

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



**ANZCA Effective Management of Anaesthetic Crises Course Subcommittee**

Version No: 3 (amended)

Date of issue: November 18, 2017

**PURPOSE**

The Effective Management of Anaesthetic Crises (EMAC) Course Subcommittee reports to the Education Executive Management Committee (EEMC) on matters pertaining to the effective management of anaesthetic crises (EMAC) course.

**TERMS OF REFERENCE**

The EMAC Course Subcommittee roles are to provide oversight of EMAC course delivery including

1. Regular review of course content.
  - 1.1. Coordinate five yearly cycles for existing materials including course manuals.
  - 1.2. Coordinate the ongoing review of new educational resources suitable for the course.
  - 1.3. Coordinate modifications to the course content or delivery mechanisms
2. EMAC Course Handbook
  - 2.1. Make recommendations as required to the Education Executive Management Committee (EEMC) for modifications to the accreditation standards and guidelines outlined in the EMAC Course Handbook
  - 2.2. Oversee of Continuing Professional Development requirements of endorsed instructors
3. Making recommendations to the Education Executive Management Committee (EEMC) on the appointment of EMAC Supervisors
4. Coordinate the accreditation of EMAC centres
  - 4.1. Coordinate the appointment of ANZCA representatives to undertake accreditation visits to facilities seeking approval to deliver EMAC course. Develop recommendations for EMAC facilities seeking initial approval for endorsement by EEMC and approval by ANZCA Council.
  - 4.2. Coordinate the appointment of ANZCA representatives to undertake accreditation visits to facilities every five years after the initial accreditation. Develop recommendations and conditions for EMAC facilities in alignment with the EMAC Accreditation Standards.
5. EMAC instructor appointment and training
  - 5.1. Endorse instructor (assistant, associate and full) recommendations proposed by Supervisors of EMAC.
  - 5.2. Approve instructor courses as being adequate for purposes of instructor training.
6. Provide recommendations to Council regarding control of intellectual property (IP). This pertains mostly to the Course Manuals and teaching materials. This should be in line with the ANZCA IP Policy.
7. Coordinate quality assurance processes as follows:
  - 7.1. The Subcommittee will receive and carefully consider the contents of annual reports from the Supervisors of EMAC at each accredited centre (as described in the ANZCA EMAC Course Handbook).
  - 7.2. Provide a summary of reports to the Education Executive Management Committee.
  - 7.3. Monitor trainee access to the course, and make recommendations to the Education Executive Management Committee as necessary.

- 7.4 Ensure that there is dialogue with relevant groups involved in curriculum implementation to guarantee appropriate alignment with regards to curriculum learning outcomes and EMAC course requirements.
8. Provide advice to ANZCA Council through the EEMC of identified risks and opportunities to the EMAC component of ANZCA vocational training (for example threats to funding of simulation centres).
9. Providing feedback and guidance to project groups and committees at times of review of the ANZCA training and CPD programs.

The roles of the EMAC Course Subcommittee do NOT include:

1. Appointment of members (which is the role of the Education Executive Management Committee)
2. Oversight of other courses that may be optional or mandatory training for anaesthesia trainees.
3. Changes to curriculum policy in relation to the EMAC course (which requires approval of the Education, Training and Assessment Executive Committee).
4. The removal of EMAC accreditation from a centre delivering the course. This is a function of ANZCA Council through the EEMC
5. Financial matters relating to the annual licencing of the EMAC Course. This is a function of ANZCA Council.

The following are delegated roles from the Education Executive Management Committee:

1. Approval of facilities for the delivery of the EMAC course.
2. Recommendations of changes to the content of the EMAC course, including the EMAC course content and EMAC Course Handbook. Such recommendations should be notified and approved by the EEMC.
3. Recommendations for the appointment of Supervisors of EMAC. Such recommendations should be notified and approved by the EEMC.
4. Approval of EMAC instructor training and credentialing and endorsement of recommendations by Supervisors of EMAC for new instructors.

The important groups/roles for coordination/communication for the EMAC Course Subcommittee are:

1. ANZCA Council (governance);
2. Education Executive Management Committee
3. Education Development and Evaluation Committee

#### **MEMBERSHIP**

1. The membership of the subcommittee is defined in Regulation 2.
2. Appointment of members will be made in each odd numbered year, for a two year period.
3. Appointment of members will take into account the following factors:
  - a. Content expertise in current and future simulation delivery, simulation technology, quality assurance, accreditation, evaluation and risk management processes
  - b. Involvement of non-Councillor Fellows
  - c. Knowledge of the ANZCA vocational training program, including current or past experience of ANZCA supervisory roles, noting that the regulation requires at least one current Supervisor of Training or Regional Education Officer
  - d. Broad representation of centres that are approved to deliver EMAC.

#### **MEETINGS**

The EMAC Course Subcommittee will meet face to face twice per year with teleconferences three times per year. These meetings should take place at least four weeks prior to the Education Executive Management Committee meetings to which they report.

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 EMAC Course Subcommittee may meet only for discussion purposes.

Questions arising at a meeting of the EMAC Course Subcommittee (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 the EMAC Course Subcommittee are confidential to its members. Conflicts of interest will be managed in accordance with the ANZCA conflict of interest policy.

The members of the EMAC Course Subcommittee 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](http://www.anzca.edu.au/resources/corporate-policies)), and staff policies (available by contacting the CEO at [ceo@anzca.edu.au](mailto:ceo@anzca.edu.au)).

#### REPORTING

Meetings will be minuted with the minutes being forwarded to the Education Executive Management Committee. Decisions made electronically will be recorded in the minutes of the next EMAC Course Subcommittee meeting.

The EMAC Course Subcommittee receives annual reports from the EMAC supervisor at each centre that delivers EMAC (described in the ANZCA Handbook on Training and Accreditation) to coincide with the necessary business planning cycle of the College which the EMAC Course Subcommittee must contribute to.

#### ADMINISTRATIVE SUPPORT

Administrative support for the EMAC Course Subcommittee will be from the Education Unit.

#### FINANCIAL REPORTING AND PLANNING

1. Each ANZCA committee and sub-committee will have 'financial report' as a standing agenda item and will receive regular financial reports from the relevant staff member.
2. The roles of the subcommittee include to:
  - a. develop an annual activity plan and report
  - b. support ANZCA management in decision making, in order to ensure the best possible financial outcome.
3. 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           | S Garden   | M Reeves        | Council (April 2012)              | Creation  |
| 2           | G Goulding | L Roberts       | Council- July 2013 teleconference | Revised TOR following the 2012-2013 Education governance review |
| 2 (amended) |            |                 | August 2013                       | Educational restructure, clarifying reporting lines             |
| 2 (amended) | L Roberts  | Council         | Council – February 2014           | Amendment to standard wording for ANZCA policies                |
| 2 (amended) |            | ANZCA Executive | Council – April 2014              | Updating definition of quorum and financial reporting.          |
| 2 (amended) | L Roberts  | Executive       | Council April 2015                | Amendment to “membership”                                       |

|             |            |                   |                   |   |
|-------------|------------|-------------------|-------------------|---|
| 2 (amended) | C McIntosh | I Graham          | Council Sept 2015 | Amendment to confirm role in appointment of EMAC Supervisors, approval of EMAC instructors and twice yearly face to face meetings |
| 3 (amended) | O Jones    | EMAC Subcommittee | Council July 2017 | Introduction of EMAC Course Handbook, changes to SOE and instructor appointment and Education Unit support.                       |
| 3 (amended) | O Jones    | C Macintosh       | Council Nov 2017  | Amendment of terminology to EEMC and , changes to accreditation and instructor appointment  |

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| Date of next review | 2019 |
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