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

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<tr>
<th>ANZCA Perioperative Medicine Steering Committee</th>
<th>Version No: 1.1</th>
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<tr>
<td>Terms of Reference</td>
<td>Date of issue: July 2018</td>
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**PURPOSE**
The Perioperative Medicine Steering Committee reports directly to ANZCA Council on the development and implementation of an effective integrated perioperative care model and education offerings for Australia and New Zealand.

**TERMS OF REFERENCE**
The role of the ANZCA Perioperative Medicine Steering Committee is to provide expert advice and oversight of the Perioperative Medicine Program. The Committee will:

1. Oversee the development and implementation of a collaborative and integrated model of perioperative medicine, and associated funding model;
   a. Review and revise ANZCA's perioperative medicine strategy as outlined in the ANZCA strategic plan and any supporting documentation.
2. Oversee activity plans of work with the ANZCA business units to deliver ANZCA’s perioperative medicine strategy as outlined in the ANZCA strategic plan and any supporting documentation.
3. Identify and agree on the benefits to the Australian and New Zealand community of perioperative medicine, and the models developed to deliver it.
4. Lead advocacy across government, the health care and community sectors promoting the benefits of the role of anaesthetists, pain management physicians, physicians, intensive care specialists, general practitioners, rural generalists and other specialties in perioperative care, and promoting the adoption of agreed perioperative care models.
5. Recommend to ANZCA Executive and Council opportunities for partnering with relevant organisations to roll out perioperative care models, including giving consideration to support and funding requirements.
6. Develop plans for perioperative medicine and with the support of ANZCA Council, lead the development of professional standards and education offerings.
7. Develop CPD requirements for perioperative medicine
8. Act on behalf of ANZCA Council when formally delegated to do so.

The roles of the Perioperative Medicine Steering Committee do NOT include

1. Any day to day management, resource or financial allocation or management of the perioperative management program.
2. The appointment of members to the Perioperative Medicine Steering Committee.
3. The approval of the ANZCA perioperative medicine model/s, professional documents and education offerings.

The following are delegated roles from Council:

1. Enhancement of perioperative medicine content gathered through stakeholder engagement.
2. Endorsement of appropriate perioperative medicine models to be advanced through the Perioperative Medicine Program.
The following require approval of Council:
1. Any collateral related to POM that will be distributed outside ANZCA;
2. POM Communications Plan;
3. Any formal partnering arrangements with external agencies.

The important groups for coordination and communication for Perioperative Medicine Steering Committee are:
1. Council (governance)
2. ANZCA Executive Committee
3. Perioperative Medicine forum attendees
4. FPM Board
5. Professional Affairs Executive Committee
6. Education Executive Management Committee
7. Education Development Evaluation Committee
8. ANZCA Research Committee
9. Information and Communication Governance Committee
10. Perioperative Medicine Special Interest Group
11. The other College Councils

MEMBERSHIP
1. The membership of Perioperative Medicine Steering Committee is defined in ANZCA Regulation 2.
2. Appointment of members will be made in each odd numbered year, for a two year period.
3. Committee support will be provided by the ANZCA Education Unit.

Appointment of members with take into account the following factors:
1. Expertise in perioperative medicine;
2. Demonstrated evidence of an understanding of perioperative medicine from an operational perspective in Australia and New Zealand;
3. Experience and understanding of driving change in government and hospital systems.

MEETINGS
The Perioperative Medicine Steering Committee will meet at least three (3) times per year; once face to face or by teleconference or webinar as required.

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

Questions arising at a meeting of the Perioperative Medicine Steering Committee (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.

The discussions of Perioperative Medicine Steering Committee are confidential to its members. Conflicts of interest will be managed in accordance with the ANZCA conflict of interest policy.
The members of the Perioperative Medicine Steering Committee 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), and staff policies (available by contacting the CEO at ceo@anzca.edu.au).

**REPORTING**
Meetings will be minuted with the minutes being forwarded to ANZCA Executive and Council. Decisions made electronically will be recorded in the minutes of the next Perioperative Medicine Steering Committee meeting.

The Perioperative Medicine Steering Committee receives reports from the Perioperative Medicine Management Committee.

**ADMINISTRATIVE SUPPORT**
Administrative support for the Perioperative Medicine Steering Committee will be from the Education Unit.

**FINANCIAL REPORTING AND PLANNING**
The Perioperative Medicine Steering Committee has no financial, budget or resource responsibilities.

At the commencement of each year the Perioperative Sponsor (Director Education) will lead a planning and direction setting workshop to determine activity for the coming year.

**CHANGE CONTROL REGISTER**

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<tr>
<th>Version</th>
<th>Author</th>
<th>Reviewed by</th>
<th>Approved by</th>
<th>Changes</th>
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<tbody>
<tr>
<td>1.0</td>
<td>Teri Snowdon &amp; Olly Jones</td>
<td>ANZCA Executive</td>
<td>Council July 2018</td>
<td>Created 27 April 2018</td>
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<tr>
<td>1.1</td>
<td>Stacey Walker</td>
<td>ANZCA Council</td>
<td>Council Sept 2018</td>
<td>Membership inclusions of FPM, RACP, RACS, ACCRM, RACGP and RNZGP</td>
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Date of next review 2020