

<b>Division:</b>	<b>External Affairs</b>	<b>Ref. No.</b>	<b>EXA-RGH-037</b>
<b>Department:</b>	<b>RACS Global Health</b>		
<b>Title:</b>	<b>Project Directors, Global Health</b>		

## 1. PURPOSE AND SCOPE

This policy describes the role and responsibilities of Program Directors for programs and projects managed by the Royal Australasian College of Surgeons (RACS) Global Health. It also sets out the eligibility requirements and the terms of reference for the role.

## 2. KEYWORDS

Strategic, Global Health, Projects/Programs, Responsibilities, Appointment, Voluntary, Honorary, Program Director

## 3. BODY OF POLICY

### 3.1. Purpose of the Role

A Program Director is appointed to oversee a particular project or program managed by RACS Global Health.

### 3.2. Exceptions to this Policy

This policy does not apply to projects and programs founded by an individual and funded primarily by private sponsorship and/or donations raised as a result of the efforts of the founder. These projects/programs are directed by the founder or his/her appointee.

### 3.3. Responsibilities of the Program Director

#### 3.3.1. General

- Providing strategic oversight and direction to project planning and implementation. This includes participating in relevant project/program management meetings, meetings with key stakeholders including the Australian and New Zealand Governments and other key funders, host-country health sector representatives, and providing input into the planning process as required;
- Providing professional support and technical advice to volunteer and/or remunerated specialist teams or individuals deployed through their project/program, as required;
- Assisting in identifying training opportunities in Australia, New Zealand or other appropriate countries for suitable local medical personnel identified through the specified project/program.

#### 3.3.2. Personal screening

The Program Director will work together with the relevant Specialty Coordinator/s (where applicable) to assess the suitability of potential volunteer and/or remunerated medical personnel deployed through their project/program. This process involves reviewing references, undertaking interviews if required, taking advice and endorsing those who meet criteria.

#### 3.3.3. Evaluating needs

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The Program Director must be aware of specific in-country issues that may affect the delivery of project/program activities, and provide advice accordingly.

#### 3.3.4. Ensuring effectiveness of project/program

The Program Director will provide high level strategic oversight of the following processes undertaken by the RACS project/program management team:

- Assessing the impact and effectiveness of volunteer visits and/or remunerated positions through the reports provided by the specialist teams/individuals;
- Ensuring that feedback from in-country counterparts is reviewed and relevant actions considered;
- Receiving and implementing recommendations as required and
- Formulating recommendations for future projects/programs

The Program Director is also required to maintain oversight of the training programs implemented through their designated project/program, and assist in ensuring their effectiveness by responding to participant evaluations, feedback from in-country counterparts and recommendations, where appropriate.

#### 3.3.5. Advocacy

As required, the Program Director will make representations about the project/program to relevant colleges, specialty societies, current or potential donors and other professional bodies in order to foster and encourage wider support.

### 3.4. Eligibility

To be selected as a Program Director, a candidate will have previously demonstrated a commitment to meeting the health and training needs of the developing countries in which RACS Global Health is active.

A prospective Program Director should have made a number of visits to countries in the region and have sound understanding of the health conditions, facilities and treatment options for medical conditions encountered. The candidate should also have established a network of relationships with local doctors, specialists and/or other key stakeholders in the region.

### 3.5. Terms of Office

#### 3.5.1. Appointment process

The call for Expressions of Interest commence between 6-12 months from the expiry of the incumbent Program Director term. A sub-committee of the RACS Global Health Committee is convened to review the nomination(s). The sub-committee will triage the candidates and select a nominee for the role. The sub-committee will be comprised of:

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- Chair of the RACS Global Health Committee – Chairperson
- Chair of the Monitoring and Evaluation Committee (as applicable)
- Executive Director of Surgical Affairs – Australia
- Executive Director of Surgical Affairs – New Zealand

RACS Global Health staff will attend the meeting as requested. They do not have voting rights.

The Chair of the sub-committee may seek advice from current and former Program Directors of any RACS Global Health program.

The sub-committee will make a nomination to the RACS Global Health Committee, which will consider the nomination for endorsement. If approved, the recommendation will be forwarded to the Professional Development and Standards Board (PDSB) for final approval. The PDSB reports its decision to Council for noting.

#### **3.5.2. Term**

The initial term is for three years, with potential for reappointment for a further two terms of up to three years. Reappointment is determined by the RACS Global Health Committee. The maximum total term is 9 years.

#### **3.5.3. Remuneration**

The position of Program Director is honorary, and will not attract financial remuneration in any form. Incidental costs, such as travel, accommodation, meals will be reimbursed by the College or by the relevant organisation.

## **4. ASSOCIATED DOCUMENTS**

No documents associated with this policy.

**Approver** PDSB  
**Authoriser** Council

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