Committee
  - 2.1.5 One representative from the Hospital Authority Coordinating Committee (COC) of Paediatrics
  - 2.1.6 One representative from each paediatric department of the two local medical schools (may appoint other existing CSB member to represent if appropriate)
  - 2.1.7 One from the Young Fellows Committee
  - 2.1.8 One College Fellow from the private sector (to be appointed by the Council)
  - 2.1.9 One *ex officio* member appointed by the Council (usually and preferably one of the elected Office Bearers)
  - 2.1.10 Up to two co-opted members may be appointed for succession purposes

### **3. Terms of office**

- 3.1. 3-year terms for all members including the director of CSB and honorary secretary
- 3.2. A maximum of two 3-year terms for the director of CSB and chairpersons of the SBs

**4. Subcommittees / Specific officers**

- 4.1. There are currently two *ad hoc* Subcommittees: Vetting Subcommittee and Assessment Subcommittee, which have separate terms of reference endorsed by the College Council
- 4.2. Other subcommittees / working groups may be formed for special tasks when required

**5. Number of meetings and attendance requirement**

- 5.1. Four times a year
- 5.2. At least 50% of meeting attendance is expected from members of the committee during his/her term of office (unless they were elected to their posts)

**6. Quorum**

- 6.1. Quorum is constituted as 50% of committee members

**7. Working relationship with other Standing Committees**

- 7.1. Workflow with Accreditation Committee on the following matters:
  - i. overlapping year during Higher Training and Subspecialty Training
  - ii. expanded trainer status
  - iii. vetting of CSR or CSQ application for Paediatric Subspecialty