



ANZCA Professional Affairs Executive Committee

Terms of Reference

Version No: 5

Date of issue: 19 June 2020

Purpose

The Professional Affairs Executive Committee (PAEC) reports to ANZCA Council and its membership is reflective of our fellows' practice diversity in Australia and New Zealand. Members represent public and private practitioners, as well as those working in urban, regional, rural and remote areas, and in pain medicine. The role of community representative is an important contributor to PAEC providing a patient, carer and consumer perspective but also an external lens and "sense check" for the business of the committee.

PAEC works on initiatives that give a voice to the fellowship and encourage collaboration and connection between college committees and all functions of the college, through the open exchange of ideas, the support for and engagement with strategic projects (equity, environmental sustainability and doctors health and wellbeing) and the sharing of information to continually enhance the delivery of services to fellows, trainees and specialist international medical graduates.

As an executive committee, PAEC has a role in decision making, setting direction and delivery on the strategic priorities of the college as outlined in the [Strategic Plan 2018-2022](#).

Terms of reference

The PAEC roles are to provide oversight on strategic issues and policy direction related to:

1. Fellowship
 - 1.1 Communication to and with the fellowship;
 - 1.2 Engage with fellows on college and professional matters;
 - 1.3 Advise on Continuing Professional Development standard and program structure as well as significant CPD issues in Australia and New Zealand;
 - 1.4 Matters of social issues that impact health – equity, environment, doctors health and wellbeing (principles statement)
2. Policy and advocacy
 - 2.1 Advise on anaesthesia and pain medicine workforce issues, inclusive of impact of

change and future planning;

2.2 Develop and promulgate professional standards and ethical behaviour;

2.3 Advise on submissions to governments, health authorities and other external bodies.

2.4 Support international relations through collaboration with International Liaison Committee (ILC).

3. Community development

3.1 Promote engagement with the community;

3.2 Provide oversight for global development activities;

3.3 Provide oversight for indigenous health activities.

The roles of the PAEC do NOT include:

1. Where Council has retained powers for its own decision-making under Regulation 2;
2. Management of issues relating to membership and fellows subscriptions (which is the role of the honorary treasurer, the finance unit and the Council);
3. Issues relating to fellows performance and disciplinary matters (which is the role of the CEO and the Executive Committee);
4. Support for fellows in ANZCA supervisory roles (which is the role of the Education Unit and the educational governance committees);
5. The CPD audit and compliance program (which is the role of the CPD Committee);
6. Decisions regarding the ASM other than the approval of the ANZCA ASM visitor and the Australasian visitor.

The following are delegated roles from Council:

1. Oversight and implementation of Council approved initiatives in fellowship engagement, policy and advocacy, and community development.
2. Appointment of members of the committees that report to it (noting that the chairs are appointed by Council).
3. For the following steps of the professional document development (and review) process for those documents related to professional issues, in accordance with A01:
 - a) Initiation of review of existing professional documents in consultation with the DPA (Professional Documents).
 - b) Establishment of a document development group (DDG) and approval of the terms of reference for an expert group (if establishment of the latter group is considered necessary by the document development group).
 - c) Approval of draft professional documents, prior to consultation internally with the ANZCA community, and also with key stakeholders where relevant.
 - d) Approval of final drafts of revised existing professional documents with minor changes for 12 month piloting.

The following require approval of Council:

1. Appointment of PAEC chair and members;
2. Changes in policy relating to fellows;
3. Changes to the committee structure;
4. Approval of ASM sites deemed to be of potentially higher risk to the college (e.g. those held outside Australia and New Zealand; joint meetings with other organisations).

The important groups for coordination/communication for the Professional Affairs Executive Committee are:

1. ANZCA Council (governance)
2. ANZCA Executive Committee
3. FPM Board
4. The ASM and Events Planning Committee
5. The Fellowship Affairs Unit (via the Executive Director, Fellowship Affairs)
6. Policy and Communications Unit (Via the Executive Directors, Policy and Communications)
7. Other senior staff as relevant for particular projects
8. The CPD Committee
9. The Research Committee
10. ANZCA Clinical Trials Network Executive
11. The Indigenous Health Committee
12. The Global Development Committee
13. The Essential Pain Management subcommittee
14. Regional and national committees
15. International Liaison Committee

MEMBERSHIP

The membership of the PAEC is defined in ANZCA Regulation 2 with the addition of a community representative.

Executive Directors / General Managers who are not members of the committee may attend meetings as required as non-voting attendees.

MEETINGS

The PAEC will have three face-to-face meetings per year and meet by teleconference as required. Quorum and decision-making are defined in Regulation 2.4.

The discussions of the PAEC are confidential to its members. Conflicts of interest will be managed in accordance with the ANZCA conflict of interest policy.

The members of the PAEC 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 on [Networks](#) and staff policies (available by contacting the CEO at ceo@anzca.edu.au).

REPORTING

Meetings will be minuted with the minutes being forwarded to Council. Decisions made electronically will be recorded in the minutes of the next the PAEC meeting.

The PAEC receives reports from the:

1. CPD Committee
2. Safety & Advocacy update
 - Global Development Committee update
 - Indigenous Health Committee update
 - Professional document overview and status list
3. Fellowship Affairs
 - ASM update
 - Knowledge resources update
 - Membership services update
4. Working groups convened by PAEC
5. POM Steering Committee minutes
6. Deans report
7. Presidents communique

ADMINISTRATIVE SUPPORT

Administrative support for the PAEC will be from the Fellowship Affairs Unit.

FINANCIAL REPORTING AND PLANNING

1. The roles of the committee include:
 - a. developing an annual activity plan and report
 - b. supporting ANZCA management in decision making, in order to ensure the best possible financial outcome.

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	Author	Reviewed by	Approved by	Changes
1	Review of Committees Working Group	Review of Committees Working Group	Council e-vote 12 Dec 2014	Creation
1 (amended)	L Roberts	Executive 2016	Council April 2015	Amendment to "membership"
1 (amended)	D A Scott	Council	Council April 2016	Clarification of delegated responsibilities regarding professional documents.
2	J Illott	Council		Removal of Safety and Quality Committee as a PAEC subcommittee.
3	Jan Sharrock	PAEC	PAEC February 2017 Council February 2017	Amendment Regulation 2.
4	Jan Sharrock	Council	Council February 2019	Policy, Safety and Quality team and the Communications team merged to form the Safety and Advocacy Unit
5	Jan Sharrock	PAEC	Council September 2020	ANZCA letterhead, Report received from PAEC, consumer representative included and name change for Global Development Committee

Date of next review	2021
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