

## TERMS OF REFERENCE

ROYAL AUSTRALASIAN COLLEGE OF SURGEONS

<b>Division:</b>	<b>Office of the CEO</b>	<b>Ref. No.</b>	<b>TOR-1011</b>
<b>Department:</b>	<b>Governance</b>		
<b>Title:</b>	<b>Building Respect Improving Patient Safety Operational Group</b>		

### 1 PURPOSE AND SCOPE

This document establishes the terms of reference for the Building Respect Improving Patient Safety Operational Group.

### 2 KEYWORDS

Building Respect Improving Patient Safety, Operational Group.

### 3 TERMS OF REFERENCE

#### 3.1 Objectives

The Building Respect Improving Patient Safety Operational Group is responsible for monitoring the implementation of the *Building Respect Improving Patient Safety: From Awareness to Action* plan in Australia and New Zealand. The Action Plan will guide the work of the Operational Group.

#### 3.2 Duties and Responsibilities

- 3.2.1 To monitor the implementation of the Building Respect Improving Patient Safety Action Plan (2022).
- 3.2.2 To champion initiatives across all relevant RACS portfolios, specialty societies and specialty training boards/committees in accordance with the Building Respect Action Plan (2022) and associated work plans
- 3.2.3 To liaise and support RACS portfolios in the development and implementation of relevant policies and procedures.

#### 3.3 Powers

The Building Respect Improving Patient Safety Operational Group will make recommendations to the Council in relation to the objectives, duties and responsibilities listed above.

#### 3.4 Composition and Size

Membership shall comprise:

- 3.4.1 President (ex officio)
- 3.4.2 Vice President (Chair)
- 3.4.3 Chair, Professional Standards and Advocacy Committee
- 3.4.4 Censor in Chief
- 3.4.5 Expert Community Advisor
- 3.4.6 Two Councillors nominated by the Chair
- 3.4.7 Chief Executive Officer
- 3.4.8 Executive General Manager, Education Development and Delivery
- 3.4.9 Executive General Manager, Education Partnerships
- 3.4.10 Executive General Manager, Fellowship Engagement
- 3.4.11 Executive Project Lead, Building Respect Improving Patient Safety

Approved By: Chief Executive Officer  
Document Owner: Executive Project Lead, Building Respect

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Representatives of key stakeholder groups such as RACSTA, Women in Surgery, Surgical Directors Section, Indigenous Health Committee, SIMG, OWR committee, BSET to be invited on an as needed basis.

### **3.5 Tenure of Appointment**

Tenure of the Operational Group members will be for 12 months.

### **3.6 Meetings**

The Operational Group shall convene at least five meetings within a 12-month period either by videoconference or face-to-face when the opportunity arises.

### **3.7 Quorum**

A quorum shall be a simple voting majority of the membership of the Operational Group.

### **3.8 Accountability and Reporting Structure**

The Building Respect Improving Patient Safety Operational Group will report to the Council through the Vice President

## **4. ASSOCIATED DOCUMENTS**

Building Respect Improving Patient Safety: From Awareness to Action (2022).  
Report, Recommendations and Action Plan

**Approver – Authoriser:** Council