

Division:	Education Development & Assessment	Ref. No.	EDA-SKD-020
Department:	Skills Training		
Title:	ASSET Committee Terms of Reference		

1. PURPOSE AND SCOPE

To provide the Terms of Reference for members of the Australian and New Zealand Surgical Skills Education and Training (ASSET) Committee.

2. KEYWORDS

ASSET, Terms of Reference, Skills Training, Committee

3. BODY OF POLICY

3.1. Background

The ASSET Committee is a subcommittee of the Prevocational Skills Education Committee (PSEC). It has direct responsibility for the effective organisation of the ASSET course, which provides an educational package of agreed generic surgical skills required by surgical Trainees in the Australian and New Zealand context. Committee members and faculty are drawn from the Fellowship of the Royal Australasian College of Surgeons (RACS). It is a compulsory component of the Surgical Education and Training (SET) program for all specialties, except Neurosurgery.

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

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

3.2. Objectives

- 3.2.1. To oversee the conduct of the ASSET program throughout Australia and New Zealand.
- 3.2.2. To govern and oversee the review of curriculum and materials necessary for the ASSET course program.

3.3. Duties and Responsibilities

- 3.3.1. Develop strategies for the annual delivery of the ASSET course to all SET trainees
- 3.3.2. Review and develop the ASSET course curriculum ensuring delivery of 'best practice' of surgical skills and fulfilling the requirements of SET
- 3.3.3. Ensure currency and relevance of course content being delivered and equipment/models being used
- 3.3.4. Ensure the best educational experience for Trainees and course participants
- 3.3.5. Encourage and promote safe surgical techniques among Trainees and course participants
- 3.3.6. Promote the ASSET program to the wider surgical community
- 3.3.7. To recruit, train and maintain course faculty from amongst RACS Fellows.
- 3.3.8. Update the PSEC on issues relevant to the ASSET program as per the provided schedule

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3.4. Powers

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

3.5. Composition

Members of the ASSET Committee are drawn from ASSET faculty.

3.5.1. Committee Representation

- a. Across the committee roles there must be representation from the range of major specialties involved with ASSET.
- b. Representation reflects broad regional composition of delivery of the course program throughout Australia and New Zealand

3.5.2. Members

The Committee consists of 10 to 12 members including:

- a. Chair
- b. Deputy Chair
- c. Members (10)

3.5.3. In attendance

Staff with a permanent invitation to attend:

- a. Manager, Skills Training Department
- b. Program Administrator, Skills Training Department
- c. College Technician (as required)
- d. Skills Training Educator (as required)
- e. Dean of Education

3.5.4. Executive

- a. Chair
- b. Three members

In attendance:

- a. Manager, Skills Training Department
- b. Program Administrator, Skills Training Department

3.6. Terms of Office and Method of Appointment

The maximum consecutive period of service for any member of the Committee is nine years.

3.6.1. Chair

- a. Is elected for a two-year term with the option to stand for a maximum of three terms.
- b. Is a current member of the ASSET Committee, elected by committee members and appointment noted by PSEC
- c. Is a committee representative on PSEC.

3.6.2. Deputy Chair

- a. Is elected for two-year term with the option to stand for a maximum of three terms

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- b. Is a current member of the ASSET Committee, elected by committee members.
- c. The Deputy Chair will fulfil the duties of the Chair in their absence or at their request.

3.6.3. Committee member

- a. Members are appointed for a three-year term with the option of an additional two terms
- b. Outgoing members may nominate a new member to fill the vacant role.
- c. New members are elected by current committee members.
- d. At the discretion of the committee, members may be required to justify their continued membership if they fail to attend, in full, two consecutive face-to-face meetings.

3.7. Meetings

- 3.7.1. The ASSET Committee shall engage in meetings, teleconferences and workshops, as required, ensuring the appropriate ongoing management of the ASSET course program. The committee will convene for a minimum of one face-to-face meeting annually.
- 3.7.2. Persons deemed appropriate and necessary will be invited to attend all or part of a meeting, but will not have any voting rights.
- 3.7.3. A quorum is the majority of the committee, or in the case of the Executive, the Chair and two members.

3.8. Accountability

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

3.9. Reporting

The Committee's meetings are recorded in minutes.

4. ASSOCIATED DOCUMENTS

Policies

EDA-SKD-021 ASSET Course Description

Approver Education Board
Authoriser Council

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