

Portfolio:	Education and Training Administration	Ref. No.	ETA-SET-001
Department:	Education and Training Administration		
Title:	Board of Surgical Education and Training (BSET) Terms of Reference		

1. PURPOSE AND SCOPE

The purpose of this policy is to define the Terms of Reference of the Board of Surgical Education and Training, as delegated by Council via the Education Board.

Following the negotiation of new agreements between RACS and individual specialty societies the composition of the board was expanded to include New Zealand specific boards, and representation from the Australian Orthopaedic Association. The AOA Federal Training Committee performs the duties of a specialty training board for Orthopaedic Surgery in Australia and is bound by RACS policies, but is not a committee of RACS. All other boards are committees of RACS.

2. KEYWORDS

Terms of Reference; Board of Surgical Education and Training; Composition; Duties and Responsibilities; Terms of Office and Method of Election; Quorum and Attendance.

3. BODY OF POLICY

3.1. Composition

- 3.1.1. The BSET shall consist of the following members, with full voting rights:
- a. Chair, elected by RACS Council
 - b. Deputy Chair (and Chair, IMG Committee)
 - c. Censor in Chief (or deputy as delegated)
 - d. Chair, Prevocational and Skills Education Committee (or nominee)
 - e. New Zealand Censor
 - f. Chair, Court of Examiners (or nominee)
 - g. Chair, Surgical Science and Clinical Examination Committee (or nominee)
 - h. Chair, Board of Cardiothoracic Surgery (or nominee)
 - i. Chair, Australian Board in General Surgery (or nominee)
 - j. Chair, New Zealand Board in General Surgery (or nominee)
 - k. Chair, Board of Neurosurgery (or nominee)
 - l. Chair, New Zealand Board of Orthopaedic Surgery (or nominee)
 - m. Chair, Board of Otolaryngology Head and Neck Surgery (or nominee)
 - n. Chair, Board of Paediatric Surgery (or nominee)
 - o. Chair, Australian Board of Plastic and Reconstructive Surgery (or nominee)
 - p. Chair, New Zealand Board of Plastic and Reconstructive Surgery (or nominee)
 - q. Chair, Board of Urology (or nominee)
 - r. Chair, Board of Vascular Surgery (or nominee)
 - s. Chair, Australian Orthopaedic Association Federal Training Committee (or nominee)
 - t. Trainee Representative
 - u. External Member
 - v. Co-opted members to align BSET with the diversity targets approved by Council.
- 3.1.2. The President of RACS is an ex officio member of the BSET, with full voting rights.

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- 3.1.3. The Chair of the New Zealand National Subcommittee of the Board of Otolaryngology Head and Neck Surgery is a permanent observer to the Board of SET.

3.2. Duties and Responsibilities

The BSET is responsible for the regulation and administration of RACS's Surgical Education and Training Programs in Australia and New Zealand and in some regions of Asia. It also determines policy on the assessment of International Medical Graduates (IMG) seeking to practice in Australia, and New Zealand based IMGs seeking fellowship of RACS. IMG Assessment Panels report to the Board of SET.

Specialty Boards report directly to the BSET on their delegated responsibilities as specified in the individual board terms of reference (see Associated Documents). The BSET also advises the Education Board on policy matters relating to Surgical Education and Training.

The duties of individual members of the BSET are:

- 3.2.1. The Chair is responsible for oversight of the Surgical Education and Training Programs of RACS, and provides advice and support to Specialty Board Chairs as required. The Chair is a member of, and reports to, the Education Board.
- 3.2.2. The Censor in Chief (CIC) as the Chair of the Education Board is responsible for the oversight of the education policy of RACS and the maintenance of surgical education, training, examination and other assessment standards. Accordingly the CIC provides advice and leadership to the BSET.
- 3.2.3. The Deputy Chair deputises for the Chair during absences, or as delegated by the Chair, and represents the BSET on the Education Board. The Deputy Chair also has specific responsibility for the oversight of RACS's management and administration of the assessment of International Medical Graduates, and chairs the IMG Committee, which reports to BSET.
- 3.2.4. The Chair of the Court of Examiners is responsible for the relationship between the BSET and the Court, and provides a report from the Court to each meeting of the BSET.
- 3.2.5. The Chair of the Surgical Science and Clinical Examination Committee is responsible for communicating decisions of the Committee and for providing a report to each meeting of BSET.
- 3.2.6. Specialty Board Chairs are responsible for communicating decisions of their respective Specialty Boards, and for providing advice and guidance on behalf of their specialties.
- 3.2.7. Trainee Representative provides a report from the Trainees' Association and provides advice and guidance to the BSET from a trainee perspective.
- 3.2.8. The External Member is responsible for bringing a non-surgical perspective to the deliberations of BSET.
- 3.2.9. Each member of the BSET is equally accountable and responsible for acting according to the principles associated with being a Director of a Board.

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3.3. Terms of Office and Method of Election

- 3.3.1. The Chair is elected by Council annually at its February meeting from among the elected Council members, and holds office from the Annual General Meeting of RACS (held at the Annual Scientific Congress each May) in the year of election.
- 3.3.2. The BSET Deputy Chair is a Councillor nominated by the Chair of BSET and approved by the Education Board. The appointee is noted at June Council and holds office for one year.
- 3.3.3. The Chair, Surgical Science and Clinical Examination Committee is nominated by the Chair of BSET and elected by the Board of SET. The appointee is noted by the Education Board at its June meeting and holds office for a period of three (3) years.
- 3.3.4. Specialty Board Chairs are members of the BSET while they hold office as Specialty Board Chair, in accordance with individual board terms of reference.
- 3.3.5. The Chair of the AOA Federal Training Committee is elected in accordance with AOA policies and while they hold that office is a member of the Board of SET. The Chair has the same rights and duties as a Specialty Board Chair.
- 3.3.6. The Censor in Chief, Chair of the Prevocational and Skills Education Committee and the Chair of the Court of Examiners are elected annually by Council at its February Meeting, and hold office from the Annual General Meeting of RACS in the year of election.
- 3.3.7. Trainee Representatives are elected by the Royal Australasian College of Surgeons Trainee's Association (RACSTA), in accordance with that body's Terms of Reference as approved by Council.
- 3.3.8. The External Member is elected in accordance with the RACS External Representatives on Committees and Boards Policy.
- 3.3.9. Co-opted members are appointed by the Chair for one (1) year, and may be reappointed.

3.4. Quorum and Attendance

- 3.4.1. A quorum of the BSET is a majority of members (or nominee where appropriate) including a majority of Specialty Board Chairs (or nominee).
- 3.4.2. College staff support the Board. Staff who have a permanent right of attendance are:
- a. Chief Executive Officer
 - b. Executive Director of Surgical Affairs (Australia)
 - c. Executive Director of Surgical Affairs (New Zealand)
 - d. Clinical Director, IMG Assessment and Support
 - e. Executive General Manager, Education
 - f. Secretariat, Board of SET

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3.5. Executive

- 3.5.1. The Executive of the BSET shall consist of:
- a. The Chair of BSET
 - b. The Deputy Chair of BSET
 - c. The New Zealand Censor
 - d. A representative of (and elected by) the Specialty Board Chairs
 - e. The Chair of the Court of Examiners
- 3.5.2. The Executive of the BSET shall have specific responsibility for:
- a. Making recommendations to the Education Board for admissions to Fellowship
 - b. Ratifying the decisions of Specialty Boards on the accreditation of training posts, surgical supervisors, and changes in trainee status
 - c. Approving IMG Assessment recommendations
 - d. Other duties as delegated by the BSET
 - e. The Chair of BSET may allocate specific portfolios for oversight to members of the Executive.
- 3.5.3. An Executive recommendation must be formally stated and carried.
- 3.5.4. The Executive may make a decision by email in the following way:
- a. A written recommendation approved by electronic mail by 75% of all members eligible to vote is taken to be a decision of the members passed at a meeting of the members duly convened and held.
 - b. The recommendation takes effect on the date of which the last member responds and will consist of the following information:
 - the printed record of several electronic mail messages each indicating the identity of the sender,
 - the text of the recommendation and the sender's agreement or disagreement to the recommendation.

3.6. Conduct of Meetings

- 3.6.1. All meetings of the Board must have a formal agenda and be minuted.
- 3.6.2. All members of the Board shall have voting rights.
- 3.6.3. Decisions of the Board and Executive shall be made by a majority of the membership. In the event of a tied vote, the Chair shall have a casting vote.
- 3.6.4. A Board recommendation must be formally stated and carried.
- 3.6.5. A Board may make a decision by email in the following way:
- a. A written recommendation approved by electronic mail by 75% of all members eligible to vote is taken to be a decision of the members passed at a meeting of the members duly convened and held.
 - b. The recommendation takes effect on the date of which the last member responds and will consist of the following information:
 - the printed record of several electronic mail messages each indicating the identity of the sender,
 - the text of the recommendation and the sender's agreement or disagreement to the recommendation.

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3.7. Governance and Reporting

- 3.7.1. The BSET is governed by the Constitution of RACS.
- 3.7.2. The BSET reports to the Education Board.

4. ASSOCIATED DOCUMENTS

Education Board Terms of Reference
 Board of Cardiothoracic Surgery Terms of Reference
 Australian Board in General Surgery Terms of Reference
 New Zealand Board in General Surgery Terms of Reference
 Board of Neurosurgery Terms of Reference
 Board of Otolaryngology Head and Neck Surgery Terms of Reference
 New Zealand Board of Orthopaedic Surgery Terms of Reference
 Board of Paediatric Surgery Terms of Reference
 Australian Board of Plastic and Reconstructive Surgery Terms of Reference
 New Zealand Board of Plastic and Reconstructive Surgery Terms of Reference
 Board of Urology Terms of Reference
 Board of Vascular Surgery Terms of Reference
 International Medical Graduate (IMG) Committee Terms of Reference
 Surgical Science and Clinical Examination Terms of Reference

5. COMMUNICATION

The most recent version of the policy will be available on the RACS website.

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Authoriser Council

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