1. PURPOSE AND SCOPE

This policy defines the terms of reference for the Academy of Surgical Educators (ASE) Committee.

2. KEYWORDS

Academy, surgical educator, terms of reference, committee, and professional development.

3. BODY OF POLICY

3.1. Background

Surgical educators are critical to the success of RACS education, training and professional development programs at multiple levels. They are involved in the governance, design and development, implementation and assessment of a range of surgical education activities. The quality of RACS education programs is dependent on the broadest skills of these educators.

The Academy of Surgical Educators includes Fellows, Trainees and others who are educators at various levels who have a keen interest in facilitating learning and teaching and a commitment to surgical education.

In 2012, Council determined that the Academy of Surgical Educators would focus on the professional development of surgical educators across all the activities of RACS. In 2015, matters around professional behaviours and mandatory training of surgical educators came to the fore. Intrinsic to the Academy role is supporting surgical educators around the appropriate training required.

3.2. Objectives

3.2.1. To advise on the strategic direction needed to sustain a strong culture of professional development of surgical educators in the competence of Scholar and Teacher.

3.2.2. To raise the standard of educational support provided by supervisors and trainers of Trainees and Specialist International Medical Graduates (SIMGs).

3.2.3. To encourage innovation and scholarship in professional development to enhance the effectiveness and competence of surgical educators.

3.2.4. To recognise, reward and sustain RACS surgical educators.

3.2.5. To foster links with external organisations/groups and engage their expertise to achieve the objectives of the Academy.

Note that surgical educators include supervisors, trainers, SIMG supervisors, workshop facilitators, interviewers, course instructors and examiners, including both FRACS and non-FRACS educators.

3.3. Composition

3.3.1. Eligibility

Membership of the Academy of Surgical Educators is a prerequisite for the nomination of Fellows for membership of the ASE Committee.
3.3.2. Chair
Chair, Professional Development who is Chair of the Academy of Surgical Educators.

3.3.3. Members
Chair, Professional Development and Standards Board.
Two external academic experts in medical education (non-surgical) - nominated by the Chair.
Medical Educators who assist with the development of RACS instructor courses.
The Chair of the Prevocational and Skills Education Committee (PSEC).
The Chair (or other faculty representative) of each of the working parties/committees that govern faculty education Professional Development courses as defined in clause 3.4.3.
The Chair (or other faculty representative) of each of the working parties/committees that govern the Skills Training courses may be represented individually or through the Chair of PSEC.
The Chair (or nominated representative of the Board of Surgical Education and Training) who has a particular interest in educating supervisors and trainers as educators.
The Chair (or nominated representative of the Court of Examiners) with a particular interest in the professional development of examiners as educators.
Others by invitation.

3.3.4. Staff with a permanent invitation to attend are:
a. Chief Executive Officer
b. Executive Director, Surgical Affairs
c. Executive General Manager, Education
d. Executive General Manager, Fellowship Engagement
e. Education Services Manager
f. Secretariat

Other staff of RACS shall attend meetings as requested by the Committee Chair. The Chair may invite attendees from outside of RACS from time to time.

3.4. Duties and Responsibilities
3.4.1. To provide strategic oversight for all aspects of the Academy of Surgical Educators.
3.4.2. To define the curricula required to provide professional development for RACS surgical educators.
3.4.3. To oversee the development, implementation and evaluation of professional development activities for RACS surgical educators, including oversight of the following working parties:

a. Supervisors and Trainers for SET (SAT SET)
b. Keeping Trainees on Track (KTOT)
c. Non-Technical Skills for Surgeons (NOTSS)
d. Foundation Skills for Surgical Educators (FSSE)
e. Clinical Decision Making (CDM)
f. Standards of Performance
g. Safer Surgical Teamwork (SST)
h. Difficult Conversations with Underperforming Trainees
i. Promoting Advanced Surgical Education (PrASE)

3.4.4. To collaborate with PSEC to support the development, implementation and evaluation of professional development activities for RACS surgical educators in the skills education program. Including the following:

a. Critical Literature Evaluation and Research (CLEAR)
b. Early Management of Severe Trauma (EMST)
c. Care of the Critically Ill Surgical Patient (CCrISP)
d. Australian and New Zealand Surgical Skills Education and Training (ASSET)
e. Training in Professional Skills (TIPS)
f. Operating with Respect (OWR)

3.4.5. To collaborate with PSEC to review the related curriculum and resource materials of these courses to ensure that they align with the educational requirements of the SET Program.

3.4.6. To liaise with the Education Board, Court of Examiners, Board of Surgical Education and Training (BSET), Specialty Training Boards and PSEC in relation to surgical educational requirements and initiatives. In particular to develop or confirm curricula which are appropriate for the various professional development activities relevant to instructors, examiners, interviewers, SIMG supervisors and supervisors/trainers.

3.4.7. To advise on new and existing internal professional development activities and ensure that courses/workshops are provided to maintain the currency of the knowledge, skills and competence of RACS surgical educators.

3.4.8. To set up working parties as required to achieve specific tasks within a given timeframe.

3.4.9. To recruit and train surgeons and other educators as facilitators for professional development activities in surgical education.

3.4.10. To explore and implement the development and recognition of professional pathways for surgical educators.
3.4.11. To explore partnerships with external organisations and universities which have the educational expertise to deliver professional development activities for educators.

3.4.12. To oversee the Surgical Education program of the RACS Annual Scientific Congress.

3.4.13. To ensure excellent communication between all areas of RACS involved in the delivery of professional development for surgical educators.

3.5. Powers

The Academy of Surgical Educators Committee has such powers as delegated by Council through the Professional Development and Standards Board.

3.6. Tenure and Method of Appointment

The appointment of Committee members will be ratified by the Professional Development and Standards Board.

Members of the Committee will be appointed for a three year term with a maximum of three terms.

When a vacancy occurs within the Committee, that vacancy will be filled by a Fellow or external expert with appropriate background and qualifications. Ideally the new Committee member will be identified from the membership of the Academy of Surgical Educators.

3.7. Meetings

The Committee shall hold two teleconferences and/or face-to-face meetings per year with provision to hold adhoc meetings if required.

3.8. Quorum

A quorum shall be the majority of the membership of the Committee.

3.9. Accountability

The Committee is accountable to Council through the Professional Development and Standards Board for fulfillment of the duties and responsibilities outlined in the terms of reference.

3.10. Reporting Structure

The Committee proceedings shall be recorded in minutes and be reported to the Professional Development and Standards Board.

3.11. Secretariat

The Professional Development team will provide the secretariat.

4. ASSOCIATED DOCUMENTS

Professional Development Activities Scholar and Teacher Policy
Professional Development Activities Development and Review Policy
Professional Development Committee Terms of Reference
Prevocational and Skills Education Committee Terms of Reference
Continuing Professional Development Information Manual
Professional Development Activities booklet
Approval of CPD Activities Policy

Approver: Professional Development and Standards Board
Authoriser: Council