


<i>To serve the community by fostering safety and quality patient care in anaesthesia, perioperative medicine and pain medicine</i>		
	Terms of Reference for ANZCA Educators Program Facilitators	Version No: 1.2
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PURPOSE

ANZCA Educators Program Facilitators support the delivery of the ANZCA Educators Program offerings through facilitation of nominated modules within their allocated region.

The ANZCA Educators Subcommittee (AESC) is responsible for the appointment and reappointment of ANZCA Educators Program Facilitators and undertake performance management as necessary.

TERMS OF REFERENCE

ANZCA Educators Program Facilitators' roles are to:

1. Attend the ANZCA Educators Program Facilitator Workshop, or accepted equivalent, as a condition of initial appointment
2. Have a sound understanding of the content of nominated module(s)
3. Facilitate the delivery or provide peer-evaluation of nominated module(s) on at least one occasion per calendar year within their allocated region
4. Liaise with the ANZCA Education Unit in the planning and administration of module delivery e.g. setting dates, organising venues, promotion, participant registration
5. Carry out a needs assessment of all participants prior to each module delivery as needed
6. Review and provide feedback on post-module assessments submitted by participants within specified timelines
7. Review participant post-module feedback independently to carry out self-assessment; and with the ANZCA Education Unit to identify areas for change and/or improvement
8. Ensure the module material delivered is the latest version available through Networks
9. Undertake administrative duties associated with the delivery of modules as required e.g. attendee list
10. Complete a post-module facilitator evaluation report following each module delivery
11. Obtain prior approval from the AESC for any changes to module materials that alter the intent of the content before the material is delivered
12. Uphold the reputation of the College
13. Observe relevant ANZCA policies and procedures, including preserving the confidentiality of matters discussed

ANZCA Educators Program Facilitators' roles do NOT include:

1. Facilitating module(s) other than their nominated module(s)
2. Facilitating module(s) in regions outside of their allocated region
3. Determining the content of the modules for the ANZCA Educators Program (this is the role of the AESC)

CO-ORDINATION/COMMUNICATION

The important groups/roles for co-ordination/communication for the ANZCA Educators Program Facilitators are the:

1. Education Development and Evaluation Committee (governance)
2. ANZCA Educators Subcommittee (responsible for the appointment, training, reappointment and performance management of facilitators)
3. ANZCA Education Unit (responsible for administrative support surrounding module planning and delivery and collation of participant post-module feedback)

ANZCA Educators Program Facilitators 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), and staff policies (available by contacting the CEO at ceo@anzca.edu.au).

MEETINGS AND MEMBERSHIP

Questions arising in the course of the work of the ANZCA Educators Program Facilitator should be raised, in the first instance, with the Chair of the ANZCA Educators Subcommittee.

SELECTION

Mandatory selection criteria for ANZCA Educators Program Facilitators are:

1. Current FANZCA, FPM ANZCA or a comparable qualification acceptable to ANZCA Council (refer Section 19.3 of the ANZCA Training and Accreditation Handbook); and
2. Demonstrate completion of the ANZCA Educators Program or relevant post-graduation qualification in education

Priority may be given to applicants with prior facilitator experience and/or applicants with at least 2 years specialist experience.

APPOINTMENT

ANZCA Educators Program Facilitators are appointed to allocated module(s) and region by the ANZCA Educators Subcommittee. Initial appointment will be as a Provisional Facilitator subject to attendance and satisfactory performance at the ANZCA Educators Program Facilitator Workshop, or accepted equivalent, as assessed by the Chair of the ANZCA Educators Subcommittee or delegate. Transition into the role of a Facilitator is on the condition that the Provisional Facilitator has improved feedback following the delivery of their module(s) on two separate occasions.

Appointment of ANZCA Educators Program Facilitators will take into account the following factors:

1. Willingness to commit to the ANZCA Educators Program local facilitation process
2. Knowledge of the ANZCA Educators Program and/or teaching and learning principles
3. Ability to facilitate small group discussions
4. Ability to apply education theory to practice
5. Advanced communication skills
6. Geographical spread of facilitators across regions

Fellows wishing to be considered for appointment should complete the Application Form for ANZCA Educators Program Facilitators.

TENURE AND REAPPOINTMENT

Appointments to the ANZCA Educators Program Facilitator role are for initial period of three years consisting of one year as a Provisional Facilitator and two years as a full Facilitator.

Facilitators may be re-appointed to further three-year terms on approval by the ANZCA Educators Subcommittee. Reappointment is on the basis of satisfactory performance by the facilitator. Each facilitator may serve a maximum period of 12 years.

In extenuating circumstances, ANZCA Educators Program Facilitators may be appointed for more than 12 years on special application to the Education, Training and Assessment Development Committee.

An ANZCA Educators Program Facilitator may apply for a leave of absence from by written application to the Chair of the ANZCA Educators Subcommittee. Leave during the Provisional Facilitator year will not be granted unless in extenuating circumstances.

REPORTING

ANZCA Educators Program Facilitators provide an evaluation report following each module to ANZCA Educators Subcommittee.

RESOURCES AND SUPPORT

The Education Unit provides materials and resources for ANZCA Educators Program Facilitators to undertake the role. All resources are available through Networks.

Following appointment, facilitators may be invited to co-facilitate at scheduled ANZCA Educator Program events (centrally facilitated) within their region as an opportunity to gain feedback and mentoring by the College Learning and Development Facilitator. Co-facilitation at these events will not count towards an occasion of module delivery as stipulated under 'Terms of Reference' above.

The ANZCA Education Unit and ANZCA Educators Subcommittee will be available for guidance, assistance and any input necessary to enable a ANZCA Educators Program Facilitators to fulfil their duties.

ADMINISTRATIVE RELATIONSHIPS

Fellows and trainees often work closely with College staff. Each College staff member has a job description, which includes details about how they will support the activities of Fellows and trainees occupying significant roles. Each staff member has a manager who is responsible for the staff member's day-to-day performance, annual performance appraisal and performance management where required. Ultimately, every staff member reports through to the chief executive officer (CEO). The CEO reports through to the ANZCA Council, the governance body of the College.

It is expected that communication by Fellows and trainees with staff will meet normal social standards of respectfulness. Staff members welcome feedback about positive aspects of their performance. If a Fellow or trainee is concerned about the performance of a staff member, this is best raised with the staff member's manager, CEO or a councillor (for consultation). This does not apply to minor things such as amendments to minutes that can be directly raised with the staff member. The manager can be identified by referring to the organisational chart on the ANZCA website under "About ANZCA/Structure and governance". Fellows and trainees in key roles, particularly committee chairs, may be invited by the manager to participate in formal staff performance review.

CHANGE CONTROL REGISTER

Version	Author	Reviewed by	Approved by	Date	Changes
1	H Ho	TLSC	TLSC ETADC ETAEC Council	March 2016 April 2016 June 2016 July 2016	Creation
1.1	H Ho			Jan 2017	Changed TLSC to AESC
1.2	H Ho		AESC EDEC EEMC	Feb 2018 April 2018 June 2018	Changed role requirement to delivery or peer-evaluation on at least one occasion per year; changed ETADC to EDEC