

Division:	Fellowship Engagement	Ref. No.	TOR-3017
Department:	Professional Standards		
Title:	Locum Evaluation and Peer Review Committee		

1. PURPOSE AND SCOPE

This policy outlines the terms of reference for the Locum Evaluation and Peer Review Committee.

2. KEYWORDS

Locum, logbook, peer review, continuing professional development

3. BODY OF POLICY

3.1. Background

It is not always possible for Fellows who work only as locums to meet the requirements for participation in peer reviewed surgical audit. The Professional Development and Standards Board has addressed this by setting specific CPD requirements for those Fellows solely undertaking locum work and who work in hospitals where participation in local audit is not possible. These requirements are outlined in the CPD Program Aims and Requirement Policy.

The Locum Evaluation and Peer Review Committee is delegated by the Professional Development and Standards Board to act as a peer review group to assess surgical audit (logbook) records of these Fellows. The Committee shall determine the required format for logbook submissions.

3.2. Duties and Responsibilities of the Locum Evaluation and Peer Review Committee

The duties and responsibilities of the Locum Evaluation and Peer Review Committee are to:

- 3.2.1. To assess logbook records of Fellows solely undertaking locum work who perform an equivalent of 10 weeks minimum full-time work in a calendar year.
- 3.2.2. To advise Fellows the results of the review performed by the Committee.
- 3.2.3. To advise the Professional Standards Committee of the results of the review of surgical audit (logbook).

3.3. Powers

The Committee has such executive powers, supervisory functions and decision-making authority as delegated by the Professional Development and Standards Board.

3.4. Composition and Size

When the Committee meets it shall consist of two Fellows and the Executive Director for Surgical Affairs (Australia) The Fellows involved will have experience in Regional and Remote surgical practice. The Committee will be chaired by the Executive Director for Surgical Affairs (Australia).

3.5. Tenure and Method of Appointment

A minimum of four Fellows shall be recommended by the Rural Surgery Section to the Professional Development and Standards Board. At least one representative should be a New Zealand Fellow. From those Fellows eligible, the members of the Committee sitting on each occasion will be determined by the Executive Director for Surgical Affairs (Australia) to take into consideration availability and timeliness of meetings.

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Committee members shall be appointed for a three-year term with the option for an additional two terms of three years.

3.6. Meetings

The committee will hold a meeting each year to coincide with annual CPD compliance.

If additional meetings are required during the year the dates will be set in consultation with the Professional Standards Department for alignment with reporting requirements.

3.7. Accountability

The Committee is accountable to the Professional Development and Standards Board for fulfilment of the duties and responsibilities outlined in these terms of reference and for other matters as delegated.

3.8. Reporting

The proceedings of the Committee shall be recorded in minutes and a report shall be submitted to the Professional Standards Committee usually in June and October.

4. ASSOCIATED DOCUMENTS

CPD Program Aims and Requirement Policy

Procedure Locum Evaluation and Peer Review

Current version of the Continuing Professional Development Program Information Manual

Current version of the Surgical Audit and Peer Review guide and locum logbook template

Approver Professional Development and Standards Board

Authoriser Council