1. PURPOSE AND SCOPE

This policy outlines the terms of reference for the Royal Australasian College of Surgeons’ (RACS) Scholarships Evaluation and Monitoring Committee.

2. KEYWORDS

Evaluation, Monitoring, Outcomes, Assessment, Research, Travel, Grant Fellowship, Scholarship, Global Health, Indigenous Health, Younger Fellows, Rural Fellows

3. BODY OF POLICY

3.1. Objectives

The Scholarships Evaluation and Monitoring (E&M) Committee is responsible for monitoring the effectiveness of all RACS Scholarship Programs (managed by the Research Audit and Academic Surgery (RAAS)), evaluating the outcomes of the Programs.

3.2. Duties and responsibilities

The Committee monitors all associated activities relating to the selection, placement and evaluation of scholars, including policy development, review and assessment of the outcomes of the activities.

The responsibilities of the Scholarships E&M Committee are:

- To provide guidance on the strategic direction of the Scholarships Program
- To evaluate the effectiveness of the Scholarships Program in delivering predetermined goals
- To report its findings to the RACS Research and Academic Surgery (RAS) Committee.
- To evaluate the experience of scholars during their scholarship-funded period.
- To evaluate scholars at the end of the scholarship, at three years, and nine years post-scholarship.

Where necessary, the Scholarships E&M Committee will recommend improvements in planning, administration and implementation of Scholarship placements.

- The Chair is responsible for maintaining an overview of all activities.

3.3. Composition and Voting Rights

Committee membership with full voting rights comprises:

- The Chair, appointed by the Chair of the PDSB
- One Fellow of the RACS Academic Surgery Committee appointed by the RAS Committee
- One Fellow of the RACS appointed by the RAS Committee with an interest in Global Health
- One Fellow of the RACS appointed by the RAS Committee with an interest in...
Indigenous Health
- One Fellow of the RACS appointed by the RAS Committee with an interest in Younger Fellows
- One Fellow of the RACS appointed by the RAS Committee with an interest in Rural Fellows
- A non-Fellow

The Scholarships E&M Committee is an independent review committee. As such, no current member of the ANZ Scholarships and Grant Committee or any other scholarship selection committee may participate as a member of this Committee.

The Committee shall have the power to co-opt specific individuals from time to time for their specific expertise or experience for definite periods of time to serve on the committee.

Meeting attendees (no voting rights):
- Surgical Director of Research and Evaluation,
- General Manager, RAAS
- Manager, Academic Surgery.

3.4. **Tenure and Method of Appointment**

All members of the Committee are appointed for a three year term, with a maximum of three terms.

The Chair shall be appointed by the Chair of the PDSB for a three year term with a maximum of three terms.

3.5. **Meetings**

The Committee shall meet twice per year as required prior to meetings of the PDSB and at other times as determined by the Chair.

3.6. **Reporting Structure**

The Committee is accountable to the PDSB through the RAS Committee for fulfilment of the duties and responsibilities outlined in these terms of reference and for the fulfillment of any other matters delegated by PDSB and Council.

The Committee also reports its activities to the Board of the Foundation for Surgery for noting.

The Committee’s proceedings shall be recorded in minutes and reported to the RAS Committee as Council determines.

4. **ASSOCIATED DOCUMENTS**

ANZ Scholarship and Grants Committee Terms of Reference
Research and Travel Scholarship Policies
RAS Committee Terms of Reference

5. **COMMUNICATION**

The policy is available on the College’s Website for access by Fellows, Trainees, Scholars

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Any proposed changes in policy will be determined by direct consultation between the Scholarships E&M Committee, RAS Committee and Professional Development and Standards Board.

**Approver**  
CEO

**Authoriser**  
PDSB