

TERMS OF REFERENCE

Portfolio	Fellowship Engagement	Ref. No.	TOR-3098
Department	ANZASM		
Title	Victorian Audit of Surgical Mortality (VASM) Management Committee		

1. PURPOSE AND SCOPE

This policy defines the structure and scope of the Victorian Audit of Surgical Mortality (VASM) Management Committee. As a Fellowship-based organisation, the Royal Australasian College of Surgeons (RACS) 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.

2. KEYWORDS

Victorian, Audit, Mortality, VASM, ANZASM.

3. BODY OF POLICY

In 2004 RACS Council endorsed coordinating the bi-national roll out of Audits of Surgical Mortality. To ensure appropriate governance, standardisation and consistency VASM is a component of a bi-national approach and is a member of the Australian and New Zealand Audit of Surgical Mortality (ANZASM) Committee which assists in managing and coordinating the roll-out and maintenance of the audits. Safer Care Victoria (SCV) provides funding for the VASM project and has representation on the VASM management committee.

This Management Committee will monitor the structures and processes involved in the VASM quality assurance activity.

3.1. VASM Management Committee

- Will oversee the Audit's contractual services.
- Is responsible for the endorsement of the publications of all reports generated by VASM.
- Will discuss the future direction of the project and the related requirements for such matters.
- Will determine any issues related to Qualified Privilege (QP) or Victorian Privacy Legislation.
- Will determine a response to any serious issues identified relating to inappropriate or inadequate practice and indications of major system issues as allowed by QP legislation.
- Aim for 100% participation and compliance.
- Will develop close collaboration with the Victorian Perioperative Consultative Council (VPCC).
- Will facilitate and provide oversight of the Perioperative Mortality Committee (PMC).
- Will report to ANZASM committee.
- Will review regular reports to SCV DHHS

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3.2. Membership

Members of the VASM Management Committee:

- VASM Clinical Director (Chair)
- Chair – Victorian State Committee
- Nominated Surgical Specialty Representatives – the number and specialty being determined by local conditions
- Nominated Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) representative
- Nominated Australian and New Zealand College of Anaesthetists (ANZCA) representative
- Nominated Royal Australasian College of Dental Surgeons (RACDS) representative
- Nominated Victorian Agency for Health Information (VAHI) representative
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- Nominated Australian Indigenous Doctors' Association (AIDA) representative
- Nominated Safer Care Victoria representative(s) (maximum two)
- Nominated VPCC representative(s) (maximum 2)
- Consumer representative.

In attendance - Project Staff from VASM and ANZASM (non – voting membership).

VASM project staff will provide secretarial support and services to the Committee.

3.3. Membership of the Committee

Membership of the VASM Management Committee will be for a 3-year term with a possible extension for 2 more terms (up to 9 years total). Term limits do not apply to the Clinical Director or to nominated representatives from other organisations. Expressions of interest for VASM Management Committee membership will be sought through appropriate RACS communication channels.

All nominations will be put forward to VASM Management Committee for a decision to appoint members. Additional members may be co-opted to the VASM Management Committee at the discretion of the Chair. Co-opted members will be made aware of confidentiality requirements prior to commencing participation.

3.4. Meetings

The VASM Management Committee will meet at least twice per year. Meeting dates will be determined in advance and agendas will be available at least 3 business days prior to meeting. Minutes will be available within 5 business days of meeting. Specific issues may be advised to members and decided by an electronic poll of members outside of the Management Committee meetings.

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A quorum will consist of half the number of permanent appointments plus one member. Committee decisions (either during scheduled meetings or out-of-session) will require approval by a quorum.

Members who are absent for 3 consecutive meetings may have their position reviewed to be relieved of their duties or replaced.

There is no provision for proxies should members be unable to attend the meeting unless the person is formally acting in the member's position.

4. PUBLICATIONS

All publications arising from VASM activities will be submitted to the VASM Management Committee, the ANZASM committee, the Surgical Audit Committee and the Professional Standards and Fellowship Services Committee for noting.

5. PROCEDURES

5.1. Access

RACS staff (including Fellows and Trainees) have access to this policy.

5.2. Communication

The VASM Management Committee members will be notified of any changes to this policy via mail or email.

6. ASSOCIATED DOCUMENTS

TOR-3163 Perioperative Mortality Committee Terms of Reference

Victorian Perioperative Consultative Council (VPCC) Terms of Reference (external)

Approver: Surgical Audit Committee

Authoriser: Professional Standards and Fellowship Services Committee