

## TOR-2001

# Professional Development Committee

### 1. Purpose and scope

- 1.1. This defines the terms of reference for the Professional Development Committee (PDC).
- 1.2. The PDC is a committee of the Education Committee (EC), accountable for matters concerning professional development activities and contributes to the quality education of Fellows, Trainees, Specialist International Medical Graduates (SIMGs) and other medical specialists.

### 2. Definitions

**Professional development activity** means an educational activity managed by the professional development team including but not limited to workshops, face-to-face courses, webinars and eLearning modules. A full list of activities is available on the RACS website.

**Academy** means the Academy of Surgical Educators and includes Fellows, Trainees and others who are educators at various levels who have a keen interest in facilitating learning and teaching and a commitment to surgical education.

**Surgical educator** includes Supervisors, Trainers, SIMGs Supervisors, faculty, interviewers, course directors, and instructors including both FRACS and non-FRACS educators.

**Surgical Education Activities** includes any RACS activity with a focus on training and supporting RACS surgical educators

**Mandatory Professional Development** means the activities RACS members in accordance with the Building Respect and Improving Patient Safety Action Plan have been mandated to complete. A list of mandatory activities and group(s) is available on the RACS website.

### 3. Overview

- 3.1. The PDC advises Education Committee on matters concerning professional development activities and the support and development of our surgical educators as members of the Academy of Surgical Educators. PDC is also responsible for the governance of the mandatory professional development activities.
- 3.2. In line with the RACS Diversity and Inclusion plan, RACS seeks to increase diversity on our committees. The PDC will continue to take proactive steps to achieve this.

### 4. Objectives

- 4.1. To initiate, maintain and sustain a strategic overview of all aspects of Professional Development activities and support of RACS surgical educators.
- 4.2. To ensure that professional development activities are provided in an equitable and accessible manner.

- 4.3. To promote excellence in surgery and lifelong learning through ongoing professional development activities that promote RACS competencies and performance framework.
- 4.4. To encourage innovation and scholarship in professional development to enhance the effectiveness and competence of RACS surgical educators.
- 4.5. To recognise, reward and sustain RACS surgical educators.
- 4.6. To foster links with internal groups/sections, external organisations/groups and engage their expertise to achieve the objectives of Professional Development activities.
- 4.7. To ensure that PD activities reflect the CPD needs of those involved in the RACS CPD Homes program
- 4.8. To advocate and promote the interests of the working parties associated with the Professional Development Department.

## **5. Duties and responsibilities**

- 5.1. To review the effectiveness of RACS professional development activities.
- 5.2. To advise on strategies to maximise the engagement of Fellows in professional development activities.
- 5.3. To advise the Education Committee and Council on matters concerning professional development activities
- 5.4. To liaise with key internal and external stakeholders, including Australian and Aotearoa New Zealand Committees, Specialty Societies and Associations, RACS Special interest groups and Sections, universities and other education providers concerning the strategic direction of professional development at RACS.
- 5.5. To provide governance and strategic direction for all working parties that report to it.
- 5.6. To provide strategic oversight for all aspects of the Academy of Surgical Educators.
- 5.7. To oversee the Surgical Education program of the RACS Annual Scientific Congress.
- 5.8. To address faculty issues escalated by senior RACS education staff
- 5.9. To endorse new faculty for Professional Development activities following the expression of interest process

## **6. Powers**

- 6.1. The Committee has such executive powers, supervisory functions and decision-making authority as the Education Committee and Council determines.

## **7. Composition**

- 7.1. Committee:
  - a. Chair
  - b. Deputy Chair - CPD Committee Chair or Professional Standards Committee Chair
  - c. Prevocational and Skills Education Committee (PSEC) representative

- d. Operating with Respect (OWR) faculty representative
- e. Fellowship Services Committee Chair
- f. RACS Educator
- g. Convenor(s), Surgical Education, Annual Scientific Congress
- h. Trainee representative
- i. SET Supervisor
- j. Up to 3 General Members, who may be either:
  - Academy Member with an interest in Surgical Education
  - PD course faculty member from a mandatory activity
- k. The President of RACS is an ex-officio member of the committee, with full voting rights

7.2. Members with specific skills and attributes may be co-opted by invitation to fulfill an identified need and will remain a member of the Committee until the matter is concluded.

7.3. Staff in attendance include:

- a. Head of Education Services
- b. Manager, Education Services
- c. The following staff have a standing invitation and are welcome to attend at their discretion:
  - Chief Executive Officer
  - Executive Director, Surgical Affairs, Australia
  - Surgical Advisor, Aotearoa New Zealand
- d. Other staff of RACS shall attend as requested by the Chair. The Chair may invite attendees from outside of RACS from time to time.

## 8. Tenure and methods of appointment

8.1. The Chair is elected by RACS Council and has tenure on PDC while they hold office.

8.2. General Members:

- a. General Members are appointed for a three-year term with an option to reappoint for a further two terms, to a maximum of nine years.
- b. The appointment of members is noted by Education Committee

8.3. In the instance when Committee members fail to attend two full, consecutive meetings, the Committee reserves the right to reassess their ongoing membership.

## 9. Meetings

9.1. PDC shall engage in meetings and workshops as required. At least three meetings will be held each year.

9.2. Persons deemed appropriate and necessary will be invited to attend all or part of meetings but will not have voting rights.

## 10. Quorum

10.1. A quorum shall be a majority of the Committee.

10.2. In the absence of the Chair, a RACS Councillor can assume the role of Acting Chair.

## 11. Accountability

11.1. PDC is accountable to the Education Committee.

## 12. Reporting

12.1. The Committee proceedings shall be recorded in minutes and be reported to the Education Committee.

## 13. Secretariat

13.1. The Professional Development team will provide the secretariat.

## 14. Associated documents

14.1. Regulations

a. Professional Development Fees and Refunds

14.2. Policies

a. Professional Development Activities

b. Academy of Surgical Educators recognition awards

c. Jenepher Martin Surgical Education Research Prize

14.3. Guidelines

a. Acceptable Conduct of Courses and Events guideline

## 15. Information

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