

Division:	Research, Audit and Academic Surgery	Ref. No.	TOR-3119
Department:	Academic Surgery		
Title:	Academic Surgery Committee		

1. PURPOSE AND SCOPE

This policy outlines the Terms of Reference for the Academic Surgery Committee.

2. KEYWORDS

Academic, Surgery, Section, Developing a Career and Skills in Academic Surgery, Surgical Research Society, Diversity and Inclusion.

3. BODY OF POLICY

3.1. Background

A committee was established under the Section of Academic Surgery in 2002 to provide leadership, guidance and direction for the Royal Australasian College of Surgeons (RACS) activities relating to academic surgery. In 2016 the Academic Surgery Committee was formed, reporting to the Research and Academic Surgery Committee and with a broader responsibility.

3.2. Objectives

The Academic Surgery Committee is accountable to Council through the Research and Academic Surgery Committee (RASC) and the Professional Standards and Advocacy Committee (PSAC) for the fulfilment of the objectives and functions outlined below:

- 3.2.1. To collaborate with academic surgical departments in Australia and New Zealand.
- 3.2.2. To enhance career pathways in academic surgery and encourage younger surgeons to pursue opportunities in academic surgery through working parties, the Surgical Research Society (SRS) Research Day, the Developing a Career and Skills in Academic Surgery (DCAS) Course and participation in Clinical Trials Network Australia New Zealand (CTANZ) activities.
- 3.2.3. To advise on the content of curricula for surgery which could be used by Australian and New Zealand medical schools and RACS Surgical Education and Training.
- 3.2.4. To advise on professional and policy issues relating to academic surgery as well as issues of relevance to surgery in general.
- 3.2.5. To establish and maintain a register of academically active surgeons in order to support the Section of Academic Surgery activities and address workforce issues.

3.3. Duties and Responsibilities

- 3.3.1. To respond to professional issues of concern and relevance to the academic surgeon.
- 3.3.2. To develop a strategic plan for the academic component of surgical training in conjunction with the Education Board and in line with the RACS Strategic Plan.
- 3.3.3. To oversee and review investigation into current academic surgery career structures in Australia and New Zealand by surveying relevant people both within and external to universities in Australia and New Zealand, and through activities of the Clinical Academic Pathways Working Party.

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- 3.3.4. To monitor and address issues with respect to training and available positions within academic surgery.
- 3.3.5. To be responsible for the DCAS Course at the Annual Scientific Congress.
- 3.3.6. To contribute to the annual Surgical Research Society (SRS) of Australasia Scientific meeting.
- 3.3.7. Identify risks and advise the Risk Management and Audit Committee.
- 3.3.8. To oversee the selection of members to the Section of Academic Surgery.

Membership of the Section of Academic Surgery (SAS)

Membership of the Section is open to Fellows, Trainees and Specialist International Medical Graduates (SIMGs) on a pathway to Fellowship who have an interest in academic surgery.

The Section can also offer membership to individuals (e.g. Junior Doctors and medical students) who are external to RACS on recommendation from the Chair. Non RACS members may have to pay a membership fee but will not have voting rights and are not eligible to hold governance positions.

Applicants for SAS membership can be approved at Academic Surgery Committee meetings or Academic Surgery Committee Executive meetings.

3.4. Powers

The Academic Surgery Committee has such powers, supervisory functions and decision-making authority as the Council (via PSAC) delegates in relation to academic surgery policy issues.

3.5. Composition and Voting Rights

- 3.5.1. Committee membership with full voting rights comprises:
- Chair, Academic Surgery Committee
 - Deputy Chair, Academic Surgery Committee
 - Seven elected from the Section of Academic Surgery (SAS) representatives
 - Chair, Research and Academic Surgery Committee (RASC)
 - DCAS Organising Sub Committee representative, if not an Academic Surgery Committee member
 - Chair, Surgical Research Society, if not an Academic Surgery Committee member
 - Chair, Board of Surgical Education and Training or nominee
 - Chair, Academy of Surgical Educators
 - Chair, ANZ Scholarship and Grant Committee
 - Editor-in-Chief of the Australian and New Zealand Journal of Surgery
 - Chair, November Annual Academic Conference committee, if not an Academic Surgery Committee member
 - Younger Fellow Representative

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- Royal Australasian College of Surgeons Trainee Association (RACSTA) representative
- Medical Student representative

Each position on the Academic Surgery Committee will have only 1 vote.

3.5.2. Ex Officio members **without voting rights** comprises:

- Surgical Director, Research and Evaluation
- Clinical Director, Clinical Trials Network Australia and New Zealand (CTANZ)

3.5.3. In attendance **without voting rights**:

- General Manager, Research, Audit and Academic Surgery
- Manager, Research and Academic Surgery

3.5.4. Co-opted and invited attendance, at the discretion of the Academic Surgery Committee Chair.

(Note: co-opted and invited attendance will be for a defined period determined by the Academic Surgery Committee Chair and does not have voting rights).

3.6. Tenure and Method of Appointment

3.6.1. Election of Chair and Deputy Chair

The Chair and Deputy Chair are elected from and by the Academic Surgery Committee membership annually.

3.6.2. Election of committee members

3.6.2.1 Expressions of interest (EOI) will be sought prior to the Annual Business Meeting of the Section from the membership base to replace any retiring committee members of the ASC.

3.6.2.2 If nominations exceed the number of retiring members, a formal procedure agreed by the ASC will be undertaken to elect the replacement members. Successful candidates will be announced at the Annual Business Meeting of the Section for ratification, with the Academic Surgery Committee then notified of official changes.

3.6.2.3 Elected committee members are required to represent the ASC on at least one other RACS committee and attend the majority of meetings per annum called by that RACS committee.

3.6.2.4 If the elected committee member is unable to fulfil this requirement, the committee member will vacate their position on the Academic Surgery Committee; fresh elections will be sought as per 3.6.2

3.6.3. Membership of the Academic Surgery Committee may be for a three-year term with the option, if the members agree, for two further periods to a maximum of nine years.

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3.7. Executive Committee Composition and Voting Rights

3.7.1. The Executive Committee consists of the:

- Chair,
- Deputy Chair (or member proxy),
- Chair, SRS subcommittee,
- Chair, Research and Academic Surgery Committee (RASC),
- Chair, DCAS subcommittee
- Chair, November Annual Academic Surgery Conference Organising subcommittee
- Clinical Director, CTANZ and
- One other nominated Member of the Academic Surgery Committee.

3.7.2. Executive Committee Voting Rights

All executive committee members will have voting rights except for the Clinical Director CTANZ who is an Ex Officio member.

3.7.3. If the nominated member is unable to attend another member of the committee may be invited. The aim will be to have two elected members attend each executive meeting aside from the Chair and Deputy Chair.

3.7.4. This Executive Committee meets between full Committee meetings via teleconference as required and has the delegated authority to make decisions which are reported to the full Committee.

3.7.5. The minutes once approved by the Chair are to be circulated to the full committee.

3.8. Surgical Research Society Sub-Committee

a. The Surgical Research Society of Australasia was established in 1961. The main intent was to promote surgical research, especially by young surgeons. The objectives of this Sub-Committee include setting strategic goals, progressing initiatives and initiating sponsorship for the SRS.

b. Composition and Size

The SRS Sub-Committee consists of the:

- Chair, SRS subcommittee
- Chair, Academic Surgery Committee and
- at least two other members from the Academic Surgery Committee as appointed by the Academic Surgery Committee

Each Member of the SRS Sub-Committee will be elected for a term of three years and shall be eligible for appointment of two further periods of three years to a maximum of nine years.

c. Activities of the SRS Sub-Committee

The SRS is responsible for working with the Chair of the Academic Surgery Committee to coordinate running of the SRS Annual Scientific Meeting. A booklet is published annually containing the accepted abstracts from this meeting. SRS Sub-Committee meetings are

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held at least twice per year, with additional meetings called if necessary. The Sub-Committee is also responsible for seeking sponsorship for its annual meeting.

3.9. ASC Subcommittees

- 3.9.1. Subcommittees may be defined at the discretion of the Chair with the agreement of the Executive committee.
- 3.9.2. The Subcommittee Chair will be an elected member of the ASC at the ASC Chair's discretion.
- 3.9.3. Examples include a Membership subcommittee, the DCAS subcommittee, SAS November Annual Academic Surgery Conference (NAASC) subcommittee, Communication and Marketing subcommittee.

3.10. Meetings

The Committee shall have a minimum of two face-to-face meetings per year, in May during the Annual Scientific Congress and in November adjoining the November Annual Academic Surgery Conference.

3.10.1. Annual Business Meeting

An Annual Business Meeting will be held during or immediately after the Annual Scientific Congress in May.

3.11. Quorum

A quorum shall be the majority of the voting membership of the Committee or Executive Committee.

3.12. Publications

All publications arising from the Section of Academic Surgery Subcommittees and Working Parties will be submitted to RASC and PSAC for noting.

3.13. Accountability

The Academic Surgery Committee is accountable to Council through the RASC, and PSAC, for fulfilment of the duties and responsibilities outlined in the Terms of Reference.

3.14. Reporting Structure

The Academic Surgery Committee's proceedings will be recorded in minutes. Reports are provided to Council via RASC and PSAC.

4. ASSOCIATED DOCUMENTS

Surgical Research Society of Australasia Research Fund

Clinical Researcher Committee Terms of Reference

Developing a Career and Skills in Academic Surgery Course Management Policy

Approver RASC
Authoriser PSAC

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