



Terms of Reference: SLO Advisory Council

Document Purpose

The purpose of this document is to set out the Terms of Reference (ToR) for the national network of Supervisor Liaison Officers (SLOs) in its capacity as an SLO Advisory Council working with GPTA Ltd t/as GPSA for the benefit of the general practice / rural generalist ("GP" being used to describe both equally in this document) training sector. These ToR describe the role of the SLO Advisory Council and its operating procedures.

Advisory Council members are expected to:

- contribute to the identification of opportunities for improvement and potential solutions as they relate to the delivery of quality GP supervision locally, regionally, and nationally
- openly share any identified real or potential risks and issues that could impact the delivery of quality GP supervision in one or more localities across Australia
- to the best of their ability represent the views of their respective supervisor groups for each college
- promote open, honest, and respectful dialogues oriented to continuous improvement and collaboration

Governing Body

This council is established by GPTA Ltd t/as GPSA ("GPSA").

Membership

- Ms Carla Taylor, Project Governance Manager, Chief Executive Officer, GPSA
- Ms Karen Andrews, Project Administrative Support, GPSA
- All SLOs under the employment of RACGP, ACRRM, RVTS and other relevant organisations (as may change from time to time)
- A Chairperson to be elected by the SLO members at the first scheduled meeting and retain this position for 12 months from that date

Responsibility

The Advisory Council provides advice and guidance to inform understanding of opportunities for improvement in the GP training environment across the nation, and collaboratively engage in problem-solving.

The Advisory Council has no legal, governance nor financial delegations that would compel or otherwise give rise to formal direction of the colleges in their delivery of the AGPT program.

The overarching role of the SLO Advisory Council is to:

- provide a communication channel for SLOs across the country to regularly engage in discussion about GP supervision-related experiences, issues and opportunities outside of their respective employment arrangements
- provide strategic input and advice to GPSA with respect to any environmental, organisational or systemic areas of concern
- review and provide commentary on policy and resources developed by GPSA to improve the delivery of GP supervision and the employment of GP registrars
- empower individual SLOs with contextually relevant information and an ongoing avenue for peer-to-peer networking



Resources and Support

GPSA is committed to developing a networking platform for the SLO members to encourage communication amongst members between the formally scheduled meetings.

State-based representation to this group will be nominated annually by the Colleges and RVTS.

Meetings

The SLO Advisory Council will meet four (4) times per year.

Reports and documents that relate to the meeting agenda will be forwarded to Advisory Council members at least three (3) working days prior to each meeting.

Accurate minutes will be kept of each meeting. These minutes will be submitted to the Advisory Council members for approval at the next subsequent meeting.

Minutes of meetings including action items and offline issues will be distributed within three (3) working days after the meeting. The meeting minutes will be made available to GPSA and its funder, the Department of Health and Aged Care.

Meeting papers will be (securely) electronically stored within GPSA's server.

Tentative Meeting Dates

2023

DATE	SESSION A	SESSION B
Inaugural General Meeting Wednesday 22 nd March 2023	10.30am-1.00pm	2.00pm-4.30pm
Regular Meeting #1 Wednesday 21 st June 2023	1.30pm-3.30pm	4.00pm-6.00pm
Regular Meeting #2 Wednesday 20 th September 2023	1.30pm-3.30pm	4.00pm-6.00pm
Regular Meeting #3 Wednesday 29 th November 2023	1.30pm-3.30pm	4.00pm-6.00pm

*NB all meeting times are scheduled in AEST/AEDT

Meeting Location

In the absence of health orders preventing interstate travel, the Inaugural General Meeting and all subsequent Annual General Meetings will provide an opportunity for members to meet face-to-face in a location to be decided upon by consensus.

These will also be run as hybrid in-person / Zoom meetings to make attendance possible for all members.

Regular Meetings will occur via Zoom video conference. For members who are unable to attend via Zoom, telephone options will be made available.

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