1. PURPOSE AND SCOPE

This policy outlines the Royal Australasian College of Surgeons’ role and responsibilities on the Australian Day Surgery Council (ADSC).

2. KEY DIRECTION STATEMENT

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.

3. VALUES

- Service and Professionalism
  - performing to and upholding the highest standards
- Integrity
  - upholding professional values
- Respect and Compassion
  - being sympathetic and empathetic
- Commitment and Diligence
  - being dedicated, doing one’s best to deliver
- Collaboration and Teamwork
  - working together to achieve the best outcome

4. BACKGROUND

The Australian Day Surgery Council (ADSC) has been established to act as an advisory body and provide an educational role for the development and maintenance of the highest professional standards of patient care in day surgery facilities. It is recognised that this will necessitate interaction with other interested organisations and Governments.

There are three parent bodies of the ADSC, the Royal Australasian College of Surgeons, the Australian Society of Anaesthetists and the Australian and New Zealand College of Anaesthetists.

The ADSC has a Central (executive) Committee and Full (extended) Committee. The ADSC has a Charter which provides an outline of the history structure, representation and activities of the ADSC (www.surgeons.org/daysurgery).

5. BODY OF POLICY

5.1 Structure of the Central and Full Committee

Central Committee

- Australian and New Zealand College of Anaesthetists (ANZCA) - 1
- Australian Society of Anaesthetists (ASA) - 1
- Combined ANZCA & ASA Representative - 1
- Royal Australasian College of Surgeons (RACS) - 3

Full Committee
Please note each of the following organisations is represented by one person.

- Royal Australian and New Zealand College of Ophthalmologists (RANZCO)
- Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG)
- Australian Dental Association (ADA)
- Otolaryngological Society of Australia
- Interventional Radiology Society of Australia
- Australian Orthopaedic Association
- Neurosurgical Society of Australia
- Urological Society of Australian and New Zealand
- Australian Health Insurance Association
- Australian Private Hospitals Association
- Federal Australian Medical Association (AMA)
- Australian Society of Plastic Surgeons
- Australian Nursing Federation
- Australasian Day Hospital Association
- Australian Day Surgery Nurses Association
- Australian Hand Surgery Society
- Royal College of Nursing Australia

5.2 RACS nominated representatives

5.2.1 The College is represented by three Fellows on both the Central and full Committees of the ADSC.

5.2.2 The three representatives will be approved by the College Council, following recommendations by the Professional Standards Committee.

5.2.3 In the event that a RACS ADSC representative resigns from the ADSC, the Professional Standards Committee will be notified in writing of the resignation. The Professional Standards Committee will nominate a new representative whose name will be submitted to Council for approval.

5.2.4 The College representatives on the ADSC are empowered to make decisions on behalf of the College, however, where major issues and decisions are involved the RACS representatives on the ADSC must obtain approval from the College before making any expression of policy or opinion.

5.3 Role of RACS Representative on the ADSC

Under the current ADSC Charter, the RACS representative must:

- Make an active contribution by attending a minimum of two ADSC meetings per year. The ADSC meet at least two times a year. The RACS representative must attend one meeting in person.
- Attend special meetings as determined by the ADSC.

5.4 Secretariat and Funding

The secretariat of the ADSC will be provided by one of the parent bodies as agreed by the parent bodies from time to time. Currently, RACS is providing the secretariat service and is funded by the ADSC.

The parent body providing the secretariat will establish an internal account in the name of the ADSC. Authorisation of financial transactions from this account will be by two persons, the Chair of the ADSC or his or her nominee plus a representative of the parent secretariat provider. All the monies remain the property of the parent bodies on a pro rata basis.
The secretariat will ensure the accounts are managed in accordance with normal financial management including outstanding taxation and investment procedures. The secretariat will provide financial reports to the parent bodies annually as determined by the financial year of the parent body providing the secretariat. (Calendar year for RACS and ANZCA, financial year for ASA). Any request for funding from the parent bodies will require a proposal for inclusion of the budgets of the parent organisations (RACS and ANZCA prior to August, ASA prior to April).

The guiding principle is that the activities of the ADSC should overall be self-supporting. The parent body will meet costs for each member to participate. However, should the ADSC account with the parent secretariat provider not have adequate funds at the start of the financial year to cover the agreed administrative expenses then the parent bodies will each provide a top-up of $2,000.00 to cover the administrative expenses for a further agreed period.

All expenditure must be for the ADSC activities or administrative expenses. The planned/projected expenses greater than $10,000 should be referred to the Treasurers of the parent bodies.

Any surplus funds from ADSC activities or meetings must all be held in the ADSC account but remain the property of parent bodies on a pro rata basis with distribution to be determined by the parent bodies from time to time.

In the event of the ADSC entering into an arrangement to convene scientific meetings or activities with another organisation or group, the legal status and proposed arrangements must be conveyed to the parent bodies and approved before the entity is formed. It is essential that all legal responsibilities are defined and agreed to protect the parent bodies and fulfill the corporate liability and indemnity requirements.

5.5 Reporting

The ADSC reports to Council through the Professional Standards Committee.

The senior RACS representative (either in role of Chair or Secretary) will submit quarterly reports to the Professional Standards Committee on ADSC activities, key events and issues.

Approver
Director

Authoriser
Council