1. PURPOSE AND SCOPE

This policy outlines the Terms of Reference for the Professional Development and Standards Board.

As a fellowship based organisation, the Royal Australasian College of Surgeons commits to ensuring the highest standard of safe and comprehensive surgical care for the community we serve through excellence in surgical education, training, professional development and support.

The Professional Development and Standards Board (PDSB) is accountable to Council for providing the policy framework to ensure maintenance of competence of Fellows and provision of high quality surgical care to patients. The Board is responsible for the provision of services and products to Fellows of the RACS that are consistent with this overall aim and which represent value for money for Fellows subscriptions.

The Board is also accountable to Council for RACS-governed activities and programs delivered by Fellows to communities in need within our region and internationally.

2. KEYWORDS

Terms of Reference, Professional Development and Standards Board

3. BODY OF POLICY

3.1. Objectives

3.1.1. To advise Council on matters pertaining to the fellowship and surgical standards

3.1.2. To provide a Continuing Professional Development Program and educational programs and courses that promotes life-long learning and is of benefit to participating fellows

3.1.3. To support surgical research and administer scholarships for surgeons and trainees for surgically-related research.

3.2. Duties and Responsibilities

3.2.1. To oversee all RACS fellowship activities with a focus on coordination, integration, achievement of goals and risk management.

3.2.2. To collaborate with, seek advice from, and consider the interests of all Specialty Societies and special interest groups with regard to RACS fellowship activities. These include:

   Professional standards
   Innovation and scholarship in surgical education
   Library and web-based or on-line services
   Fellowship – stages and transitions of practice - admission, re-entry, retirement etc
   Fellowship sections and interest groups
   International development programs and humanitarian assistance
   Conference and events management
Surgical research and scholarships

3.2.3. To oversee the recertification process of RACS Continuing Professional Development (CPD) Program and to promote compliance.

3.2.4. To set standards and provide guidelines for effective and varied methods of continuing education and professional development for surgery.

3.2.5. To set standards for credentialing and defining scope of practice during the stages of a surgical career.

3.2.6. To set standards relating to surgical competence and performance.

3.2.7. To promote standards and participation in surgical audit and peer review.

3.2.8. To ensure that the interests of all surgeons are recognised, including specific groups such as:

- Surgeons working in rural and regional areas
- Younger Fellows
- Female surgeons
- Surgeons who are approaching retirement
- Senior surgeons
- Surgeons with special interests and areas of practice (e.g. Trauma, Medico Legal etc)
- Aboriginal and Torres Strait Islander and Māori Surgeons

3.2.9. To ensure appropriate communication channels are in place for the provision of feedback to, and discussion with the Education portfolio with respect to professional development activities for Fellows involved in delivering the RACS Surgical Education and Training program.

3.2.10. To support the Academy of Surgical Educators to foster and promote the pursuit of excellence in surgical education and to develop and sustain a strong culture of professional development in surgical education.

3.2.11. To contribute to the appropriate development of international activities of the RACS including the implementation/delivery of overseas aid programs in the Asia/Pacific region and international scholarships.

3.2.12. To ensure appropriate engagement in the planning and review of the Annual Scientific Congress.

3.2.13. To advise on strategic alliances which the RACS should pursue through its events department.

3.2.14. To ensure appropriate development of research activities of the RACS, including ASERNIP-S and research scholarships.

3.2.15. To advise on strategies for research funding for the RAS Division, including ASERNIP-S.

3.2.16. To support activities in the area of Academic Surgery.

3.2.17. To support and promote RAAS Division, Surgical Audits and the RACS MALT Program.

3.2.18. To establish priorities for the Fellowship portfolio, including budget priorities.
3.3. Powers

The Board has such executive powers, supervisory functions and decision-making authority as the Council delegates to it from time to time.

3.4. Composition and Size

The Board is represented by Office Bearers, Council members and the Specialty Societies and Associations.

Membership comprises:

3.4.1. Chair, Professional Development and Standards Board
Chair Professional Standards
Chair Professional Development
Chair Fellowship Services
Chair Research and Academic Surgery
Chair Surgical Audit
Chair ASC Planning and Review

3.4.2. Censor in Chief

3.4.3. Expert Community Advisor

3.4.4. Specialty Society representatives:
Australian and New Zealand Association of Paediatric Surgeons
Australian and New Zealand Society of Vascular Surgery
Australian Orthopaedic Association
Australian Society of Cardiac and Thoracic Surgeons
Australian Society of Otolaryngology – Head and Neck Surgery
Australian Society of Plastic Surgeons
General Surgery Australia
Neurosurgical Society of Australasia
New Zealand Association of General Surgeons
New Zealand Association of Plastic Surgeons
New Zealand Orthopaedic Association
New Zealand Society of Otolaryngology – Head and Neck Surgery
Urological Society of Australia and New Zealand

3.4.5. In attendance:
Executive Director of Surgical Affairs (Australia)
Executive Director of Surgical Affairs (New Zealand)
Chief Executive Officer
Executive General Manager, Fellowship Engagement
Chief Operations Officer
3.4.6. Co-opted attendance, at the discretion of the Board Chair and/or the President.

(Note: co-opted attendance will be for a defined period determined by the Board Chair)

The President, Councillors and the Chief Executive Officer are able to attend any meeting and the President may chair any meeting.

Staff of the RACS shall attend Board meetings as requested by the Chair of the Board.

3.5. Tenure and Method of Appointment

Terms of office for Council members are reflected by appointment through Council. The Specialty Societies appoint a representative to the Board, normally for a three year term. The Chair and five Deputy Chairs will be elected by Council. Expert Community Advisor, normally for a three year term.

3.6. Meetings

The Board will hold three face-to-face meetings per year. Invited persons may be invited to attend all or part of a meeting but will not have any voting rights.

3.7. Quorum

A quorum shall be a majority of the membership of the Board.

3.8. Accountability

The Board is accountable directly to Council for fulfilment of the duties and responsibilities outlined in the terms of reference and for the fulfilment of any other matters delegated by Council.

3.9. Reporting

The Board's proceedings will be recorded in minutes and reported to Council as Council determines.

3.10. Executive of the Professional Development and Standards Board

The Executive of the Professional Development and Standards Board will be responsible for governance oversight of issues that arise in the period between meetings of the Professional Development and Standards Board and will progress important issues expeditiously. The Executive will have the same powers as the Professional Development and Standards Board.

Minutes and relevant correspondence will be made available to the Professional Development and Standards Board.

3.10.1. The membership of the Professional Development and Standards Board Executive will comprise:

Chair, Professional Development and Standards Board
Chair, Professional Standards
Chair, Professional Development
Chair, Fellowship Services
Chair, Research and Academic Surgery
Chair, Surgical Audit
3.10.2. In attendance:
- Executive Director of Surgical Affairs (Australia)
- Executive Director of Surgical Affairs (New Zealand)
- Chief Executive Officer
- Executive General Manager, Fellowship Engagement
- Chief Operations Officer
- Surgical Director, Research and Evaluation

4. ASSOCIATED DOCUMENTS

No documents associated with this policy.

Approver: Chief Executive Officer
Authoriser: Council