

*To serve the community by fostering safety and quality patient care in anaesthesia, perioperative medicine and pain medicine*



**ANZCA Education Executive  
Management Committee (EEMC)  
Terms of Reference**

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## **PURPOSE**

The Education Executive Management Committee (EEMC) reports to ANZCA Council and oversees, guides and reports on ANZCA education activities and the operations of the Education Development and Evaluation Committee (EDEC), Training Accreditation Committee (TAC) and Specialist International Medical Graduate (SIMG) Committee to ensure implementation of the education initiatives of the College strategic plan and annual business plans.

## **SCOPE**

For the purposes of these terms of reference, education activities include education, training, assessment and accreditation in the FANZCA training program and other special programs including: the Specialist International Medical Graduates assessment process; and the ANZCA Diploma of Advanced Diving and Hyperbaric Medicine.

Specialist training in Pain Medicine by the ANZCA Faculty of Pain Medicine and FANZCA Continuing Professional Development are outside the scope of EEMC, except with respect to teaching and learning resources, tools and educational content that may be shared across ANZCA in support of lifelong learning in anaesthesia, perioperative medicine and pain medicine

## **TERMS OF REFERENCE**

The EEMC roles are to:

1. Develop strategy and principles for ANZCA education, training, assessment and accreditation for approval by ANZCA Council.
2. Drive, implement and evaluate approved ANZCA strategies relating to education, training, assessment and accreditation.
3. Oversee the development, approval, improvement and operation of ANZCA curricula, handbooks, approved courses (e.g. ANZCA Effective Management of Anaesthetic Crises - EMAC) and, in accordance with relevant delegations, the following ANZCA Regulations:
  - Regulation 23 - Recognition as a specialist in anaesthesia or pain medicine; and admission to Fellowship by assessment for Specialist International Medical Graduates (SIMGs)
  - Regulation 36 - Diploma of Advanced Diving and Hyperbaric Medicine
  - Regulation 37 - Training in anaesthesia leading to FANZCA, and accreditation of facilities to deliver this curriculum
  - Regulation 38 - Training in Anaesthesia in Affiliated Training Regions Leading to FANZCA, as from the Start of the 2013 Hospital Employment Year, and Accreditation of Facilities to Deliver this Curriculum

Changes to the curriculum, handbook and regulations must be within the education strategy accepted by Council.

4. Oversee the use of quality improvement frameworks and monitoring and evaluation tools, processes and plans by education committees, subcommittees, project groups and networks.
5. Receive reports from education committees, subcommittees, project groups and networks regarding their monitoring, evaluation and quality improvement activities, planning strategically and acting in response to the findings of these reports.
6. Report significant evaluation outcomes to the Australian Medical Council and Medical Council of New Zealand.
7. Provide guidance and set expectations to ensure committees, sub-committees, networks, working groups and project groups:
  - a. deliver objectives that are aligned to ANZCA strategic plan and annual business plans
  - b. comply with regulations, policies and processes (e.g. the TPR process and conduct of examinations)
  - c. ensure effective engagement with ANZCA fellows, SIMGs, trainees, ANZCA staff and other relevant stakeholders
  - d. work collaboratively, efficiently and effectively
  - e. advance education, training, assessment and accreditation to meet AMC/MCNZ standards, conditions and recommendations
  - f. consider the welfare of trainees, fellows and SIMGs.
8. Approve the membership of the EDEC, and SIMG Committee (noting the chairs are approved by ANZCA Council).
9. Approve the terms of reference and membership, including chairs, of committees, sub-committees, working groups and project groups.
10. Govern the Australian Department of Health specialist training program activities of the College, supported locally by the Australian regional committees and administered by the Safety and Advocacy Unit.
11. Govern activities of the Education Unit to ensure planning and delivery of activities in line with the ANZCA business planning and budget cycle.
12. Liaise with other Colleges, prevocational medical councils and postgraduate medical education providers, including but not limited to the Tri-nation Alliance, Committee of Presidents of Medical Colleges, Confederation of Postgraduate Medical Councils and Medical Deans of Australia and New Zealand.
13. Liaise with the ANZCA International Liaison Group regarding the development and implementation of international initiatives and strategies in relation to ANZCA education, training, assessment and accreditation.

The following are delegated roles from the ANZCA Council:

1. Approval of changes to the following ANZCA Regulations:
  - Regulation 23 - Recognition as a specialist in anaesthesia or pain medicine; and admission to Fellowship by assessment for Specialist International Medical Graduates (SIMGs)
  - Regulation 36 - Diploma of Advanced Diving and Hyperbaric Medicine
  - Regulation 37 - Training in anaesthesia leading to FANZCA, and accreditation of facilities to deliver this curriculum
  - Regulation 38 - Training in Anaesthesia in Affiliated Training Regions Leading to FANZCA, as from the Start of the 2013 Hospital Employment Year, and Accreditation of Facilities to Deliver this Curriculum

Changes to the regulations must be within the education strategy accepted by Council. Regulation 36, 37 and 38 changes require DPA assessor input prior to EEMC approval and are to be notified to Council. Regulation 23 changes require input from the Director of Professional Affairs - International Medical Graduate Specialists prior to EEMC approval and are to be notified to Council.

2. Approve membership of the EDEC and SIMG Committee, noting that the chairs are appointed by ANZCA Council and that the chair and membership of TAC is approved by the Council.
3. Approve membership, including chairs, of all education related sub-committees, working groups and project groups.
4. Oversee and manage the delivery of all education activities and projects approved by ANZCA Council within a calendar year.
5. Approve decisions about trainee performance reviews (TPRs), as referred by the TPR sub-committee, except for those requiring removal of a trainee from the training program in which case the recommendation must be referred to Council (the EEMC may refer any TPR decision to ANZCA Council and should refer any case where it overturns the decisions of the TPR subcommittee).
6. Approve decisions about accreditation on recommendation from TAC, apart from those requiring removal of accreditation, in which case the recommendation must be referred to ANZCA Council (the EEMC should also refer to Council for noting any case where it overturns a decision of the TAC).
7. Approve policy changes that affect the SIMG assessment process.
8. Approve new Training Accreditation Committee policies regarding accreditation of approved training sites.
9. Approve recipients of established educational awards (e.g. Dr Ray Hader Award for Pastoral Care).
10. Approve changes to regulation 36 that are within the education strategy accepted by Council and that do not have a significant impact outside the ANZCA Diploma of Advanced Diving and Hyperbaric Medicine curriculum. Changes require DPA assessor input prior to EEMC approval and are to be notified to Council.

The role of the EEMC does NOT include:

1. Approval of its own membership and the Training Accreditation Committee (TAC), which is the role of ANZCA Council.
2. Making decisions relating to changes to the strategic direction of the College with regard to education, training, assessment and accreditation. Decisions that are outside the education strategy accepted by Council and/or where an impact analysis identifies significant impact outside the ANZCA curriculum, will be recommended to Council by EEMC, following consultation with affected committees and units.
3. Removal of trainees from the training program as a result of a TPR process, which is the role of ANZCA Council on recommendation from the TPR subcommittee and EEMC.
4. Removal of accreditation from an approved training site, which is the role of ANZCA Council on recommendation from the TAC and the EEMC.
5. Approving changes in policy for established educational awards (e.g. Dr Ray Hader Award for Pastoral Care) which is the role of the Council on recommendation from the EEMC.

The key groups with which the EEMC coordinates and communicates are:

- ANZCA Council (governance)
- Education Development and Evaluation Committee (EDEC) (oversight)
- Training Accreditation Committee (TAC) (oversight)
- Specialist International Medical Graduate (SIMG) Committee (oversight)
- Trainee Performance Review (TPR) Subcommittee (oversight)
- Professional Affairs Executive Committee (PAEC) (information sharing)
- Faculty of Pain Medicine education committees (information sharing)
- Continuing Professional Development (CPD) Committee (information sharing)
- ANZCA International Liaison Group (ILG) (information sharing)
- Education networks
- ANZCA Special Interest Groups
- Education Unit
- Safety & Advocacy Unit.

## **MEMBERSHIP**

1. The membership of the EEMC is defined in ANZCA Regulation 2.
2. Appointment of members will be made in each odd numbered year, for a two year period.
3. All members of the Education Executive Management Committee are voting members.

## **MEETINGS**

The timing of EEMC meetings will be three times face-to-face per year, aligned with Council meetings, and up to three times by teleconferences or webinars.

A quorum for a meeting will be a majority of voting members, noting that for groups with an even number of members this is half plus one. If at any time the number of members is less than a quorum, the EEMC may meet for discussion purposes only.

Questions arising at a meeting of the EEMC (either in person, by teleconference or webinar) are decided by a majority of votes of voting members present, with abstentions not being counted in the total number of votes. The chair has a casting vote in addition to a deliberative vote where there is an equality of votes. For an electronic vote, questions are decided in the affirmative if at least 75% of all voting members (other than any member on a leave of absence or any member abstaining in writing) vote in favour.

The discussions of each ANZCA committee, sub-committee and project groups are confidential to its members.

Conflicts of interest will be managed in accordance with the ANZCA Conflict of Interest Policy.

The members of the EEMC will undertake their work in accordance with relevant ANZCA policies. Bullying, discrimination and harassment will be managed, as relevant, in accordance with the ANZCA Policy on Bullying, Discrimination and Harassment for Fellows and Trainees Acting on behalf of the College or undertaking College functions (available at [www.anzca.edu.au/resources/corporate-policies](http://www.anzca.edu.au/resources/corporate-policies)), and staff policies (available by contacting the CEO at [ceo@anzca.edu.au](mailto:ceo@anzca.edu.au)).

## **REPORTING**

Meetings will be minuted with the minutes distributed to members and to ANZCA Council. Reports from the EEMC will be communicated to all educational committees, subcommittees, working groups and project groups to ensure effective communication. Reports will also be provided to PAEC and the CPD Committee. Decisions made electronically will be recorded in the minutes of the next EEMC meeting.

## **ADMINISTRATIVE SUPPORT**

Administrative support for the EEMC will be provided from the Education Unit.

## FINANCIAL REPORTING AND PLANNING

1. Each ANZCA committee and sub-committee will have 'financial report' as a standing agenda item and will receive regular financial reports from the relevant staff member.
2. The roles of the committee include:
  - a. Development of an annual activity plan and report
  - b. Support of the ANZCA management in decision making, in order to ensure the best possible financial outcome.
3. The roles of the committee do not include the day-to-day financial management of the College (which is the role of ANZCA management).

## CHANGE CONTROL REGISTER

Version	Authors	Reviewed by	Approved by	Changes
1	G Goulding	L Roberts	Council- July 2013 teleconference	New TOR following the 2012-2013 Education governance review
1 (amended)	G Goulding		Council – August 2013	Amendment to membership
2	P Roessler		Council e-vote 23 October 2013	Decrease number of face-to-face meetings from 3 to 2 in a year
2 (amended)	L Roberts	Council	Council – February 2014	Amendment to standard wording of ANZCA policies
2 (amended)	L Roberts	CEO Executive	Council April 2014	Revision and amended definition of quorum and financial reporting.
2 (amended)	O Jones	ETAEC	Council	Define ETAMC/ETADC roles. Align with budget. Include relationship with TAC and role in TPR processes and accreditation Clarify delegations – appointments, TPR and accreditation decisions
3	ETAEC	Executive May 2014	Council July 2014	Scheduled review
3 (amended)	Committee Review Working Group	I Graham	Council e-vote 4 Dec 2014	Change in reporting lines due to committee review and restructure: Includes relationship with IMGS Committee, PAEC and CPD Committee
3 (amended)	L Roberts	Executive Committee	Council April 2015	Amendment to “membership”
3 (amended)	I Graham	L Roberts	Council Nov 2015	Amendment to reporting lines for ETASC
4	P Stephenson	I Graham	Council July 2016	Amendments regarding delegated authority to ETAEC from council to amend regulations 38 and 28 under specific circumstances
5	O Jones	ETAEC	Council Feb 2017	Amendment regarding the disbandment of ETASC
5 (amended)	O Jones	ETAEC	Council Feb 2017	Amendments regarding delegated authority to ETAEC from Council to amend regulations and training program documentation associated with new Diploma of Advanced DHM
6	I Graham, O Jones, P Stephenson	ETAEC		Disbanding of ETAMC. Renaming and further revision of relationship to EDEC.

Version	Authors	Reviewed by	Approved by	Changes
				Incorporation of ANZCA International Liaison Group.
7	I Graham, O Jones	ETAEC	Council Nov 2017	Review of Education Committees. Renaming of committee and revision to scope, purpose and reporting lines.
8	O Jones	EEMC	Council Nov 2018	Inclusion of governance of the Department of Health specialist training program and inclusion of SIMGs.

Date of next review	2019
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