

<b>Division:</b>	<b>Education Development &amp; Assessment</b>	<b>Ref. No.</b>	<b>EDA-SKD-007</b>
<b>Department:</b>	<b>Skills Training</b>		
<b>Title:</b>	<b>CCrISP® Committee Terms of Reference</b>		

## 1. PURPOSE AND SCOPE

To provide Terms of Reference for the Care of the Critically Ill Surgical Patient (CCrISP®) Course Committee.

## 2. KEYWORDS

Terms of reference, Committee, Care of the Critically Ill Surgical Patient (CCrISP®)

## 3. BODY OF POLICY

### 3.1. CCrISP® Mission Statement:

To teach junior doctors a system of assessment and ongoing management to improve the care of surgical patients.

### 3.2. Background

The CCrISP® Committee has direct responsibility for the effective organisation of the Care of the Critically Ill Surgical Patient (CCrISP®) course. Committee members and faculty members are drawn from the varied surgical and non-surgical specialties (refer to Skills Training Faculty policy). CCrISP® is a compulsory component of surgical training.

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

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

### 3.3. Objectives

3.3.1. To oversee the implementation and continued development of the CCrISP® course program throughout Australia and New Zealand.

3.3.2. To oversee the review of curriculum and materials necessary to the CCrISP® course program.

3.3.3. To maintain a close professional and collaborative relationship with the UK CCrISP® Steering Group of the Royal College of Surgeons of England.

### 3.4. Duties and Responsibilities

3.4.1. To develop strategies and priorities for the delivery of CCrISP® courses to all surgical Trainees and other medical practitioners involved in the care of critically ill patients as required.

3.4.2. To establish an annual CCrISP® course schedule.

3.4.3. To review and develop the CCrISP® course curriculum to ensure relevance to RACS trainees and other medical practitioners involved in the care of critically ill patients.

3.4.4. To promote CCrISP® both within the College and externally as necessary.

3.4.5. To recruit, train and maintain course faculty from amongst the College Fellows and other specialty groups.

3.4.6. To report to PSEC matters relevant to CCrISP®.

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### 3.5. Powers

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

### 3.6. Committee Composition

Members of the CCrISP Committee are drawn from CCrISP faculty.

#### 3.6.1. Committee representation

- a. Representation reflects the broad regional composition of the course program throughout Australasia.
- b. Across the committee roles, there must be representation from the range of major specialties involved with CCrISP® including Emergency Medicine, Anaesthetics and Intensive Care Medicine.

#### 3.6.2. Members

The committee consists of 10 members in the following roles:

- a. Chair
- b. Deputy Chair
- c. Committee Members (8)

#### 3.6.3. In attendance:

- a. Manager, Skills Training Department
- b. National Course Coordinator
- c. CCrISP® Program Administrator

Invited to attend:

- a. Educator

#### 3.6.4. Executive

The Executive consists of:

- a. Chair and/or Deputy Chair
- b. Committee members (3)

In attendance

- a. Manager Skills Training
- b. National Course Coordinator
- c. CCrISP® Program Administrator

Invited to attend:

- a. Educator

### 3.7. Terms of Office and Method of Appointment

The maximum consecutive period of service for any member of the Committee is nine years.

#### 3.7.1. Chair

- a. Is elected for a two year term with the option to stand for a maximum of three terms.
- b. Is a current committee member to be elected by committee members and noted by PSEC.

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- c. Is a committee representative on PSEC.
- d. The Chair will usually be a Fellow of the College. Education Board approval will be required for the appointment of a non-Fellow as Chair.

#### 3.7.2. Deputy Chair

- a. Is elected for a two year term with the option to stand for a maximum of three terms.
- b. Is a current Committee member to be elected by Committee Members.
- c. The Deputy Chair will fulfil the duties of the Chair in their absence or at their request.

#### 3.7.3. Committee Member

- a. Members are appointed for a three year term with the option for two additional terms.
- b. Out-going members may nominate a new member to fill the vacant role.
- c. New members are elected by the current Committee members.
- d. Members may be required to justify their continued membership if they fail to attend, in full, two consecutive face-to-face meetings at the discretion of the committee.

### 3.8. Meetings

- 3.8.1. The CCrISP® Committee shall engage in meetings, teleconferences and workshops as required ensuring the appropriate ongoing management of the CCrISP® Course program. The Committee will convene at least one face-to-face meeting/workshop annually.
- 3.8.2. Persons deemed appropriate and necessary will be invited to attend all or part of meetings/teleconferences but will not have any voting rights.
- 3.8.3. A quorum is the majority of the committee or in the case of the executive the Chair and two members.

### 3.9. Accountability

The CCrISP® Committee is accountable to Education Board through PSEC.

### 3.10. Reporting

The Committee's meetings are recorded in the minutes and reported to PSEC three times a year.

## 4. ASSOCIATED DOCUMENTS

EDA-SKD-028 Skills Training Faculty

**Approver** Education Board  
**Authoriser** Council

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