


<i>To serve the community by fostering safety and quality patient care in anaesthesia, perioperative medicine and pain medicine</i>		
	Terms of Reference for Supervisors of EMAC Network	Version No: 2.0
		Date of issue: 15 January 2018

PURPOSE

The Supervisors of EMAC Network provides a forum for the Supervisors of EMAC and EMAC Course Subcommittee to collaborate, share, discuss and advise on challenges faced relating to EMAC. The Supervisor of EMAC TOR and EMAC Course Subcommittee TOR are both available on the ANZCA website.

TERMS OF REFERENCE

The Supervisors of EMAC Network role is to:

- Provide a support network for all ANZCA Supervisors of EMAC
- Provide a forum for Supervisors of EMAC to present and discuss their annual report with ANZCA
- Create a forum for sharing information and advice between the EMAC Course Subcommittee and Supervisors of EMAC to ensure efficient and quality operations of the EMAC course
- Advise the EMAC Course Subcommittee of possible solutions to common areas of concern in the operations of the EMAC course.

The role of the EMAC Supervisors Network does NOT include:

- Making changes to the EMAC course or processes, however the Network can provide feedback to be considered by the EMAC Course Subcommittee

The important groups/roles for coordination/communication for the Supervisors of EMAC Network are:

1. EMAC Course Subcommittee
2. Education Unit
3. Accredited simulation centres and simulation centres seeking accreditation

MEMBERSHIP

The Supervisors of EMAC Network membership will take into account the following factors:

1. Members will be the Supervisor of EMAC or his/her nominee in Australian regions, New Zealand and the Affiliated Training Regions. Appointment of Supervisors of EMAC is described in the ANZCA EMAC Course Handbook.
2. A chairperson will be nominated by members of the Supervisors of EMAC at the inaugural meeting and ratified by the Education Executive Management Committee (EEMC).
3. Relevant College staff or committee chairs may be invited to attend meetings of the Network, this may include:
 - Members of the EMAC Course Subcommittee who are not Supervisors of EMAC
 - Chair of the Education Executive Management Committee (EEMC) or his/her nominee
 - General Manager, Education
 - Operations Manager, Education
 - Quality Officer, Education

MEETINGS

The Supervisors of EMAC Network will have up to four teleconferences per year and a face-to-face meeting at the ANZCA Annual Scientific Meeting for Supervisors of EMAC in attendance. The Supervisors of EMAC Network will utilise the ANZCA Networks platform for ongoing collaboration and discussion.

The discussions of the Supervisors of EMAC Network are confidential to its members. Conflicts of interest will be managed in accordance with the ANZCA conflict of interest policy.

The members of the Supervisors of EMAC Network 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 circulated to the Supervisors of EMAC Network. The Supervisors of EMAC Network receives reports from the EMAC Course Subcommittee.

If necessary, the Supervisors of EMAC Network can report issues to the EMAC Course Subcommittee, specifically pertaining to implementation of the EMAC course, the regulations governing it, and the processes to be followed by supervisors at a regional and national level.

ADMINISTRATIVE SUPPORT

Administrative support for the Supervisors of EMAC Network will be from the Education Unit.

CHANGE CONTROL REGISTER

Version	Author	Reviewed by	Approved by	Approval date	Changes
1.0	A Tsesmelis	O Jones H Ho	ETAMC ETAEC	Feb 2017 Feb 2017	Creation
2.0	B Peace		Council		Governance name change