

<b>Portfolio</b>	<b>Education Portfolio</b>	<b>Ref. No.</b>	<b>REG-2006</b>
<b>Team</b>	<b>Education Development and Delivery Education Partnerships</b>		
<b>Title:</b>	<b>Education Committee Terms of Reference</b>		

## 1. PURPOSE AND SCOPE

This policy defines the Terms of Reference for the Education Committee

## 2. KEYWORDS

Censor in Chief, Education Committee, Terms of Reference, TOR

## 3. BODY OF POLICY

### 3.1. Background

The Education Committee is responsible for the oversight of the education policy of the RACS and the maintenance of surgical education, training, examination and other assessment standards. The authority of the Education Committee to develop, regulate and approve all education activities is delegated by Council.

Objectives

- 3.1.1. To advise the Council with regard to its educational activities
- 3.1.2. To be responsible to Council for developing, coordinating, and monitoring the implementation of the RACS Strategic Plan for education.
- 3.1.3. To be responsible for quality assurance in respect of the delivery of surgical training programs as determined by the Partnering Agreements or Partnering Deeds with Specialist Associations / Societies
- 3.1.4. To be responsible for developing the educational standards which guide and direct the delivery of the surgical education programs and the assessment of International Medical Graduates.

### 3.2. Duties and Responsibilities

- 3.2.1. To ensure that examinations conducted by the RACS are in accordance with requirements for accreditation and authorisation and key RACS policy documents including the Strategic Plan.
- 3.2.2. To develop the educational framework and standards for the delivery of the training programs in accordance with AMC and MCNZ requirements and educational best practice.
- 3.2.3. To approve doctors eligible for admission to Fellowship.
- 3.2.4. To advise on budget priorities for educational activities and to make recommendations to the Resources Committee on the budgetary implications of new educational initiatives and existing programs.
- 3.2.5. To advise on education policy issues brought forward by other Boards and Committees to ensure adherence to RACS policy and standards for education.
- 3.2.6. To receive reports and other information from the Committee of Surgical Education and Training (CSET), the Court of Examiners, the Prevocational and Skills Education Committee (PSEC), Professional Development Committee (PDC), RACS Trainees Association (RACSTA) and other Boards and Committees.

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### 3.3. Powers

3.3.1. The Committee has such executive powers, supervisory functions and decision-making authority, as the Council delegates to it in relation to the Education Portfolio.

This may include, but is not limited to the approval of:

- a. policies,
- b. manuals,
- c. position papers,
- d. advocacy and communication strategies and plans
- e. appointment of members
- f. appointments to the Court of Examiners

### 3.4. Committee Composition and appointment

3.4.1. Each member of the Committee is equally accountable and responsible for acting according to the principles associated with being a Director of a Committee

3.4.2. Members of the Committee, with full voting rights, are:

- a. Censor in Chief (as Chair)
- b. Aotearoa New Zealand Censor
- c. Chair, Professional Standards and Advocacy Committee (PSAC)
- d. Chair, Prevocational and Skills Education Committee (PSEC)
- e. Chair, Committee of Surgical Education and Training (CSET)
- f. Chair, Specialist International Medical Graduate (SIMG) Committee
- g. Chair, Court of Examiners
- h. Chair Professional Development Committee (PDC)
- i. Chair, Post Fellowship Education and Training Accreditation Panel (PFET)
- j. Up to three Councillor/s as co-opted members
- k. Trainee representative
- l. Expert Community Advisor

3.4.3. The President is an ex-officio member of the Education Committee with full voting rights and has the right to chair the meeting.

3.4.4. Committee composition should include a member with Rural background

3.4.5. Specialty Training Board/Committee Chairs have a permanent invitation to observe any Education Committee meeting

3.4.6. Staff with a permanent invitation to attend are:

- a. Chief Executive Officer
- b. Executive General Manager, Education Development and Delivery
- c. Executive General Manager, Education Partnerships
- d. Executive Director Surgical Affairs (AU) and Surgical Advisors (AoNZ)
- e. Secretariat

3.4.7. Other staff shall attend meetings as requested by the Censor in Chief

3.4.8. The Chair may invite attendees from outside the RACS from time to time.

3.4.9. The Censor in Chief, Chair PSAC, Chair CSET, Chair Court of Examiners, Chair PSEC, Chair SIMG Committee, and Chair PDC are elected by the Council of the Royal Australasian College of Surgeons and have tenure on the Education Committee while they hold office.

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- 3.4.10. The Aotearoa New Zealand Censor is a Fellow of the RACS, resident in Aotearoa New Zealand and is recommended for appointment by the Aotearoa New Zealand National Committee. The appointment is approved by Education Committee and noted by Council. Tenure is for a period of 3 years with the option to reappoint for a further two terms, to a maximum of 9 years.
- 3.4.11. The Censor in Chief shall appoint members of Council as co-opted members of the Education Committee, whose membership shall commence from the RACS' Annual General Meeting in May.
- 3.4.12. The Trainee Representative is appointed in accordance with the Terms of Reference for the Trainees' Association.
- 3.4.13. The Community Advisor is appointed in accordance with the RACS Regulation: Engagement of Community Members and Expert Advisors on RACS Committees and Boards.
- 3.4.14. The term of office of co-opted members is reviewed annually at the June meeting.
- 3.4.15. The Chair of the Post Fellowship Education and Training (PFET) Accreditation Panel is appointed in accordance with the PFET Accreditation Panel Terms of Reference. The appointment is approved by Education Committee and noted by Council.
- 3.4.16. RACS Councillors may attend any Education Committee meeting but do not have voting rights.

### **3.5. The Executive of Education Committee**

- 3.5.1. The Executive shall consist of the following members from the Education Committee:
- a. Censor in Chief
  - b. Chair, CSET
  - c. Chair, SIMG Committee
  - d. Chair, PSEC
  - e. Chair, Court of Examiners
  - f. Chair, PDC
  - g. Chair, PFET Accreditation Panel
  - h. Aotearoa New Zealand Censor
  - i. Up to three Councillors as co-opted members
- 3.5.2. The Executive of the Education Committee:
- a. Shall exercise such powers consistent with previous advice and direction of the Committee and is responsible for the management and direction of business during the intervals between meetings of the Education Committee. This may include such matters as dispute resolution (as per RACS policy), correspondence review and reply, conduct of the examination process and policy development. The Executive provides support and advice to the Censor in Chief.
  - b. Is authorised to approve policy
  - c. Has authority to approve recommendations to accredit educational courses

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### 3.6. Deputy Censor in Chief

- 3.6.1. The Deputy Censor in Chief must be an elected Councillor who is elected by the Education Committee at its June meeting each year from the membership of the Education Committee Executive.
- 3.6.2. The Deputy Censor-in-Chief will exercise all powers and duties of the CIC when requested by the CIC, or when the CIC is incapacitated.
- 3.6.3. Where a casual vacancy is created between the AGM and the June Education Committee meeting resulting from the change in elected office bearers and office holders, the CIC may fill the vacancy by nominating a proxy from the current membership of the Executive who is an elected Councillor.

### 3.7. Meetings

- 3.7.1. The Education Committee shall hold three face-to-face meetings per year and such other meetings as it deems necessary.
- 3.7.2. The Executive meets by teleconference, usually fortnightly.

### 3.8. Quorum

Quorum shall be a majority of the membership of the Education Committee.

### 3.9. Accountability

- 3.9.1. The Education Committee is accountable to the Council:
- For fulfilment of the duties and responsibilities outlined in the Terms of Reference
  - For the fulfilment of any other matters delegated to it by Council
  - On any education related policy or issues of which Council should be advised
- 3.9.2. All other education-focused Boards and Committees of the RACS are accountable to the Education Committee

### 3.10. Reporting Structure

The Education Committee proceedings shall be recorded in minutes and reported to Council as Council determines

## 4. ASSOCIATED DOCUMENTS

Election Process for Council Office Bearers and Council Executive (Regulation)  
 Election Process for Council Office Holders and Other Key Positions (Regulation)  
 Election and Co-option to Council (Regulation)  
 Engagement of Community Members and Expert Advisors on RACS Committees and Boards (Regulation)  
 Committee of Surgical Education and Training Terms of Reference  
 Prevocational and Skills Education Committee Terms of Reference  
 Court of Examiners Terms of Reference  
 Professional Standard and Advocacy Committee Terms of Reference (Regulation)  
 RACSTA Board Terms of Reference  
 Post Fellowship Education and Training Accreditation Panel Terms of Reference

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