

# **Australian and New Zealand College of Anaesthetists COMMUNITY REPRESENTATION POLICY**

## **1. PURPOSE**

This policy outlines the College's commitment and expectations in regard to community representation.

## **2. INTRODUCTION**

The Australian and New Zealand College of Anaesthetists (the College) is the professional medical body in Australia and New Zealand that conducts the education, training, and continuing professional development of anaesthetists and pain medicine specialists. The College strives to serve the community by fostering safety and high quality patient care in anaesthesia, perioperative medicine and pain medicine. As a result, Australia and New Zealand have one of the best patient safety records in the world - a factor that contributes to the high level of health outcomes enjoyed by most. The College, however, recognises the need to improve the health system to ensure greater access and equity for all. The engagement of community representatives is a valued means of supporting transparency and consistency in decision-making. The College seeks to continually improve its operations, in line with community expectations.

## **3. BODY OF POLICY**

### **3.1 Role of community representatives**

Currently, the following committees may have community representation, as stipulated by College regulations:

- Education, Training and Assessment Management Committee
- International Medical Graduate Specialist (IMGS) Committee (and interview panel)
- Safety and Quality Committee
- Research Committee
- Trainee Scholarship Evaluation Subcommittee
- Training Accreditation Committee.

Community representation is required for the New Zealand Panel for Vocational Registration.

The role of community representatives includes the following responsibilities:

- To contribute to a robust, transparent decision-making process that aligns with the College's mission
- To provide a societal perspective on issues, and
- To ensure the committee recognises community concerns.

The role of the community representative on the Panel for Vocational Registration is to ensure that international medical graduate applicants have an appropriate understanding of community expectations of anaesthetists, and appreciate the cultural context in which they will be practising.

The chair of each committee or panel may assist community representatives to fully understand their duties as specific to their individual role.

### **3.2 Recruitment**

Community representatives are appointed by ANZCA (effective September 2011). The Policy Unit coordinates the recruitment process with input from relevant committee chairs and the chief executive officer or delegate. In New Zealand, the general manager has an active role in the appointment process, in consultation with the chair of the Vocational Registration Panel.

Applicants are assessed according to the following key selection criteria (and possibly additional criteria, pending vacancies):

- A demonstrable interest in anaesthesia and pain medicine, and related health matters
- Ability to provide a societal perspective on issues
- Excellent communication skills
- Good judgement and the capacity to be an enthusiastic and flexible team member
- Ability to analyse issues and judge their effects on the community
- Capacity to negotiate on issues to achieve the best possible outcomes
- Computer skills and access to email
- Availability to participate in meetings at ANZCA House, Melbourne or the New Zealand National Office, Wellington.

Appointment as a community representative does not give an individual employee status of ANZCA, nor does it infer an employee/employer relationship.

Following recruitment, appointees are to attend an orientation program, designed to provide further information about the College's purpose, structure and process, and appointees' specific duties.

### **3.3 Confidentiality**

During the course of service, community representatives have access to information regarding hospitals, Fellows, trainees and College activities and functions. Community representatives are required to complete a confidentiality agreement upon appointment,

the purpose of which is to bring to the signatory's attention the importance of confidentiality of information which is forwarded in good faith to the College and on the understanding that it is not used for any purpose other than as required in undertaking the College role.

### **3.4 Privacy**

The College is committed to ensuring the privacy of individuals and complies with the following:

- National Privacy Principles – Australian Privacy Act 1998, Privacy Amendment (Private Sector) Act 2001
- Information Privacy Principles – New Zealand Privacy Act 1993

The ANZCA privacy policy outlines how the College collects, uses and discloses personal information, and the procedures that allow access to this information. Community representatives are required to comply with this policy.

### **3.5 Representation of ANZCA**

Community representatives must not make public statements on behalf of ANZCA unless given prior approval by the College. Examples include media interviews on committee or panel process, speaking at conferences or writing material for journals or other publications. Those individuals appointed via the Consumers Health Forum are permitted to provide an overview of key activities via the "meeting report form", on the proviso that confidentiality is maintained.

### **3.6 Conflicts of interest**

The College's conflict of interest policy provides guidance with regard to identifying and handling potential and actual conflicts of interest involving the College and its activities. The policy primarily relates to councillors and ANZCA managerial staff, but is intended to raise awareness of conflict of interest issues and provide guidance to all those who fulfil a representative role with ANZCA such as committee members, examiners, community representatives or staff involved in College work.

Individuals seeking appointment as community representatives are requested to declare any potential conflicts of interest. Further, appointees are obliged to declare any conflict of interest that may arise during service.

### **3.7 Remuneration**

In Australia, remuneration is offered in accordance with the ANZCA community representation schedule of fees. The schedule of fees is reviewed and adjusted at the discretion of the chief executive officer.

In New Zealand, remuneration is commensurate with that offered in Australia, with consideration of the Cabinet Office Circular CO (12) 6 (2012): Fees framework for members appointed to bodies in which the Crown has an interest.

The hourly fee for participating in a committee assumes that approximately one hour of pre-reading is required prior to each committee meeting. Should pre-reading prove more onerous than this, individual community representatives are asked to raise this with their key staff contact so that suitable remuneration arrangements can be made, in liaison with the committee chair.

Pre-reading for IMGS structured interviews attracts an hourly rate, given the volume of material and its detailed nature, the comprehension and recall of which is essential to the interview process. Community representatives fulfilling this role are asked to detail the hours of pre-reading undertaken, for approval at the relevant manager's discretion.

If a community representative is required to attend a meeting or similar event in person for less than three hours, he or she will be reimbursed for a total three hours of engagement at a default hourly rate (that specified for contributing to a focus group). For example, attending a committee meeting one hour in duration would attract the following reimbursement:

*(1 hour x participating in a committee) + (2 hours x contributing to a focus group).*

This does not apply to telephone calls, teleconferences, attending to emails, pre-reading, etc.

As outlined in the ANZCA community representation schedule of fees, individuals will be reimbursed for miscellaneous expenses such as travel (and, where applicable, accommodation), car parking, printing, telephone calls and childcare. All travel arrangements are required to comply with the ANZCA travel policy for staff. Approval rests with the relevant responsible unit general manager; approval of the chief executive officer is not required.

Community representatives are required to submit a tax invoice detailing the nature and duration of their participation (rounded to ¼ hour) and related expenses (supported by receipts) to their key staff contact. The College undertakes to make payment within 30 days.

### **3.8 Duration of appointment and reappointment**

Appointments and reviews of the committees are made in line with *Regulation 2 Committees of the ANZCA Council*. IMGS interview panel sits out of the normal cycle and are reviewed in November, in alignment with interview scheduling.

Reappointment is confirmed in consultation with the relevant committee chairs. An individual's continuation in the role of community representative is subject to the College's discretion. A letter of confirmation signed by the chief executive officer is sent to the community representatives.

A community representative may resign at any time by submitting a signed letter of resignation to the chief executive officer.

## **4. CONCERNS OR COMMENTS**

If you have any concerns or comments in regard to this policy, please contact the general manager, policy on +61 3 9510 6299 or via email [policy@anzca.edu.au](mailto:policy@anzca.edu.au). Resolution of concerns will be sought as promptly as possible.

## 5. CHANGES TO ANZCA COMMUNITY REPRESENTATION POLICY

The College may modify or amend this policy at any time. Formal notice of amendments will not ordinarily be given, but the current community representation policy will be available via the College website [www.anzca.edu.au](http://www.anzca.edu.au) or by contacting the College on +61 3 9510 6299.

## 6. RELATED DOCUMENTS

- 6.1 ANZCA conflict of interest policy
- 6.2 ANZCA privacy policy
- 6.3 ANZCA travel policy for staff

## 7. CHANGE CONTROL REGISTER

Version	Author	Approved by	Approval Date	Sections Modified
1	Policy Unit	Council	June 19, 2010	Created
1.1	Policy Unit	Council	Oct 8, 2011	Change in contact details for concerns or comments.
2	Policy Unit	Council	June 16, 2012	Changes throughout, reflecting close of pilot phase, inclusion of New Zealand operations and expansion of community representation to include Quality and Safety Committee. Version control standardised.
2.1	Policy Unit	Policy Unit	Oct 5, 2012	Change to mission in introduction.
2.2	Policy Unit	CEO	March 11, 2014	Copyright statement added
2.3	Policy Unit	Council	Sept 19, 2014	Changes to list of committees with community representation and appointment cycle for

				IMGS interview panel. Schedule of fees no longer appended.
2.3	Policy Unit	Linda Sorrell	October 14, 2014	Change to reflect current version of the Cabinet Office Circular CO (12) 6 (2012): Fees framework for members appointed to bodies in which the Crown has an interest  Change to reflect Quality and Safety committee name change
2.4	Policy Unit	PAEC	June 30, 2015	Change to reflect changes in Reg 2 Committees of the ANZCA Council.  Clarity around reappointment process

© Copyright 2014 – Australia and New Zealand College of Anaesthetists. All rights reserved.

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission from ANZCA. Requests and inquiries concerning reproduction and rights should be addressed to the Chief Executive Officer, Australian and New Zealand College of Anaesthetists, 630 St Kilda Road, Melbourne, Victoria 3004, Australia. Website: [www.anzca.edu.au](http://www.anzca.edu.au) Email: