

<b>Division</b>	<b>Relationships &amp; Advocacy</b>	<b>Ref. No.</b>	<b>POL-3125</b>
<b>Department</b>	<b>Workforce Assessment</b>		
<b>Title</b>	<b>Activities Report</b>		

## 1. PURPOSE AND SCOPE

The Activities Report is a document produced annually by RACS. It is a document provided for government departments of health, related agencies and the wider community. The report details statistics on the College's key activities in surgical trainee education, assessment and the surgical workforce in Australia and New Zealand.

## 2. KEYWORDS

Activities Report, Surgical Workforce, Statistics, Trainee data, International Medical Graduate data, Workforce data

## 3. BODY OF POLICY

### 3.1. Background

The Activities Report was initially created to meet ACCC reporting requirements. RACS decided to continue the publication of this document after its decision not to seek re-authorisation by the ACCC. RACS publishes an annual Activities Report for the January-December period each year.

### 3.2. Activities Report objectives

- 3.2.1. To continue to meet the ACCC 2005 recommendation of maintaining transparency in surgical training and workforce numbers.
- 3.2.2. To provide the College, Government departments of health, related agencies and the wider community with accurate reporting data for workforce planning purposes.
- 3.2.3. To ensure RACS staff have a set of approved and accurate College data readily available in response to external enquiries for surgical workforce data.

### 3.3. Composition

The areas covered in the report include: Skills Training courses and activities, Junior Doctor (JDoc) Framework Activities, International Medical Graduate Assessment, Surgical Education and Training, Examinations, Workforce Distribution, Professional Standards and Development, RACS Global Health, Conference and Events and Victorian Skills and Education Centre.

### 3.4. Duties and Responsibilities

- 3.4.1. It is the responsibility of the managers of the departments covered in the report to provide accurate and updated data and activity summary for the reporting period 1 January – 31 December.
- 3.4.2. It is the responsibility of the Workforce Assessment Manager to collate the data and reports and to ensure that the data accurately reflects the data provided by the departments.
- 3.4.3. The College Directors and CEO review and approve the report prior to final approval by February Council (Governance & Advocacy Committee). Any

<b>Division</b>	<b>Relationships &amp; Advocacy</b>	<b>Ref. No.</b>	<b>POL-3125</b>
<b>Department</b>	<b>Workforce Assessment</b>		
<b>Title</b>	<b>Activities Report</b>		

changes to the reporting format are to be approved by the CEO and Directors group.

- 3.4.4. The Workforce Assessment Manager is responsible for formatting, publishing and distributing the report to all relevant external stakeholders by 31 March of each year.

#### **4. ASSOCIATED DOCUMENTS**

Procedure: Activities Report

**Approver** Governance & Advocacy Committee

**Authoriser** Council