

Division:	Education Development & Assessment	Ref. No.	EDA-SKD-006
Department:	Skills Training		
Title:	CLEAR Committee Terms of Reference		

1. PURPOSE AND SCOPE

To provide the terms of reference for the Critical Literature Evaluation and Research (CLEAR) Committee.

The CLEAR course aims to increase surgeons' knowledge of clinical epidemiology in order to improve their critical appraisal skills and research methodology.

2. KEYWORDS

CLEAR Course, Committee, Terms of Reference

3. BODY OF POLICY

3.1. Background

The CLEAR Committee has direct responsibility for the effective organisation of the CLEAR course. This course teaches doctors of any discipline how to critically appraise surgical literature. Committee members and faculty are drawn from varied surgical and non-surgical specialties. It is now compulsory for Trainees completing General, Urology and Orthopaedic (NZ only) surgical training.

In line with the RACS Diversity & Inclusion Plan, RACS seeks to increase diversity on our committees, particularly the representation of women. RACS recognises the many benefits that diversity in composition and thought brings to a committee.

RACS has set itself targets to have women comprise at least 40% of committee membership by 2020. With this in mind, the CLEAR Committee will take proactive steps to reach this target.

3.2. Objectives

- 3.2.1. To oversee the implementation of the CLEAR course program throughout Australia and New Zealand.
- 3.2.2. To oversee the continued development of the CLEAR course program throughout Australia and New Zealand as required.
- 3.2.3. To oversee the review of curriculum and materials necessary to the CLEAR course program.

3.3. Duties and Responsibilities

- 3.3.1. To develop strategies for the delivery of CLEAR course.
- 3.3.2. To maintain an annual CLEAR training course program.
- 3.3.3. To promote the CLEAR course.
- 3.3.4. To review and develop the CLEAR course curriculum to ensure relevance to Australia and New Zealand surgical needs.
- 3.3.5. To develop and initiate strategies to encourage Collegiate faculty support for the CLEAR Program.
- 3.3.6. To report to the Prevocational and Skills Education Committee (PSEC) in matters relating to CLEAR.

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3.4. Powers

The Committee has such executive powers, supervisory functions and decision-making authority as PSEC delegates in relation to the course

3.5. Composition

3.5.1. Committee

The Committee comprises:

- a. Chair
- b. Deputy Chair
- c. Committee Members
- d. Immediate past chair

In Attendance

- e. Administrative Officer, Skills Training Department
- f. Manager, Skills Training Department
- g. Co-opted Members
- h. Clinical Epidemiologist

3.5.2. Executive

The Executive comprises

- a. Chair
- b. Deputy Chair
- c. Committee member

In attendance:

- d. Skills Training Staff

3.6. Terms of Office and Method of Appointment

3.6.1. Committee members:

- a. Are elected for a three-year term with the option of an additional two terms (maximum 9 years)
- b. May nominate a new member to fill their vacant role when resigning their post
- c. Will be elected by the current Committee members and approved by PSEC.

3.6.2. The CLEAR chair:

- a. Is elected by the CLEAR Committee members for a two-year term with the option to stand for further terms in accordance with 3.6.1.a
- b. Is a current member of the CLEAR Committee and is elected by Committee members and approved by PSEC
- c. Will serve on the Committee for at least one year after relinquishing this position in accordance with 3.6.1.a
- d. Is usually a Fellow of the College. Education Board approval is required for the appointment of a non-Fellow as chairperson

3.6.3. The Deputy Chair:

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- a. Is appointed a two year term with the option to stand for a maximum of three terms, in accordance with 3.6.1.a
- b. Is a current member of the CLEAR Committee, to be elected by Committee members and approved by the PSEC.
- c. Will fulfil the duties of the Chairperson in their absence or at their request

3.7. Meetings

- 3.7.1. The CLEAR committee will engage in meetings, teleconferences and workshops as required, ensuring the appropriate ongoing management of the CLEAR program. Normally, one face-to-face meeting is held each year however, when curriculum reviews occur, two face-to-face meetings are scheduled
- 3.7.2. Persons deemed appropriate and necessary will be invited to attend all or part of meetings/teleconferences but will not have any voting rights
- 3.7.3. A quorum is a majority of the Committee.

3.8. Accountability

The CLEAR Committee is accountable to the Education Board through the PSEC.

3.9. Reporting

The Committee's meetings will be recorded in minutes.

4. ASSOCIATED DOCUMENTS

EDA-SKD-025-CLEAR Course Conduct

Approver Education Board
Authoriser Council

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