

Portfolio:	Education	Ref. No.	ETA-TRP-017
Department:	Training Services		
Title:	Post Fellowship Education and Training Accreditation Panel Terms of Reference		

1. Purpose

- 1.1. The Post Fellowship Education and Training (PFET) accreditation panels support the ongoing education and training of Fellows by assessing proposed PFET programs and recommending accreditation approval to the Education Board.
- 1.2. A PFET accreditation panel may also be formed to provide guidance on strategic matters relevant to PFET if required.

2. Definitions

- 2.1. **Specialty** means a surgical specialty in which RACS awards Fellowship.
- 2.2. **Specialty Society/Association** means any society or association of surgeons who practice in one of the surgical specialities in which RACS awards Fellowship, and whose relationship with RACS is recognised via a Memorandum of Understanding and/or Service Agreement.

3. Duties and responsibilities

- 3.1. PFET accreditation panel members will:
 - a. attend convened panel meetings when required;
 - b. actively participate in the assessment of PFET accreditation and reaccreditation applications, including any additional presentations or submissions needed to support an application; and
 - c. make recommendations to the Education Board.

4. Accountability

The PFET accreditation panel is responsible to the Education Board when evaluating proposed PFET programs.

5. Membership

- 5.1. The PFET accreditation panel will be convened comprising a selection of members relevant to the PFET program under assessment and will include:
 - a. Chair;
 - b. A minimum of one (1) and no more than two (2) Fellows representing the specialty society/association sponsoring the PFET program under assessment; and
 - c. Executive General Manager, Education.
- 5.2. Subject to Education Board approval, the PFET accreditation panel may co-opt other Fellows or subject matter experts as required.
- 5.3. The PFET accreditation panel may invite the PFET program proposer to present during an assessment meeting, provided they are not present during the panel's deliberations.

6. Method of appointment

- 6.1. The Chair is a RACS Councillor appointed by the Education Board and shall serve for a term of three (3) years. The Chair may be reappointed for a maximum of three (3) terms.
- 6.2. For the duration of the appointment, the Chair is a member of the Education Board and represents the PFET accreditation panel.

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- 6.3. Fellow representatives on the PFET accreditation panel are nominated by the President of the relevant sponsoring specialty society/association. The nominated representative
- is an active Fellow of RACS;
 - must not be the proposer of a program under assessment;
 - must not have a financial or personal interest in a PFET program under assessment;
 - is appointed for the duration of an active assessment;
 - is available to attend meetings during the assessment period; and
 - may be reappointed for subsequent assessment panels.

7. Recommendations

The PFET accreditation panel must reach majority agreement before making any recommendation to the Education Board.

8. Associated documents

Regulation | Approval of Post Fellowship Training Programs

Approver Education Board
Authoriser Council

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