

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



**ANZCA e-Learning
Working Group (ELWG)
Terms of Reference**

Version No: 2

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PURPOSE

The e-Learning Working Group (ELWG) is reconstituted from the Distance Education Working Group (DEWG) (disbanded 2011) and reports to the Education and Training Committee (ETC). It has a fixed life of two years. These TOR have been shaped to support the planned developments of the College in e-Learning to build on the success of the podcast and webinar series. At a critical time of change, the ELWG will formulate a plan for the College to ensure the portfolio of e-Learning resources available suits the needs of ANZCA Trainees, Fellows and International Medical Graduates Specialists (IMGS). The ELWG will ensure that quality assurance and control processes are in place to review existing content and to successfully manage the development and implementation of new e-Learning programme such as the online teacher training course.

TERMS OF REFERENCE

The ELWG will:

1. Coordinate and oversee the commissioning process and production of College e-Learning resources.
2. Research and review e-Learning materials to ensure activity in developing e-Learning is coordinated.

The roles and principles of the group are to:

1. Set the agenda, timeline and overall framework for the development of e-Learning
2. To conduct needs analyses through consultation with ANZCA Trainees, Fellows and International Medical Graduates
3. Provide guidance on the direction of the e-Learning development process.
4. Provide guidance on the direction of a robust e-Learning review process.
5. Provide guidance on the methodological approaches to be utilized for all projects.
6. Advise on methods to access key groups for participation in the development and review process.
7. Provide expertise on both the practice and education and training in anaesthesia, as required.
8. Provide general guidance in selecting and implementing e-Learning to all Trainees, Fellows and International Medical Graduate Specialists.
9. Provide general guidance in selecting and implementing e-Learning to all College committees and subcommittees.
10. Convene and oversee specialist project groups to assist with the research, development and management of specific e-Learning projects with the EDU team.

The roles of the ELWG do NOT include:

1. Accrediting non-ANZCA e-Learning resources (although the selection and review of resources as 'suitable' for anaesthesia trainees, Fellows and IMGS will be required of the ELWG).
2. Representation of any specific anaesthetic specialty/interest content.

The principles of the ELWG are:

1. That the ELWG should be of a workable size.
2. That the ELWG will meet primarily via teleconference/webinar.
3. That the ELWG should oversee the project work of the College by acting as an advocate for the development of e-Learning project work, and the recruitment of keen Fellows, Trainees and International Medical Graduates keen to contribute to e-Learning development
4. That the members will not be representing any individual specialty expertise area, as specialty content expertise will be sought at a key stage of specific projects.
5. That the ELWG will be formed of members covering various aspects of experience with the FANZCA curriculum and CPD programme.
6. That the ELWG will contain members covering various stakeholder perspectives.
7. That the ELWG will be committed to managing the ongoing quality assurance of e-Learning both following the initial development of e-Learning and following the assigned lifespan for e-Learning resources.

The professional responsibilities of the ELWG are to:

1. Provide an interactive portfolio of e-Learning resources for all trainee anaesthetists, ANZCA Fellows and International Medical Graduates
2. Develop e-Learning content which is mapped to the College curriculum
3. Deliver e-Learning using self-directed web-based resources, real-time web conferencing and suitable technology to allow learners to access to a variety of high quality, interactive activities in order to benefit from specific clinical and professional learning experiences.
4. Develop and implement standardized procedures and processes to ensure that the research, development and evaluation of e-Learning materials is quality assured
5. Ensure that the opinions and experiences of a range of medical practitioners at various stages within the profession are canvassed for the comprehensive research, development and evaluation of e-Learning
6. Advise College committees and subcommittees investigating the implementation of e-Learning resources and e-Learning support tools for the effective delivery of teaching and training.

The following require approval of ETC:

1. Appointment of WG members.

The important groups/roles for coordination/communication for the ELWG are:

1. Council (governance)
2. Education and Training Committee (reporting via the General Manager- Education Development).
3. Curriculum Review Steering Group
4. Curriculum Project Advisory Group
5. Examinations Committee
6. Workplace-based Assessments Committee
7. Fellowship Affairs Committee
8. IMGS Committee

MEMBERSHIP

The membership has been drawn to ensure continuity from the DEWG, appropriate reporting to the ETC and to ensure representation from key stakeholders; notably trainees, Fellows, Primary and Final Examination Sub-Committee leads and the Rural Special Interest Group network.

The membership of the ELWG is:

1. Mr. Mark Robertson, ANZCA e-Learning Manager (Chair)
2. Mr Olly Jones, ANZCA General Manager Education Development (Education and Training Committee representative)
3. Professor Guy Ludbrook, Fellow representative, SA
4. Dr Tracey Tay, Fellow representative, NSW
5. Dr Sheila Barnett, ATY trainee representative, NZ
6. Dr. Katherine Wills, rural trainee representative, NZ
7. Dr. Shaun O'Brien, BTY trainee representative, TAS
8. Dr. Lucy Carter, BTY trainee representative, TAS
9. TBC, Primary Examination Subcommittee representative
10. Dr. Kerry Gunn, Final Examination Subcommittee representative
11. Dr. Kerstin Wyssusek, International Medical Graduate Specialist representative
12. Ms Susan Batur, ANZCA staff, Project Officer, Education Development Unit
13. Ms Laura Foley, ANZCA staff, Librarian
14. Mr Colin Lynas, ANZCA staff, Web Master, IT Unit.

MEETINGS

The ELWG will meet quarterly. The majority of meeting will take place online using web conferencing technology. At least one face to face meeting will take place each at ANZCA head office

A quorum for a meeting will be a majority of voting members. If at any time the number of members is less than a quorum, the ELWG may meet only for discussion purposes.

Questions arising at a meeting of the ELWG (either in person, by teleconference or webinar) are decided by a majority of votes of voting members present and voting, 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.

REPORTING

Actions and project updates will be reported and summarised for ETC. Decisions made electronically will be recorded in the summaries of the subsequent ELWG meeting.

ADMINISTRATIVE SUPPORT

Administrative support for the ELWG will be from the Education Development Unit.

CHANGE CONTROL REGISTER

Version	Author	Reviewed by	Approved by	Changes
1	O Jones, M Robertson, S Batur	ETC	Council	Creation