Board of Vascular Surgery Terms of Reference

The purpose of these regulations is to define the Terms of Reference for the Board of Vascular Surgery.

The administration of the Vascular Surgical Education and Training Program is delegated to the Australian and New Zealand Society for Vascular Surgery in accordance with the Partnering Agreement. The Board of Vascular Surgery and the Royal Australasian College Of Surgeons have approved regulations, policies, and procedures that apply to all trainees and should be read in conjunction with these Regulations.

1 Definitions

1.1 **College** is the Royal Australasian College of Surgeons (RACS).

1.2 **Society** is the Australian and New Zealand Society for Vascular Surgery.

1.3 **Board** is the Board of Vascular Surgery.

1.4 **SET Program** is the Surgical Education and Training Program in Vascular Surgery.

2 Responsibilities of the Board

2.1 The Board is responsible for

   a. Setting the standards to be achieved for eligibility to apply for Fellowship
   b. Curriculum content for technical competencies
   c. Updating and maintaining training program regulations
   d. Selection of trainees
   e. Accreditation of clinical training posts
   f. Assessment of performance in clinical rotations
   g. Criteria to be achieved by trainees to be eligible to present for the Fellowship Examination
   h. Status of trainees in the program (interruption, deferral, probation, etc.)
   i. Quality Assurance Reporting to the Education Board, as agreed in the Partnering Agreement with the College
   j. Assessment of clinical practice of IMGs
   k. Review of poor performance in examinations
   l. Variation to individual training requirements
   m. Other duties as delegated by the College or the Society

2.2 Data Management

   Provision of data (as specified in Partnering Agreement) to enable the College to meet its internal and external reporting requirements.

3 Composition of the Board

3.1 The Board of Vascular Surgery shall consist of, at a minimum, the following members:

   a. Chair
   b. Deputy Chair
   c. President, ANZSVS
   d. Specialty Elected Councillor
   e. Senior Examiner
   f. Member with primary responsibility for reviewing assessments
g. Member with primary responsibility for the Skills Course
h. Member with primary responsibility for SET 1/SET2 Examinations
i. Member with primary responsibility for trainees
j. Member with responsibility for hospital accreditation
k. Member with primary responsibility for updating online modules
l. Trainee Representative

3.2 Members of the Board must be Fellows of College and members of the Society.

3.3 The Board has the capacity to review and change the portfolios as required.

4 Terms of Office and Method of Election

4.1 The Chair and Deputy Chair are elected from the current Board members every three years.

4.2 Members are elected to the Board by nomination of the Society membership, and then election.

4.3 Trainee Representatives are elected by the trainees at the annual trainee meeting.

4.4 Board members are expected to attend Board meetings, participate in selection interviews, hospital accreditation, trainee skills course, and trainee performance management meetings. Each member’s role will be reviewed every three years.

4.5 The maximum tenure of membership on the Board is nine years.

5 Quorum

5.1 The quorum of the Board is the majority of members.

6 Governance and Reporting

6.1 The Board of Vascular Surgery reports directly to the Board of Surgical Education and Training (BSET).

6.2 All meetings have a formal agenda and are minuted.

6.3 In the event the Board is unable to meet in person or via teleconference a written resolution approved by electronic mail by 75% of all members eligible to vote is taken to be a decision of the members passed at a meeting of the members duly convened and held.

The resolution will consist of the printed record of several electronic mail messages each indicating the identity of the sender, the text of the resolution and the sender’s agreement or disagreement to the resolution, and such a resolution takes effect on the date on which the last member sends such a message.