

Terms of Reference ISAM Training Committee

Purpose:

The purpose of the Training Committee is to support development of capability and capacity of addiction medicine professionals. Training activities will largely seek to address training needs of addiction specialists (including postgraduate training needs), with a focus on enhancing skills and competencies in clinical practice. In addition, the Training Committee will seek to support growth of complementary skillsets that will advance the practice of addiction medicine, including leadership, advocacy, quality improvement and clinical research.

This will be accomplished through a number of key activities that align with the broader Training vision and strategy, including:

- Training workshops and symposia at the annual ISAM Conference
- Scoping activities to identify areas of training need internationally, through surveys of the ISAM global membership and consensus-based prioritization
- Scoping and development of training modules or packages as ISAM products, to be delivered in response to areas of need; including consideration of adaptations to format and modality (face to face, online), duration (intensives, short-course), content, and language to suit different audiences
- Joint work in collaboration with the ISAM Education Committee on activities that share both a Training and Education focus
- Joint work in collaboration with international ISAM affiliate organisations to deliver training activities in response to local areas of need

Membership:

- The Training Committee will consist of two Chairs and a maximum of 15 members.
- The members must be ISAM members.
- The Chairs will be nominated by the ISAM President, subject to ISAM Board approval.
- Members will be nominated by the Chairs and Co-Chairs
- Chairs, Co-Chairs and committee members should ideally represent different global regions; as well as an invited representative from ISAM NeXT
- The committee membership term will be for three years, renewable upon review.

Frequency of Meetings:

The committees will meet every 4 months preferably with at least one meeting in-person coinciding with the annual ISAM scientific meeting. Quorum will be defined as 50% or greater of the committee members. Members will be asked to participate and contribute actively and will be requested to attend more than 50% of meetings annually.

Decision Making Process:

This will ideally be conducted through a consensus process. In exceptional circumstances when a consensus is unachievable, decisions will be decided by a majority vote.

Reporting Process:

Committee will regularly report on its activity at ISAM board meetings and at the ISAM annual meeting.

Terms of Reference Approved by Board November 2021