

Division:	Education Development & Assessment	Ref. No.	EDA-PVO-002
Department:	Prevocational & Online Education		
Title:	Prevocational and Skills Education Committee Terms of Reference		

1. PURPOSE AND SCOPE

To provide the Terms of Reference for the Prevocational and Skills Education Committee (PSEC), formerly known as the Skills Education Committee (SEC).

2. KEY WORDS

Skills courses, Prevocational and Skills Education Committee, PSEC, skills training, curriculum, surgical science examination, pre-vocational doctors, JDocs; terms of reference

3. BODY OF POLICY

3.1. Background

In recognition that speciality technical skills acquisition is the responsibility of the speciality training boards, a cohesive educational approach is required to establish clinical skills training as an integral component of the SET training program and the PSEC was initially established as the focal point for this development.

The PSEC is the governing committee for JDocs with responsibility for its ongoing development and uptake by junior doctors and related stakeholders.

3.2. Objectives

- 3.2.1. To maintain educational standards in the delivery of early clinical skills training with responsibility for the promotion of clinical skills training.
- 3.2.2. To support research initiatives which validate the efficacy of skills training.
- 3.2.3. To support the RACS skills course instructor workforce
- 3.2.4. To develop partnerships with external providers of skills training to enhance the JDocs resources and the SET program with responsibility for accreditation standards of relevant resources.
- 3.2.5. To oversee the development and dissemination of the JDocs Framework and resources.

3.3. Duties and Responsibilities

- 3.3.1. To provide accreditation standards for skills courses ensuring they meet the required educational standards and RACS competencies in conjunction with the specialties who are responsible for their curricula or in accordance with the JDocs Framework.
- 3.3.2. Ensure that RACS Skills Courses which complement or substitute clinical training undertake appropriate curriculum development and review.
- 3.3.3. Monitor instructor workforce changes and methods of retention and recruitment.
- 3.3.4. Work with the Academy of Surgical Educators in supporting surgical educators and instructors.
- 3.3.5. Explore alternative educational tools and models for clinical skills training.
- 3.3.6. Promote research which validates the use of simulation environments as an adjunct to clinical experience.
- 3.3.7. Receive reports and provide strategic advice to the Skills and Education Centre (SEC).

Approved By:	Executive General Manager, Education	Original Issue:	December 2015
Document Owner:	Manager, Prevocation & Online Education	Version:	4
		Approval Date:	June 2018
		Review Date:	June 2021

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- 3.3.8. Oversee the development or identification of educational resources and assessment processes for pre-vocational doctors to support their acquisition of attributes, knowledge and skills required to contribute to the surgical team as a junior clinical member and to perform at the requisite level for a junior registrar.
- 3.3.9. To monitor the engagement in the JDoc Framework and resources for uptake and ongoing relevance to the intended audience
- 3.3.10. To oversee the development of relationships in the clinical environment which will support the use and dissemination of the JDoc Framework, e.g. with surgeons, directors of prevocational training and medical education officers.

3.4. Powers

The PSEC has such executive powers, supervisory functions and decision-making authority as the Education Board determines.

3.5. Composition

In line with the RACS Diversity & Inclusion Plan, RACS seeks to increase diversity on our committees, particularly the representation of women. RACS recognises the many benefits that diversity in composition and thought brings to a committee.

RACS has set itself targets to have women comprise at least 40% of committee membership by 2020. With this in mind, PSEC will take proactive steps to reach this target.

- 3.5.1. Committee comprises
- a. Chair (Council elected)
 - b. RACS Skills Courses Representation
 - c. Council Representatives (at least 2)
 - d. Chair Professional Development
 - e. Chair Surgical Science and Clinical Examinations Committee (or nominee)
 - f. Representation from Fellows involved with or interested in clinical skills training or prevocational training
 - g. RACSTA Representative
 - h. Skills and Education Centre Representative
 - i. JDocs Champions (up to 2)
 - j. Co-opted Members
- 3.5.2. Staff in Attendance
- a. Dean of Education
 - b. Executive General Manager, Education
 - c. General Manager Education Development and Assessment
 - d. Manager, Skills Training Department
 - e. Manager, Education Development and Research
 - f. Manager, eLearning and Technology
 - g. Manager, Surgical Training
 - h. Manager Professional Development
 - i. Secretariat

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- 3.5.3. Executive
- a. Chair
 - b. Three members of the Committee with voting rights
- In Attendance:
- c. Executive General Manager, Education
 - d. General Manager, Education Development & Assessment

3.6. Methods of Appointment

- 3.6.1. Chair
- The Chair is an Office Bearer of Council and is appointed by Council in accordance with policy REL-GOV-008 "Terms of Office and Council Election Process for Office Bearers and Other Key Positions".
- 3.6.2. Deputy Chair
- The Deputy Chair is elected from committee membership annually and appointment is confirmed in June.
- 3.6.3. Skills Course Committee Chairs
- Chairs of the ASSET Committee, CCrISP[®] Committee, CLEAR Committee, EMST Committee, OWR Course Committee and TIPS Committee have tenure on the PSEC and are appointed in accordance of the respective committee Terms of Reference.
- 3.6.4. Council Representatives
- The PSEC Chair shall appoint two members of Council, whose membership shall commence from the College's Annual General Meeting in May.
- 3.6.5. Surgical Sciences Examination and Clinical Examination (SSE&CE) Committee Chair
- The SSE&CE Committee Chair is appointed in accordance of the SSE&CE Committee Terms of Reference.
- 3.6.6. Fellows
- Fellows are invited or nominated. Appointments are confirmed at the June meeting.
- 3.6.7. Skills and Education Centre Representative
- By invitation of the Chair.
- 3.6.8. Trainee Representative
- The Trainee Representative is appointed in accordance with the Terms of Reference for the RACS Trainee's Association. In most instances tenure is one to two years.
- 3.6.9. Co-opted Members
- Members may be co-opted in consideration of specific skills and attributes relevant to the activities and requirements of the Prevocational and Skills Education Committee and such members have voting rights.

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3.6.10. JDocs Champions

The PSEC Chair shall appoint up to 2 JDocs Champions. Nominations are sought from the group of Fellows who are JDocs Champions in each region. Appointment is confirmed annually in June.

3.7. Terms of Office

3.7.1. For Council Representatives, Skills Course Chairs, SSE&CE Chair and RACSTA Representatives, tenure is in accordance with membership of the relevant committee or board.

3.7.2. Members are elected for a three-year term with the option of an additional two terms, to a maximum of 9 years.

3.8. Meetings

3.8.1. The PSEC shall engage in meetings, teleconferences and workshops as required with a minimum of two face to face meetings held each year.

3.8.2. Persons deemed appropriate and necessary will be invited to attend all or part of meetings/teleconferences but will not have voting rights.

3.9. Quorum

A quorum shall be a minimum of 5 of the Committee or in the case of the Executive, the Chair and two committee members.

3.10. Accountability

The PSEC is accountable to Education Board.

3.11. Reporting

The Committee's meetings are recorded in minutes.

4. ASSOCIATED DOCUMENTS

Policies

REL-GOV-008 Terms of Office and Council Election Process for Office Bearers and Other Key Positions

EDA-SKD-020 ASSET Committee Terms of Reference

EDA-SKD-007 CCriSP[®] Committee Terms of Reference

EDA-SKD-006 CLEAR Committee Terms of Reference

EDA-SKD-012 EMST Committee Terms of Reference

EDA-SKD-036 OWR Course Committee Terms of Reference

EDA-SKD-031 TIPS Committee Terms of Reference

EDA-EXA-015 SSE&CE Committee Terms of Reference

EDA-SET-045 RACSTA Terms of Reference

Other

JDocs Framework

Diversity Action Plan

Approver Education Board

Authoriser Council

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