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| <b>Division:</b>   | <b>Education and Training Administration</b>                  | <b>Ref. No.</b> | <b>ETA-SET-039</b> |
| <b>Department:</b> | <b>Surgical Training</b>                                      |                 |                    |
| <b>Title:</b>      | <b>Plastic and Reconstructive Surgery Oversight Committee</b> |                 |                    |

## 1. PURPOSE AND SCOPE

The purpose of this policy is to define the Terms of Reference for the Plastic and Reconstructive Surgery Oversight Committee, which is responsible for determining the Surgical Education and Training Program curriculum to be applied by the Australian Board of Plastic and Reconstructive Surgery and the New Zealand Board of Plastic and Reconstructive Surgery.

## 2. KEYWORDS

Responsibilities, Composition, Curriculum.

## 3. BODY OF POLICY

### 3.1. Structure of the Oversight Committee

The Plastic and Reconstructive Surgery Oversight Committee (OC) is a joint subcommittee of the Australian and New Zealand Boards of Plastic and Reconstructive Surgery.

### 3.2. Composition

3.2.1. The OC shall consist of the following members with voting rights:

- a. President (or nominee) of Australian Society of Plastic Surgeons (ASPS)
- b. President (or nominee) of the New Zealand Association of Plastic Surgeons (NZAPS)
- c. Chair of the Australian Board of Plastic and Reconstructive Surgery
- d. Chair of the New Zealand Board of Plastic and Reconstructive Surgery
- e. Senior Examiner, Plastic and Reconstructive Surgery
- f. Specialty Elected Councillor for Plastic and Reconstructive Surgery
- g. Plastic Surgery representative on the Surgical Sciences and Clinical Examination Committee

3.2.2. The OC may coopt Fellows as additional members.

3.2.3. The College President and Censor in Chief are ex-officio members of the OC.

3.2.4. Others may attend meetings of the OC with the permission of the Chair.

3.2.5. The Chair of the OC shall be a Fellow elected by and from those members with voting rights, for a two-year term.

### 3.3. Powers and Responsibilities

3.3.1. The OC has delegated responsibility from the Australian and New Zealand Boards of Plastic and Reconstructive Surgery to determine the scope and curriculum of the Plastic and Reconstructive Surgery SET Programs in Australia and New Zealand. Decisions of the OC are binding on the boards.

3.3.2. The OC shall approve 'all of Specialty' recommendations from the Australian and New Zealand Boards of Training.

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3.3.3. The OC shall make recommendations to ASPS and NZAPS for “all of specialty” funding for the implementation of program related activities.

3.3.4. The OC shall appoint the Plastic and Reconstructive Surgery representative to the Surgical Sciences and Clinical Examinations Committee.

#### **3.4. Reporting**

3.4.1. The OC reports to the Australian and New Zealand Boards of Training.

#### **3.5. Review**

3.5.1. The OC, with the support of the ASPS and NZAPS, will conduct a review of the governance model for Plastic and Reconstructive Surgery Education and Training. The review will include stakeholder engagement.

3.5.2. A report will be provided to the Censor in Chief by 31 January 2016 and may make recommendations regarding (but not limited to) the governance model and Training Board terms of reference.

3.5.3. On receipt of the report, the Censor in Chief will convene a meeting to discuss the recommendations with the ASPS and NZAPS and to reach agreement on future actions.

3.5.4. The OC may conduct ongoing reviews at its discretion.

#### **3.6. Conduct of Meetings**

3.6.1. The Oversight Committee shall meet at least annually.

3.6.2. All meetings of the OC must have a formal agenda and be minuted.

3.6.3. A quorum of the OC is 4 voting members, including at least one member from Australia and one member from New Zealand.

3.6.4. Decisions of the OC shall be made by consensus unless the Chair, in his/her absolute discretion deems a vote is necessary. In such a circumstance a decision is confirmed by a simple majority.

3.6.5. Staff of NZAPS and ASPS will provide secretariat services to the OC.

### **4. ASSOCIATED DOCUMENTS**

College Policy: Terms of Reference BSET

College Policy: Terms of Reference for the Australian and New Zealand Boards of Training.

Collaboration Agreements between the College and ASPS and the College and NZAPS.

**Approver:** Education Board

**Authoriser:** Council