

Portfolio:	Fellowship Engagement	Ref. No.	TOR-3119
Department:	Research, Audit and Academic Surgery		
Title:	Academic Surgery Committee		

1. PURPOSE AND SCOPE

This policy outlines the Terms of Reference for the Academic Surgery Committee.

2. KEYWORDS

Academic, Surgery, Section, Developing a Career and Skills in Academic Surgery, Surgical Research Society, Diversity and Inclusion.

3. BODY OF POLICY

3.1. Background

A committee was established under the Section of Academic Surgery in 2002 to provide leadership, guidance and direction for the Royal Australasian College of Surgeons (RACS) activities relating to academic surgery. In 2016 the Academic Surgery Committee was formed, reporting to the Research and Academic Surgery Committee (RASC) and with a broader responsibility.

3.2. Objectives

The Academic Surgery Committee is accountable to Council through the Research and Academic Surgery Committee (RASC) and the Professional Standards and Fellowship Services Committee (PSFSC) for the fulfilment of the objectives and functions outlined below:

- 3.2.1. To collaborate with academic surgical departments in Australia and Aotearoa New Zealand.
- 3.2.2. To enhance career pathways in academic surgery and encourage younger surgeons to pursue opportunities in academic surgery through working parties, the Surgical Research Society (SRS) Research Day, the Developing a Career and Skills in Academic Surgery (DCAS) Course and participation in Clinical Trials Network Australia New Zealand (CTANZ) activities.
- 3.2.3. To advise on the content of curricula for surgery which could be used by Australian and Aotearoa New Zealand medical schools and RACS Surgical Education and Training.
- 3.2.4. To advise on professional and policy issues relating to academic surgery as well as issues of relevance to surgery in general.
- 3.2.5. To establish and maintain a register of academically active surgeons in order to support the Section of Academic Surgery activities and address workforce issues.

3.3. Duties and Responsibilities

- 3.3.1. To respond to professional issues of concern and relevance to the academic surgeon.
- 3.3.2. To develop a strategic plan for the academic component of surgical training in conjunction with the Education Board and in line with the RACS Strategic Plan.
- 3.3.3. To oversee and review investigation into current academic surgery career structures in Australia and Aotearoa New Zealand by surveying relevant people both within and external to universities in Australia and Aotearoa New Zealand, and through activities of the Clinician Researcher Committee (CRC).

Approved By:	General Manager, Research, Audit & Academic Surgery	Original Issue:	December 2016
Document Owner:	Manager, Research & Academic Surgery	Version	6
		Approval Date:	May 2023
		Review Date:	May 2026

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- 3.3.4. To monitor and address issues with respect to training and available positions within academic surgery.
- 3.3.5. To be responsible for the DCAS Course at the Annual Scientific Congress.
- 3.3.6. To contribute to the annual Surgical Research Society (SRS) of Australasia Scientific meeting.
- 3.3.7. Identify risks and advise the Risk Management and Audit Committee.
- 3.3.8. To oversee the selection of members to the Section of Academic Surgery.

Membership of the Section of Academic Surgery (SAS)

Membership of the Section is open to Fellows, Trainees and Specialist International Medical Graduates (SIMGs) on a pathway to Fellowship who have an interest in academic surgery.

The Section can also offer membership to individuals (e.g. Junior Doctors and medical students) who are external to RACS on recommendation from the Chair. Non RACS members may have to pay a membership fee but will not have voting rights and are not eligible to hold governance positions.

Applicants for SAS membership are approved at Academic Surgery Committee meetings or Academic Surgery Committee Executive meetings.

3.4. Powers

The Academic Surgery Committee has such powers, supervisory functions and decision-making authority as the Council (via PSFSC) delegates in relation to academic surgery policy issues.

3.5. Composition and Voting Rights

- 3.5.1. Committee membership with full voting rights comprises:
- Chair, Academic Surgery Committee
 - Deputy Chair, Academic Surgery Committee
 - Seven elected from the Section of Academic Surgery (SAS) representatives
 - Chair, Research and Academic Surgery Committee (RASC)
 - DCAS Organising Sub Committee representative, if not an Academic Surgery Committee member
 - Chair, Surgical Research Society, if not an Academic Surgery Committee member
 - Chair, Committee of Surgical Education and Training or nominee
 - Chair, ANZ Scholarship and Grant Committee
 - Editor-in-Chief of the Australian and New Zealand Journal of Surgery
 - Chair, November Annual Academic Conference committee, if not an Academic Surgery Committee member
 - Younger Fellow Representative
 - Royal Australasian College of Surgeons Trainee Association (RACSTA) representative
Medical Student representative.

Each position on the Academic Surgery Committee will have only 1 vote.

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3.5.2. Ex Officio members **without voting rights** comprises:

- Surgical Director, Research and Evaluation
- Clinical Director, Clinical Trials Network Australia and New Zealand (CTANZ)

3.5.3. In attendance **without voting rights**:

- General Manager, Research, Audit and Academic Surgery
- Manager, Research and Academic Surgery

3.5.4. Co-opted and invited attendance, at the discretion of the Academic Surgery Committee Chair.

(Note: co-opted and invited attendance will be for a defined period determined by the Academic Surgery Committee Chair and does not provide voting rights).

3.6. Tenure and Method of Appointment

3.6.1. Election of Chair and Deputy Chair

The Chair and Deputy Chair are elected from and by the Academic Surgery Committee membership annually.

3.6.1.1 Results from the election of Chair and Deputy Chair are ratified by the Research and Academic Surgery Committee (RASC).

3.6.2. Election of committee members

3.6.2.1 Expressions of interest (EOI) will be sought prior to the Annual Business Meeting of the Section from the membership base to fill vacancies as the result of resignation or retirement from the ASC. Expressions of Interest are open only to RACS Fellows.

3.6.2.2 If nominations exceed the number of vacancies, a formal procedure agreed by the ASC will be undertaken to elect the replacement members. Successful candidates will be announced at the Annual Business Meeting of the Section for ratification, with the Academic Surgery Committee then notified of official changes.

3.6.2.3 Elected committee members are required to represent the ASC on at least one other RACS committee and attend the majority of meetings per annum called by that RACS committee.

3.6.2.4 If the elected committee member is unable to fulfil this requirement, the committee member will vacate their position on the Academic Surgery Committee; fresh elections will be sought as per 3.6.2 via an expression of interest process.

3.6.3. Membership of the Academic Surgery Committee may be for a three-year term with the option, if the members agree, for two further periods to a maximum of nine years.

3.7. Executive Committee Composition and Voting Rights

3.7.1. The Executive Committee consists of the:

- Chair
- Deputy Chair (or member proxy),
- Chair, SRS

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- Chair, Research and Academic Surgery Committee (RASC)
- Co-Chair, DCAS
- Chair, November Annual Academic Surgery Conference Organising subcommittee
- Clinical Director, CTANZ and
- One other nominated Member of the Academic Surgery Committee.

- 3.7.2. Executive Committee Voting Rights. All executive committee members will have voting rights except for the Clinical Director CTANZ who is an Ex Officio member.
- 3.7.3. If the nominated member is unable to attend another member of the committee may be invited. The aim will be to have two elected members attend each executive meeting aside from the Chair and Deputy Chair.
- 3.7.4. The Executive Committee meets between full Committee meetings via teleconference as required and has the delegated authority to make decisions which are reported to the full Committee.
- 3.7.5. The minutes once approved by the Chair are to be circulated to the full committee.

3.8. Surgical Research Society Sub-Committee

The Surgical Research Society of Australasia was established in 1961. The main intent was to promote surgical research, especially by young surgeons. The objectives of this Sub-Committee include setting strategic goals, progressing initiatives and initiating sponsorship for the SRS.

3.8.1 Composition and Size

The SRS Sub-Committee consists of the:

- Chair, SRS Sub-Committee
- Chair, Academic Surgery Committee and
- at least two other members from the Academic Surgery Committee as appointed by the Academic Surgery Committee

3.8.2 Tenure and Method of Appointment

3.8.2.1 Appointment of SRS Chair and Deputy Chair

The Chair and Deputy Chair are appointed by the Academic Surgery Committee.

3.8.2.2 Appointment of Sub-Committee members

Each appointed member of the SRS Sub-Committee will serve a term of three years and shall be eligible for appointment of two further periods of three years to a maximum of nine years.

3.8.3 Activities of the SRS Sub-Committee

The SRS is responsible for working with the Chair of the Academic Surgery Committee to coordinate running of the SRS Annual Scientific Meeting. A booklet is published annually containing the accepted abstracts from this meeting.

SRS Sub-Committee meetings are held at least twice per year, with additional meetings called if necessary. The Sub-Committee is also responsible for seeking sponsorship for its annual meeting.

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3.9. DCAS Course Sub-Committee

The Developing a Career and skills in Academic Surgery (DCAS) Course was established in 2009. The main intent of the course is to help attendees understand the early stages of establishing a career in academic surgery and to broaden their network of experienced colleagues.

3.9.1 Composition and Size

The DCAS Course Sub-Committee consists of the:

- Two Co-Chairs, appointed by Academic Surgery Committee
- One Co-Chair, appointed by the Association of Academic Surgery (AAS)
- Member of the Academic Surgery Committee

In attendance without voting rights:

- General Manager, Research, Audit and Academic Surgery
- Manager, Research and Academic Surgery

3.9.2 Tenure and Method of Appointment

3.9.2.1 Appointment of Co-Chairs of the Section of Academic Surgery

The DCAS Co-Chairs are appointed by the Academic Surgery Committee membership annually.

3.9.2.2 Each DCAS Co-Chair serves a term of three years and has the option to serve two further periods of three years to a maximum of nine years.

3.9.3 Activities of the DCAS Sub-Committee

The DCAS Course Sub-Committee is responsible for working with RACS Conference and Events Management to coordinate running the DCAS Course. DCAS Course Sub-Committee meetings are held at least twice per year, with additional meetings called if necessary.

The Sub-Committee in consultation with the Chair and Deputy Chair Academic Surgery Committee and supported by the General Manager RAAS and Manager Research and Academic Surgery RAAS is responsible for seeking sponsorship for its annual course.

3.10. November Annual Academic Surgery Conference Organising Sub-Committee

The November Annual Academic Surgery Conference (NAASC) Organising Sub-Committee was established in 2019. The intent of the NAASC Organising Sub-Committee is to provide a one-day program for Section of Academic Surgery members as part of the November Annual Academic Surgery Conference.

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3.10.1 Composition and Size

The NAASC Organising Sub-Committee consists of the:

- Chair, NAASC Organising Sub-Committee
- Deputy Chair, NAASC Organising Sub-Committee
- Younger Fellows Representative (appointed to the Academic Surgery Committee)
- At least two other members as appointed by the Academic Surgery Committee

In attendance without voting rights:

- General Manager, Research, Audit and Academic Surgery
- Manager, Research and Academic Surgery

3.10.2 Tenure and Method of Appointment

3.10.2.1 Appointment of Chair and Deputy Chair NAASC organising committee

The Chair and Deputy Chair are appointed by the Academic Surgery Committee.

3.10.2.2 The Chair and Deputy Chair NAASC serve a term of three years and have the option to serve two further periods of three years to a maximum of nine years.

3.10.3 Activities of the NAASC Organising Sub-Committee

The NAASC Organising Sub-Committee is responsible for working with the SRS Sub-Committee and the Academic Surgery Secretariat to coordinate the November Annual Academic Surgery Conference. NAASC Organising Sub-Committee meetings are held at least twice per year, with additional meetings called if necessary.

3.10.4 Travel Support for Speakers

The NAASC does not provide travel support for surgeons invited to speak at this event.

However, under exceptional circumstances and subject to funding, an application for a return economy airfare for a non-surgeon invited speaker can be made to the executive Academic Surgery Committee for consideration.

Note-Application for travel support does not guarantee funding approval.

3.11. ASC Sub-Committees

3.9.1. Sub-Committees may be defined at the discretion of the Chair with the agreement of the Executive committee.

3.9.2. The Sub-Committee Chair will be an elected member of the ASC at the ASC Chair’s discretion.

3.9.3. Examples include a Membership Sub-Committee, Communication and Marketing Sub-Committee.

3.12. Meetings

The Committee shall have a minimum of two face-to-face meetings per year, in May during the Annual Scientific Congress and in November adjoining the November Annual Academic Surgery Conference.

3.12.1. Annual Business Meeting

An Annual Business Meeting will be held during or immediately after the Annual Scientific Congress in May.

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TERMS OF REFERENCE

ROYAL AUSTRALASIAN COLLEGE OF SURGEONS

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3.13. Quorum

A quorum shall be the majority of the voting membership of the Committee or Executive Committee.

3.14. Publications

All publications arising from the Section of Academic Surgery Sub-Committees and Working Parties will be submitted to RASC and Professional Standards and Fellowship Services (PSFS) for noting.

3.15. Accountability

The Academic Surgery Committee is accountable to Council through the RASC, and PSFS, for fulfilment of the duties and responsibilities outlined in the Terms of Reference.

3.16. Reporting Structure

The Academic Surgery Committee's proceedings will be recorded in minutes. Reports are provided to Council via RASC and PSFS.

4. ASSOCIATED DOCUMENTS

Surgical Research Society of Australasia Research Fund

Clinical Researcher Committee Terms of Reference

Developing a Career and Skills in Academic Surgery Course Management Policy

Approver Research and Academic Surgery Committee (RASC)
Authoriser Professional Standards and Fellowship Services Committee (PSFSC)

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