

Division:	Research Audit and Academic Surgery	Ref. No.	POL-3090
Department:	Academic Surgery Committee		
Title:	Developing a Career and Skills in Academic Surgery (DCAS) Course Management		

1. PURPOSE AND SCOPE

This policy relates to the conduct of the Developing a Career and Skills in Academic Surgery (DCAS) Course pertaining to management, sponsorship, the setting of registration fees and the Association of Academic Surgery (AAS) Visitors.

2. KEYWORDS

Academic surgery, career, Section of Academic Surgery, Academic Surgery Committee, DCAS Course, management, sponsorship, Association of Academic Surgery Visitors, DCAS Invited Section Visitor, registration fees and entitlements.

3. BODY OF POLICY

3.1. Aims

This course was established to help attendees understand the early stages of establishing a career in academic surgery and to broaden their network of experienced colleagues. The target audience of this course includes medical students, surgical trainees, Younger Fellows, early career academics, Research Fellows, and any surgeons with an interest in academic surgery.

Course goals;

- To promote the positive, inclusive aspects of academic surgery
- To inspire and recruit potential academic surgeons
- To provide an insight into academic practice

3.2. Program Management

DCAS Course Co-conveners

Two DCAS Course co-conveners will be selected to lead the development of the DCAS Course program and to align speakers with the presentation topics. One DCAS co-convenor will be a representative of the Academic Surgery Committee and one co-convenor will be a representative of the Association for Academic Surgery (AAS). A Memorandum of Understanding between the Royal Australasian College of Surgeons and Association for Academic Surgery detailing this collaboration accompanies this document.

3.3. Event Management

The DCAS Course is held annually on the Monday preceding the RACS Annual Scientific Congress (ASC) within the same venue.

The event management of this course is the responsibility of RACS Conferences and Events Management (RACS CEM), with an annual budget and Memorandum of Understanding approved by the General Manger, Research Audit and Academic Surgery (RAAS).

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3.4. Sponsorship

Securing sponsorship is the responsibility of the DCAS Conveners and the Chair of the Academic Surgery Committee, with support from the Manager, Research and Academic Surgery and approval by the General Manager of RAAS. If no sponsorship is secured the course will not be held. Any sponsorship obtained to support this course must in no way compromise or detract from the educational content of the course.

3.5. Registration Fees

Fellows and Trainees will be charged an attendance fee for the course based on cost recovery of the direct costs associated with the course, less the funds secured from sponsorship.

The following complimentary registration categories apply and are absorbed in the DCAS event budget:

3.5.1. Complimentary medical student registration

In years of sufficient funding, complimentary medical student registration will be offered to a maximum of fifteen medical students. Medical students will be selected through an application process, reviewed by the DCAS Conveners and the Academic Surgery Committee Chair. All medical students from Australia and New Zealand who are interested in becoming a surgeon are eligible to apply.

3.5.2. Complimentary Australia and New Zealand faculty registration

Complimentary registration will be offered to all Australian and New Zealand faculty who contribute either as a presenter or a chair at the DCAS Course.

3.6. DCAS Faculty Dinner

The DCAS Dinner will be held on the Sunday prior to the DCAS Course. The DCAS Dinner is managed by RACS CEM. All AAS visitors, Australian and New Zealand faculty presenting or chairing a session at the DCAS Course and the DCAS award recipient from the previous Surgical Research Society of Australasia Meeting will be invited to the DCAS Faculty Dinner. Additional guest ticket requests must be approved by the Academic Surgery Committee Chair.

Additional invitations will be extended to two representatives of the company sponsoring the DCAS Course, as well as to the General Manager of RAAS, the Manager Research and Academic Surgery and the RACS CEM staff member managing the DCAS Course. The attendance at the DCAS Dinner will be complimentary for those invited.

3.7. Association of Academic Surgery Visitors Agreement

The AAS Visitors agreement will be formalised annually between the Chair of the Academic Surgery Committee (with the inclusion of the DCAS Chairs) and the President of the AAS. This correspondence will occur approximately 15 months in advance of the relevant DCAS Course. The agreement between these two parties will describe the number of AAS Visitors to be invited to the corresponding DCAS Course. The maximum number of AAS Visitors per year will be five (inclusive of the AAS appointed DCAS Sub-committee co-chair).

The AAS Visitors invited to the DCAS Course will be selected by the AAS President, in consultation with the Academic Surgery Committee Chair and DCAS co-Chairs, 15 months in advance of the DCAS Course to allow sufficient time for AAS Visitors to

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be incorporated fully into the ASC.

The DCAS Chairs will communicate this information to RACS CEM. Following this, all AAS visitor incorporation into the ASC is managed by the RACS CEM, who will disseminate to the relevant ASC Section Conveners so AAS Visitors are selected to present by Section Conveners. The level of participation is at the discretion of the Section Convener but will be encouraged by RACS CEM. The RACS CEM will then provide feedback on the level of incorporation of AAS visitors into the ASC to the DCAS Chairs and Academic Surgery Committee Chair at least 8 months in advance of the ASC.

3.8. AAS Visitor Entitlements

The below entitlements will be offered to all AAS Visitors attending the DCAS Course. Entitlements are covered in the DCAS event budget as follows;

- Return economy airfares
- 2 nights' accommodation (Sunday and Monday flanking the DCAS Course)
- One ticket to the DCAS Faculty Dinner held on the Sunday evening prior to the DCAS Course and
- DCAS Course registration

In addition to these entitlements, AAS Visitors may be offered the following options:

3.8.1. ASC Visitor Entitlements

If an AAS Visitor is selected by a Section Convener to be an ASC Visitor, then the selected AAS Visitor will be provided with entitlements as an ASC Visitor as described in the ASC Visitor and Named Lecturers Entitlements policy (Refer to policy for entitlements).

These entitlements are based on the expectation that each speaker provides a minimum of 3 presentations during the ASC. If requested to deliver more presentations, speakers may either accept or decline requests above this limit. The number of ASC presentations offered and accepted is overseen by the RACS CEM.

3.8.2. DCAS Invited Section Visitor Entitlements

If an AAS Visitor is invited to present in the ASC program and agrees to present a minimum of 3 presentations and is not selected as an ASC Visitor, entitlements to attend the ASC will be equivalent to an ASC Visitor. Refer to ASC Visitor and Named Lecturers Entitlements policy.

These entitlements are based on the expectation that each speaker provides a minimum of 3 presentations during the ASC in at least three forums on differing topics when they are the beneficiary of this support. If requested to deliver more presentations, speakers may either accept or decline requests above this limit. The number of ASC presentations offered and accepted is overseen by the RACS CEM.

3.8.3. AAS Visitor attending an ASC

If an AAS Visitor wishes to attend the ASC and provide presentations without being selected as an ASC Visitor or a DCAS Invited Section Visitor to the ASC, the Academic Surgery Committee at its discretion may provide funding for ASC attendance.

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3.9. Incorporation of the AAS Visitors in the ASC Program

The ASC provisional and final printed program will include:

- DCAS program (provisional program only)
- DCAS Course advertisement (final printed program only)
- AAS Visitors profile including photographs and short biographies[#]
- AAS Visitors included on the RACS ASC Section Conveners and Visitors page either[#]:
 - Under the relevant Section if selected as an ASC Visitor, with an * detailing the visitors collaboration with the DCAS Course
 - Under Academic Surgery if not selected as an ASC Visitor

[#] Subject to speaker confirmation and information being provided to RACS CEM by the relevant Section Convener.

4. ASSOCIATED DOCUMENTS

Annual Scientific Congress (ASC) Management Policy

Academic Surgery Committee Terms of Reference

ASC Provisional Program

Developing a Career and skills in Academic Surgery Memorandum of Understanding - RACS and AAS

ASC Final Program

Approver Academic Surgery Committee
Authoriser Council

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