

Division:	Education Development & Assessment	Ref. No.	EDA-SKD-031
Department:	Skills Training		
Title:	Training in Professional Skills (TIPS) Committee Terms of Reference		

1. PURPOSE AND SCOPE

To provide Terms of Reference for the Training in Professional Skills (TIPS) Course Committee

2. KEYWORDS

Terms of reference, Training in Professional Skills, TIPS, Prevocational and Skills Education Committee, PPSEC

3. BODY OF POLICY

3.1. Background

The TIPS Committee (Committee) is a subcommittee of the Prevocational and Skills Education Committee (PSEC). It has direct responsibility for the effective organisation of the TIPS course. Committee members and faculty members are drawn from surgical and non-surgical specialties.

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, the TIPS Committee will take proactive steps to reach this target.

3.2. Objectives

To oversee the development, management and currency of the TIPS course content, as well as undertaking regular curriculum revision within the scheduled timeframe, of the TIPS course program in Australia and New Zealand.

3.3. Duties and responsibilities

- 3.3.1. Develop strategies and priorities to make TIPS available to the Surgical Trainees (SET) and International Medical Graduates (IMG) who nominate to undertake the course.
- 3.3.2. Establish an annual TIPS course schedule.
- 3.3.3. Develop and review the TIPS course curriculum to ensure relevance to participants.
- 3.3.4. Promote TIPS both within the College and externally as necessary.
- 3.3.5. Recruit and train Fellows of the College and other specialty groups as course faculty.
- 3.3.6. Develop and initiate strategies to encourage collegiate support from the College's Fellows for the ongoing promotion and growth of the course.
- 3.3.7. Encourage and support current professionalism practices in surgery amongst participants by modelling those behaviours.
- 3.3.8. Update the PPSEC on issues relevant to the TIPS program as per the provided schedule

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3.4. Powers

The Committee has such executive powers, supervisory functions and decision-making authority as the PSEC delegates from time to time in relation to TIPS.

3.5. Committee Composition

Members of the TIPS committee are drawn from the TIPS faculty

3.5.1. Committee

- a. Chairperson
- b. Deputy Chair
- c. 6-8 Committee members

3.5.2. In attendance:

- a. Manager Skills Training, Skills Training Department
- b. TIPS Program Administrator, Skills Training Department
- c. Director, Education Development and Assessment
- d. Dean of Education

3.5.3. Invited to attend:

From time to time other staff or attendees from outside RACS may attend as requested by the Chair.

3.6. Method of Appointment and Terms of Office

3.6.1. Chairperson

- a. A two-year term with the option to stand for a maximum of three terms
- b. A current committee member elected by members and noted by the PSEC
- c. The chairperson, or a nominated surgical representative of the Committee, will be appointed to, and represents the Committee to, the PSEC
- d. The chairperson will usually be a Fellow of the College. Education Board approval will be required for the appointment of a non-Fellow as chairperson

3.6.2. Committee member

- a. Committee members will be appointed for a three-year term with the option for two additional terms
- b. Outgoing members may nominate a new member to fill the vacant role as can current Committee members
- c. New Committee members are elected by the current Committee members and noted by the PSEC.

3.7. Meetings

3.7.1. The Committee shall engage in meetings, teleconferences and workshops, as required, ensuring the appropriate ongoing management of the TIPS course program. A minimum of two face to face meetings held each year.

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

3.7.3. A quorum is 3 members of the committee.

3.8. Accountability

The Committee is accountable to the Education Board through the PSEC.

3.9. Reporting

The Committee, via the Chairperson or a surgical representative, reports at each meeting of the PSEC. The Committee's meetings will be recorded in minutes.

4. ASSOCIATED DOCUMENTS

Policies

EDA-SKD-030 TIPS Course Description

Approver Education Board
Authoriser Council