1. PURPOSE AND SCOPE

This policy details the terms of reference, membership, and functions of the Oversight Committee for the RACS Skills & Education Centre, Melbourne at the College Head Office in Melbourne.

2. KEYWORDS

Skills & Education Centre, Skills Laboratory, Oversight Committee, Terms of Reference.

3. BODY OF POLICY

3.1. Background

3.1.1. The Skills & Education Centre (SEC) is a well-equipped facility for surgical skills training. It is a gazetted School of Anatomy in accordance with the Victorian Human Tissue Act and has access to human cadaveric specimens for the purposes of anatomical education and the training of surgeons.

3.1.2. The vision for the SEC is to promote and support the surgical and non-technical skills of Fellows, trainees, junior doctors (JDocs) and other health professionals locally, nationally and internationally.

3.1.3. This vision encourages the SEC to be:

a. Aligned to the College Strategic plan and to the curricular needs of the training boards.

b. A well utilised resource, providing high quality surgical skills training for Trainees and Fellows matching curricular needs of Trainees and Fellows.

c. A resource for surgeons to pursue any number of technical and non-technical educational pathways.

d. An appropriate surgical skills training provider and facilitator for other health professionals and their curricular needs.

e. The preferred choice for surgical specialties who are seeking an ethical, state-of-the-art laboratory with multimedia capability.

f. Local, bi-national (Australia and New Zealand) and global in its outlook.

3.1.4. The staff and resources of the Skills Laboratory are available to support requests from Specialty Societies, Training Boards, Fellows and Trainees for the use of the facility, and to assist with the provision of resources or conduct of the particular activity.

3.2. Objectives

3.2.1. Ensure SEC’s facilities are used to the maximum benefit of Fellows and Trainees, while also attracting external users.

3.2.2. Promote surgical research and innovation by providing opportunities for relevant surgical research.
3.2.3. To facilitate the development of courses and workshops for the various specialties that align with the curricula of the specialty training boards or which meet the needs of Fellows’ continuing professional development.

3.2.4. To promote the role of the SEC in supporting a broad range of skills and education pathways for specialist surgeons.

3.2.5. To provide the necessary clinical oversight, leadership, and strategic direction for the good governance and efficient operation of the SEC in line with the College’s Strategic Plan and SEC’s objectives.

3.2.6. To assist in the development of strategies to maximise the usage of SEC by Fellows, Trainees and Junior Doctors.

3.3. Composition and Method of Appointment:

3.3.1. The Chair

Is the Chair of the Prevocational and Skills Education Committee and is appointed by Council in accordance with policy REL-GOV_008 Terms of Office and Council Election Process for Office Bearers and other Key Positions”.

3.3.2. Members

a. Nominated by the Chair in consultation with the committee and are approved by the Prevocational and Skills Education Committee.

b. Members eligible for nomination should be

   ● Fellows involved in clinical courses
   ● Fellows with an interest in simulation or medical education.

c. Representation from all surgical specialities is desirable. The Chair may co-opt members who may not be Fellows of the College but have specialist knowledge in medical education and/or simulation.

3.3.3. In Attendance

a. Director, Education, Development and Assessment
b. Manager, Skills and Education Centre
c. Events Manager, Skills and Education Centre
d. Secretariat

3.3.4. By Invitation

a. Dean of Education
b. Manager Prevocational and Online Education

3.4. Tenure

3.4.1. Members are appointed for a three year term with the option of an additional two terms (maximum 9 years)

3.4.2. Members who fail to attend two consecutive meetings and/or fail to provide notification of non-attendance may forfeit their position.

3.5. Quorum

3.5.1. Quorum shall be the Chair and one member.

3.5.2. Staff in attendance or by invitation are not included in the quorum.
3.6. Meetings

The committee shall have a minimum of two meetings each year and such other meetings or workshops as it deems necessary. The committee may meet face-to-face, by teleconference or both.

Persons deemed appropriate and necessary will be invited to attend all or part of the meetings/teleconferences but will have no voting rights.

3.7. Accountability and Reporting Structure

The Skills and Education Centre Committee is accountable to the Education Board through Prevocational and Skills Education Committee.

4. ASSOCIATED DOCUMENTS

College Strategic Plan

Approver: Education Board
Authoriser: Council