1. PURPOSE AND SCOPE

This policy defines the Terms of Reference for the Education Board.

2. KEYWORDS

Censor in Chief, Education Board, EB, Terms of Reference, TOR

3. BODY OF POLICY

3.1. Background

The Education Board is the senior board responsible for the oversight of the education policy of the College and the maintenance of surgical education, training, examination and other assessment standards. The authority of the Education board to develop, regulate and approve all education activities is delegated by Council.

Objectives

3.1.1. To advise the Council with regard to its educational activities

3.1.2. To be responsible to Council for developing, coordinating and monitoring the implementation of the College Strategic Plan for education.

3.1.3. To be responsible for quality assurance in respect of the delivery of surgical training programs as determined by the Partnering Agreements or Partnering Deeds with Specialist Associations / Societies

3.1.4. To be responsible for developing the educational standards which guide and direct the delivery of the surgical education programs and the assessment of International Medical Graduates.

3.2. Duties and Responsibilities

3.2.1. To ensure that examinations conducted by the College are in accordance with requirements for accreditation and authorisation and key College policy documents including the Strategic Plan.

3.2.2. To develop the educational framework and standards for the delivery of the training programs in accordance with AMC and NZMC requirements and educational best practice.

3.2.3. To approve doctors eligible for admission to Fellowship.

3.2.4. To advise on budget priorities for educational activities and to make recommendations to the Resources Committee on the budgetary implications of new educational initiatives and existing programs.

3.2.5. To advise on education policy issues brought forward by other Boards and Committees to ensure adherence to College policy and standards for education.

3.2.6. To receive reports and other information from the Board of Surgical Education and Training (BSET), the Court of Examiners, the Prevocational and Skills Education Committee (PSEC), RACS Trainees Association (RACSTA) and other Boards and Committees.

3.3. Powers

3.3.1. The Board has such executive powers, supervisory functions and decision-making authority, as the Council delegates to it in relation to the Education Portfolio.
This may include, but is not limited to the approval of:

- policies,
- manuals,
- position papers,
- advocacy and communication strategies and plans
- appointment of members
- appointments to the Court of Examiners

3.4. Board Composition and appointment

3.4.1. Each member of the Board is equally accountable and responsible for acting according to the principles associated with being a Director of a Board.

3.4.2. Members of the Board, with full voting rights, are:

- Censor in Chief (as Chair)
- New Zealand Censor
- Chair, Professional Development and Standards Board (PDSB)
- Chair, Prevocational and Skills Education Committee (PSEC)
- Chair, Board of Surgical Education and Training (BSET)
- Deputy Chair, BSET
- Chair, Court of Examiners
- Chair Professional Development Committee (PDC)
- Three co-opted Councillors
- Other co-opted members
- Trainee representative
- Expert Community Advisor

3.4.3. The President is an ex-officio member of the Education Board with full voting rights, and has the right to chair the meeting.

3.4.4. Staff with a permanent invitation to attend are:

- Chief Executive Officer
- Dean of Education
- Executive General Manager, Education
- General Manager, Education
- Deputy CEO

3.4.5. Other staff of the College shall attend Board meetings as requested by the Chair of the Board. The Chair may invite attendees from outside the College from time to time.

3.4.6. The Censor in Chief, Chair PDSB, Chair BSET, Chair Court of Examiners, Chair PSEC, and Chair PDC are elected by the Council of the Royal Australasian College of Surgeons and have tenure on the Education Board while they hold office.

3.4.7. The New Zealand Censor is a Fellow of the College, resident in New Zealand and is recommended for appointment by the New Zealand National Board. The appointment is approved by Education Board and noted by Council. Tenure is for a period of 3 years with the option to reappoint for a further two terms, to a maximum of 9 years.

3.4.8. The Deputy Chair of BSET is a College Councillor nominated by the Chair of BSET and approved by the Education Board.
3.4.9. The Censor in Chief shall appoint three members of Council as co-opted members of the Education Board, whose membership shall commence from the College's Annual General Meeting in May.

3.4.10. The Trainee Representative is appointed in accordance with the Terms of Reference for the Trainees’ Association

3.4.11. The Community Advisor is appointed in accordance with the College’s External Co-opted Members on Committees and Boards policy.

3.4.12. The term of office of co-opted members is reviewed annually at the June meeting.

3.4.13. The Chair of the Post Fellowship Education and Training (PFET) Committee is a co-opted member of the Education Board at any meeting where a recommendation of the PFET Committee is to be considered.

3.4.14. College Councillors may attend any Education Board meeting but do not have voting rights.

3.5. The Executive of Education Board

3.5.1. The Executive shall consist of the following members from the Education Board:
   a. Censor in Chief
   b. Chair, BSET
   c. Deputy Chair, BSET
   d. Chair, PSEC
   e. Chair, Court of Examiners
   f. New Zealand Censor
   g. Three Co-opted Councillors

3.5.2. The Executive of the Education Board:
   a. Shall exercise such powers consistent with previous advice and direction of the Board and is responsible for the management and direction of business during the intervals between meetings of the Education Board. This may include such matters as dispute resolution (as per College policy), correspondence review and reply, conduct of the examination process and policy development. The Executive provides support and advice to the Censor in Chief.
   b. Is authorised to approve policy
   c. Has authority to approve recommendations to accredit educational courses

3.6. Deputy Censor in Chief

3.6.1. The Deputy Censor in Chief is elected by the Education Board at its June meeting each year. Eligible candidates for the Deputy Censor-in-Chief are:
   a. Chair of BSET,
   b. Chair, Court of Examiners
   c. Chair, PSEC: and
   d. NZ Censor (if a Councillor).

3.6.2. The Deputy CIC will exercise all powers and duties of the CIC when requested by the CIC, or when the CIC is incapacitated.
3.7. Meetings

3.7.1. The Board shall hold three face-to-face meetings per year and such other meetings as it deems necessary.

3.7.2. The Executive meets by teleconference, usually fortnightly.

3.8. Quorum

Quorum shall be a majority of the membership of the Board.

3.9. Accountability

3.9.1. The Board is accountable to the Council:
   a. For fulfilment of the duties and responsibilities outlined in the Terms of Reference
   b. For the fulfilment of any other matters delegated to it by Council
   c. On any education related policy or issues of which Council should be advised

3.9.2. All other education-focused Boards and Committees of the College are accountable to the Education Board

3.10. Reporting Structure

The Board proceedings shall be recorded in minutes and reported to Council as Council determines

4. ASSOCIATED DOCUMENTS

Policies

REL-GOV-008 Terms of Office and Council Election Process for Office Bearers and Other Key Positions
REL-GOV-031 External Co-opted Members on Committees and Boards
EDA-DTS-002 Censor in Chief’s Review Committee Terms of Reference
ETA-SET-001 Board of Surgical Education and Training (BSET) Terms of Reference
EDA-PVO-002 Prevocational and Skills Education Committee (PSEC) Terms of Reference
EDA-EXA-011 Court of Examiners Terms of Reference
FES-PRD-009 Professional Development Committee Terms of Reference
EDA-DTS-003 RACSTA Board Terms of Reference

Approver: CEO
Authoriser: Council