



## Regulation 2 Committees of the ANZCA Council

### 2. Committees of the ANZCA Council

Pursuant to clauses 7 and 14 of the constitution. To be read in conjunction with regulations 3, 16 and 28. Note the Faculty of Pain Medicine (FPM) board reports to ANZCA Council (regulation 40) and has its own committees.

#### 2.1 The committees of ANZCA Council are:

- The ANZCA Executive Committee
- The ANZCA Research Foundation Committee
- The Australian regional committees and New Zealand National Committee (NZNC) (refer to regulation 3)
- The Education Management Executive Committee (EEMC)
  - The Education Development and Evaluation Committee (EDEC)
    - The ANZCA Educators Subcommittee
    - The ANZCA Trainee Committee (refer to regulation 16)
      - The New Zealand National Trainee Committee and Australian Regional Trainee Committees
    - The Diving and Hyperbaric Medicine (DHM) Subcommittee
    - The Effective Management of Anaesthetic Crises (EMAC) Course Subcommittee
    - The Final Examination Subcommittee (FESC)
    - The Primary Examination Subcommittee (PESC)
    - The Scholar Role Subcommittee
    - The Trainee Performance Review (TPR) Subcommittee
  - The Specialist International Medical Graduate (SIMG) Committee
  - The Trainee Bursary Evaluation Subcommittee
- The Finance, Audit and Risk Management (FARM) Committee
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- The International Liaison Committee (ILC)
- The Professional Affairs Executive Committee (PAEC)
  - The ANZCA and FPM Continuing Professional Development (CPD) Committee
  - The Indigenous Health Committee (IHC)
  - The Overseas Aid Committee (OAC)
- The Safety and Quality (S&Q) Committee
  - The Anaesthetic Allergy Subcommittee
  - The Mortality Subcommittee
- The Research Committee

- The ANZCA Clinical Trials Network (CTN) Executive
  - o Anaesthesia Research Coordinators Network (ARCN) Subcommittee
- The Emerging Investigators Subcommittee
- The Training Accreditation Committee (TAC)
  - The Provisional Fellowship Program (PFP) Subcommittee
- The ANZCA Information and Communications Technology (ICT) Governance Committee

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## **2.2 Appointment**

2.2.1 Following the annual general meeting in each odd-numbered year, ANZCA Council will appoint the chairs and members of committees and subcommittees (hereafter “committees”) and other role holders for two year terms to fulfil college functions. Exceptions are outlined in this regulation and regulations 3 and 16, with some appointments made either by other groups in accordance with ANZCA Council delegations or made on an annual calendar year basis (ANZCA Trainee Committee, national and regional trainee committees, FESC and PESC).

2.2.2 Other ANZCA Council appointments, elected on an annual basis, include:

2.2.2.1 The president

2.2.2.2 The vice president

2.2.2.3 The chair of examinations who is responsible to ANZCA Council for the governance of the primary and final examinations within the ANZCA vocational training program, and

2.2.2.4 The honorary treasurer whose portfolio is particularly focused on college finances, including investments, noting that all directors have a fiduciary duty in relation to college finances, and that day-to-day financial management is undertaken by the management senior leadership team in accordance with ANZCA Council delegations.

2.2.3 The president is an ex officio voting member of all college committees and contributes to each quorum. The president may, at his/her discretion, delegate his/her role on any committee to the vice president.

2.2.4 Most committees will include at least one councillor, with many committees chaired by councillors.

2.2.5 Interim appointments to committees are made as vacancies arise and in line with council process and delegations.

2.2.6 Ex officio chairs and members will change when the position-holder officially changes.

2.2.7 Apart from ex officio appointments and other exceptions outlined in this regulation, the maximum duration which may be served by any individual on a specific committee is 12 years, unless otherwise approved by the council. Ex officio appointments do not contribute to the 12-year maximum.

## **2.3 Roles of committees**

2.3.1 ANZCA Council develops and periodically reviews terms of reference, including delegations, for all committees and role holders. These should be consulted for purpose, delegations and process. Where the terms of reference are in conflict with the ANZCA constitution or regulations, the constitution and then the regulations take precedence.

2.3.2 “Oversee” or “providing oversight of” sub-committees means to ensure that activities of the subcommittees are consistent with college strategy and policies and the subcommittee terms of reference. Committees should provide advice to their subcommittees as appropriate.

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## **2.4 Quorum and decision-making**

- 2.4.1 A quorum for each committee is a majority of voting members. For 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, a committee may meet only for discussion purposes.
- 2.4.2 Questions arising at meetings of committees (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 per cent of all voting members (other than any member on a leave of absence or any member abstaining in writing) vote in favour.
- 2.4.3 Unless otherwise specified:
- 2.4.3.1 All committee members are voting members.
- 2.4.3.2 Committees may co-opt members to fill a vacancy within the designated membership of the committee, and they have full voting rights and contribute to the quorum.
- 2.4.3.3 Committee chairs may invite visitors to committee meetings to contribute information that supports committee roles, or to observe the activity of the committee, provided there is budgetary provision (which should be checked with the relevant committee support officer). They are invited as 'advisory members' if invited to provide expertise or advice to the committee, or 'observers' if they are there to view committee deliberations; they are non-voting and do not contribute to the quorum.

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## **2.5 Confidentiality**

- 2.5.1 All proceedings and reports of ANZCA Council and its committees, subcommittees and working groups are confidential and privileged.
- 2.5.2 Reports of the business of ANZCA Council and its committee, subcommittee and working groups are published at the discretion of ANZCA Council led by the president.

## **2.6 Conduct of members**

- 2.6.1 Committee chairs and members are expected to declare relevant interests which are handled in accordance with ANZCA policies on conflicts of interest.
- 2.6.2 Committee chairs and members are expected to act in accordance with ANZCA policies on bullying and harassment.
- 2.6.3 Committee chairs and members who are ANZCA/FPM fellows or trainees are expected to act in accordance with the ANZCA code of conduct.

## **2.7 Removal of committee chairs and members**

- 2.7.1 The process for suspending and removing office holders and committee representatives is pursuant to the ANZCA constitution and regulation 28.

## **2.8 ANZCA Executive Committee**

- 2.8.1 All members are ex officio.
- 2.8.2 Membership will consist of the president as chair, the vice president as deputy chair, the chief executive officer, the executive director of Professional Affairs, and the dean of the Faculty of Pain Medicine. Councillors with particular portfolios may be invited to attend Executive Committee meetings at the invitation of the president. The CEO may also recommend to the president that other staff members attend meetings for relevant matters.

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- 2.8.3 The committee reports to ANZCA Council and its purpose is to assist the president and chief executive officer in dealing with matters which arise between council meetings and carry forward to council matters that are in need of council consideration, action or ratification, in accordance with its terms of reference. Substantive decisions on these matters must be

reported to the ANZCA Council at its next meeting and, unless the council decides otherwise, the noting of such reports in the council minutes will constitute ratification.

2.8.4 The committee will also provide advice to ANZCA Council following periodic review of the ANZCA Constitution to facilitate any changes in college policy and activities.

2.8.5 The committee is delegated the power by ANZCA Council to approve admission to fellowship by completion of the ANZCA vocational training program and by assessment (regulation 6).

## **2.9 ANZCA Research Foundation Committee**

2.9.1 The chair and members of the ANZCA Research Foundation Committee are appointed by ANZCA Council.

2.9.2 Membership of the ANZCA Research Foundation Committee consists of a chair, the president, the chair of the Research Committee (or his/her nominee), the ANZCA honorary treasurer and the general manager of the ANZCA Research Foundation. At the first meeting of the committee, a deputy chair will be elected from amongst the members.

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2.9.3 The ANZCA Research Foundation Committee reports to ANZCA Council and its duties, in accordance with its terms of reference, are to act in an advisory capacity to oversee, monitor, provide advice to and actively promote the ANZCA Research Foundation to assist it in meeting its objectives which are to:

2.9.3.1 Raise funds for medical research and education in Australia, New Zealand and internationally, to increase the safety and comfort of patients undergoing anaesthesia and sedation, improve outcomes for critically ill patients following surgery or trauma, and improve the treatment of acute pain, cancer pain and persistent non-cancer pain.

2.9.3.2 Support the college's international projects and activities.

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2.9.4 ANZCA Research Foundation Board of Governors (*disbanded by resolution of council in November 2017*).

## **2.10 Education Executive Management Committee (EEMC)**

2.10.1 The chair and members are appointed by ANZCA Council.

2.10.2 Membership will consist of the chair, the president, the executive director of Professional Affairs (or his/her nominee), another councillor, the chair of the Education Development and Evaluation Committee (or his/her nominee), a member of the Education Development and Evaluation Committee (or his/her nominee), the chair of the SIMG Committee (or his/her nominee), the chair of the Training Accreditation Committee (or his/her nominee), a director of Professional Affairs assessor (or his or her nominee), the chair of examinations, one of the ANZCA Trainee Committee co-chairs (or his or her nominee), the chair of the Education Officer Network (or his or her nominee), a consumer representative and the general manager education. At the first meeting of the committee, a deputy chair will be elected from amongst the members.

2.10.3 The Education Executive Management Committee reports to ANZCA Council and oversees, guides and reports on the activities of the Education Development and Evaluation Committee, the Training Accreditation Committee, the Specialist International Medical Graduate Committee, the Trainee Bursary Evaluation Subcommittee, the Diving and Hyperbaric Medicine Subcommittee, the Final Examination Subcommittee, the Primary Examination Subcommittee and the Trainee Performance Review Subcommittee to ensure implementation of the education, training and assessment initiatives of the ANZCA strategic plan and annual business plans. Those activities relating to the pain medicine training program are overseen by the FPM Board.

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## **2.11 Education Development and Evaluation Committee (EDEC)**

2.11.1 The chair is appointed by ANZCA Council and members are appointed by the Education Executive Management Committee.

2.11.2 Membership will consist of a fellow with education development expertise as chair, the president, three fellows with curriculum and/or examiner expertise, four fellows with supervisor, assessor and/or tutor experience, two trainees nominated by the ANZCA Trainee Committee, a director of Professional Affairs assessor, the general manager education and the general manager Finance and IT (or his or her nominee). At the first meeting of the committee, a deputy chair will be elected from amongst the members.

2.11.3 The Education Development and Evaluation Committee reports to the Education Executive Management Committee and hence to ANZCA Council and ensures ongoing quality improvement of all components of education, training and assessment through oversight of significant improvements and new initiatives in education, training and assessment, in accordance with its terms of reference.

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## **2.12 ANZCA Educators Subcommittee**

2.12.1 The chair and members are appointed by the Education Executive Management Committee.

2.12.2 Membership will consist of the chair of the ANZCA Educators Subcommittee, the president, the chair of the Scholar Role Subcommittee (or his/her nominee), four fellows with teaching and learning expertise, one provisional fellow (for a two year term) with teaching and learning expertise, one Medical Education SIG representative (for a two year term), the learning and development facilitator and the operations manager for learning and development. At the first meeting of the committee, a deputy chair will be elected from amongst the members.

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2.12.3 The ANZCA Educators Subcommittee reports to the Education Development and Evaluation Committee and hence to the Education Executive Management Committee and ANZCA Council on functions to ensure teaching courses support all elements of ANZCA training programs, in accordance with its terms of reference. The ANZCA Educators Subcommittee ensures courses/programs and resources support the ongoing development of fellows and provisional fellows to provide effective teaching.

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## **2.13 Education, Training and Assessment Management Committee (*Disbanded by resolution of Council in Nov 2017*)**

### **2.14 Effective Management of Anaesthetic Crises (EMAC) Course Subcommittee**

2.14.1 The chair and members are appointed by the Education Executive Management Committee.

2.14.2 Membership will consist of the chair of the EMAC Course Subcommittee, the president, one of the co-chairs of the ANZCA Trainee Committee (or his/her nominee), and additional fellows with relevant expertise as the Education Executive Management Committee may appoint. The maximum number of committee members is eight. At the first meeting of the committee, a deputy chair will be elected from amongst the members.

2.14.3 The EMAC Subcommittee reports to the Education Executive Management Committee and hence to the ANZCA Council on matters pertaining to the EMAC course, in accordance with its terms of reference.

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### **2.15 Final Examination Subcommittee**

2.15.1 The chair and members are appointed by the Education Executive Management Committee on an annual basis for a calendar year.

2.15.2 Membership will consist of a chair, the president, the chair of examinations and other members. The maximum number of subcommittee members is 12. At the first meeting of the subcommittee, a deputy chair will be elected from amongst the members.

- 2.15.3 The Final Examination Subcommittee reports to the Education Executive Management Committee and ANZCA Council. It is responsible for producing and conducting the ANZCA final examination in accordance with the ANZCA curriculum and its terms of reference.

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#### **2.16 Primary Examination Subcommittee**

- 2.16.1 The chair and members are appointed by the Education Executive Management Committee on an annual basis for a calendar year.
- 2.16.2 Membership will consist of a chair, the president, the chair of examinations and other members. The maximum number of subcommittee members is 12. At the first meeting of the subcommittee, a deputy chair will be elected from amongst the members.
- 2.16.3 The Primary Examination Subcommittee reports to the Education Executive Management Committee and ANZCA Council. It is responsible for producing and conducting the ANZCA primary examination in accordance with the ANZCA curriculum and its terms of reference.

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#### **2.17 Provisional Fellowship Program Subcommittee**

- 2.17.1 The chair and members are appointed by the Education Executive Management Committee.
- 2.17.2 Membership will consist of the chair of the Provisional Fellowship Program Subcommittee, the president, a trainee representative nominated by the ANZCA Trainee Committee who has completed 52 weeks of advanced training, and up to five other fellows, one of whom may be a new fellow. At the first meeting of the subcommittee, a deputy chair will be elected from amongst the members.
- 2.17.3 The Provisional Fellowship Program Subcommittee reports to Training and Accreditation Committee and hence to the Education Executive Management Committee and ANZCA Council on the suitability of proposed Provisional Fellowship Program (either individual or preapproved) in accordance with Regulation 37, the *ANZCA Handbook of Training and Accreditation*, and in accordance with its terms of reference.

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#### **2.18 Scholar Role Subcommittee**

- 2.18.1 The chair and members are appointed by the Education Development and Evaluation Committee.
- 2.18.2 Membership will consist of the chair of the Scholar Role Subcommittee, the chair of the Education Development and Evaluation Committee (or nominee), the chair of ANZCA Clinical Trials Network Executive (or nominee), a representatives from each region, a fellow with ethics interest, a fellow with education interest, and the director, education. At the first meeting of the subcommittee, a deputy chair will be elected from amongst the members.
- 2.18.3 The Scholar Role Subcommittee reports to the Education Development and Evaluation Committee and hence to the Education Executive Management Committee and ANZCA Council on the externally assessed aspects of the scholar role in the ANZCA Training Program in accordance with its terms of reference.

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#### **2.19 Trainee Performance Review (TPR) Subcommittee**

- 2.19.1 The chair and members are appointed by the Education Executive Management Committee.
- 2.19.2 Membership will consist of the director of Professional Affairs responsible for trainee performance reviews as chair, the president, a director of Professional Affairs assessor (or his/her nominee), an additional director of Professional Affairs (or his/her nominee) and the general manager education. At the first meeting of the subcommittee, a deputy chair will be elected from amongst the members.

- 2.19.3 The Trainee Performance Review Subcommittee reports to the Education Executive Management Committee and ANZCA Council on matters relating to the delivery of the trainee performance review process, in accordance with its terms of reference.

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### **2.20 Specialist Medical Graduate Specialist (SIMG) Committee**

- 2.20.1 The chair is appointed by ANZCA Council and members are appointed by the Education Executive Management Committee.
- 2.20.2 Membership will consist of the chair of the SIMG Committee, the president, at least one other councillor, the director of Professional Affairs SIMG, the director of Professional Affairs assessor (or his/her nominee), the chair of the New Zealand Panel for Vocational Registration, the chair of the FESC (or his/her nominee), two other fellows, the FPM assessor, a representative of the FPM, at least one community and/or jurisdictional representative, and other such members as appointed by the Education Executive Management Committee. At the first meeting of the committee, a deputy chair will be elected from amongst the members.
- 2.20.3 The SIMG Committee reports to the Education Executive Management Committee and hence to ANZCA Council on assessment of specialist international medical graduate for practice in Australia and New Zealand, in accordance with its terms of reference.

11/17

### **2.21 Trainee Bursary Evaluation Subcommittee**

- 2.21.1 The position of the chair is held by the honorary treasurer in an ex-officio capacity. The members are appointed by the Education Executive Management Committee.
- 2.21.2 Membership will consist of the honorary treasurer as chair, the president, a director of Professional Affairs (as deputy chair), the new fellow councillor, a community representative and the general manager of Education.
- 2.21.3 The Trainee Bursary Evaluation Subcommittee reports to the Education Executive Management Committee and hence to ANZCA Council on the successful applicants for the trainee bursary, following adjudication in accordance with its terms of reference.

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### **2.22 Training Accreditation Committee**

- 2.22.1 The chair, deputy chair and members are appointed by ANZCA Council.
- 2.22.2 Membership will consist of the chair of the Training Accreditation Committee, the president, the Director of Professional Affairs assessor (or his/her nominee), a co-chair of the ANZCA Trainee Committee (or his/her nominee), the chair of the Provisional Fellowship Program Subcommittee (or his or her nominee), the accreditation officers from each of the Australian regional committees and the New Zealand National Committee and other members as ANZCA Council may appoint. A deputy chair will be appointed by the ANZCA Council from amongst the members and on recommendation from the chair. The membership will include at least one councillor.
- 2.22.3 The Training Accreditation Committee reports to the ANZCA Council and it implements council policy in relation to the accreditation of approved training sites and rotational training programs in anaesthesia, in accordance with its terms of reference, noting that rotations are approved by the New Zealand National Committee and the Australian regional committees.

11/17

### **2.23 Education, Training and Assessment Strategy Committee (*Disbanded by resolution of council February 2017*)**

02/17

### **2.24 Finance, Audit and Risk Management Committee**

- 2.24.1 The chair and members are appointed by ANZCA Council.

2.24.2 Membership will consist of the president, the vice-president, honorary treasurer and up to four other members (who may or may not be fellows of the college) with recognised skills in the following areas:

i) Contemporary public or corporate practice

ii) Legal practice

iii) Audit and compliance

(One of these members will be the chair)

iv) The fourth member will be the Faculty Pain Medicine vice-dean (or nominee)

If the vice president and honorary treasurer roles are held by the same councillor, then an additional councillor may be appointed. The maximum appointment of non-fellow members will be for six years, unless otherwise approved by ANZCA Council. At the first meeting of the committee, a deputy chair will be elected from amongst the members.

05/19

2.24.3 The FARM committee reports directly to ANZCA Council to assist it in discharging its duties in relation to finance, audit and risk management, in accordance with its terms of reference which set out its specific responsibilities and describes the manner in which it will operate. In performing its duties, the FARM committee will maintain effective working relationships with council, management, the internal and external auditors and the investment manager.

2.24.4 The maximum time served by co-opted members (eg investment advisor) will be twelve years, i.e. four terms of three years, unless otherwise approved by council.

07/16

## **2.25 Disbanded by Council April 2020.**

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## **2.26 Professional Affairs Executive Committee**

2.26.1 The chair and members are appointed by ANZCA Council.

2.26.2 Membership consists of the chair of the PAEC, the president, the chair of the ANZCA and FPM CPD Committee (or his/her nominee) the chair of the Safety and Quality Committee (or his/her nominee), the new fellow councillor, the director of Professional Affairs Policy, an FPM representative (nominated by the FPM Board), a community representative, the director of Fellowship Affairs, the director of Safety and Advocacy and up to three additional fellow members. There must be a minimum of three councillors on the committee (in addition to the new fellow councillor). Appointment of members will consider the diversity of practice of fellows working in Australia and New Zealand, public and private practice, as well as practice setting (urban, regional, rural and remote areas). At the first meeting of the committee, a deputy chair will be elected from amongst the members.

05/19

2.26.3 The PAEC reports to ANZCA Council on matters pertaining to the fellows of the college including fellowship, policy, advocacy, engagement, community development and international objectives, in accordance with its terms of reference.

02/17

## **2.27 ANZCA and FPM Continuing Professional Development (CPD) Committee**

2.27.1 The chair is appointed by ANZCA Council and members by the PAEC.

2.27.2 Membership consists of the chair, the president, a director of Professional Affairs, and the chair of the PAEC. Two representatives from the Faculty of Pain Medicine and additional members as required. At the first meeting of the committee, a deputy chair will be elected from amongst the members.

08/18 (e-vote)

2.27.3 The committee reports to the PAEC and hence to ANZCA Council on the structure and operations of the ANZCA and FPM CPD standard and program, in accordance with its terms of reference.

### **2.28 Indigenous Health Committee**

2.28.1 The chair is appointed by ANZCA Council and members by the PAEC.

2.28.2 Membership consists of at least one councillor, the president, up to four fellows of ANZCA/FPM resident in Australia and up to three fellows of ANZCA/FPM resident in New Zealand (nominated by the New Zealand National Committee). At the first meeting of the committee, a deputy chair will be elected from amongst the members. The chair and deputy chair will not reside in the same country.

2.28.3 The IHC reports to the PAEC and hence to ANZCA Council on proposals to support Indigenous health in Australia and New Zealand, in accordance with its terms of reference.

### **2.29 Overseas Aid Committee**

2.29.1 The chair is appointed by ANZCA council and members by the PAEC.

2.29.2 Membership consists of four fellows with an interest in overseas aid, the president, at least one representative of the FPM (nominated by the FPM Board), a representative of the Australian Society of Anaesthetists (nominated by the ASA), a representative of the New Zealand Society of Anaesthetists (nominated by the NZSA), a representative of the Essential Pain Management program and a representative of the World Federation of Societies of Anaesthesiologists. The maximum number of committee members is ten. At the first meeting of the committee, a deputy chair will be elected from amongst the members.

05/19

2.29.3 The committee reports to the PAEC and hence to ANZCA Council and it oversees ANZCA overseas aid initiatives, in accordance with its terms of reference.

### **2.30 (Disbanded by resolution of council in July 2017)**

07/17

### **2.31 Safety and Quality Committee**

2.31.1 The chair and members are appointed by ANZCA Council.

2.31.2 Membership will consist of the chair, the president, at least one other councillor, a representative of the FPM (appointed by the FPM Board), the president of the Australian Society of Anaesthetists (or his/her nominee), the president of the New Zealand Society of Anaesthetists (or his/her nominee), the chair of the Mortality Subcommittee (or his/her nominee), the chair of the Anaesthetic Allergy Subcommittee (or his/her nominee), a community representative, the director of Professional Affairs Professional Policy, the general manager policy, safety and quality and other such members as appointed by the ANZCA Council. At the first meeting of the committee, a deputy chair will be elected from amongst the members.

06/17

2.31.3 The Safety and Quality Committee reports to ANZCA Council. Its purpose is to assist the council in advising on safety and quality in patient care in anaesthesia, perioperative medicine and pain medicine, in accordance with its terms of reference.

02/17

### **2.32 Anaesthetic Allergy Subcommittee**

2.32.1 The chair is appointed by ANZCA Council and members by the Safety and Quality Committee.

2.32.2 Membership will consist of a chair, the president, the chair of the Safety and Quality Committee (or his/her nominee), and up to four other members as appointed by the Safety and Quality Committee. The chair and members will usually be members of the Australian and New Zealand Allergy Group (ANZAAG) executive who may or may not be fellows of the

college. At the first meeting of the subcommittee, a deputy chair will be elected from amongst the members.

- 2.32.3 The subcommittee reports to the Safety and Quality Committee and hence to ANZCA Council on the prevention, treatment and investigation of anaesthesia-related allergy, in accordance with its terms of reference.

02/17

### **2.33 Mortality Subcommittee**

- 2.33.1 The chair is appointed by ANZCA Council and members by the Safety and Quality Committee.
- 2.33.2 Membership will consist of a chair, the president, the chair of the Safety and Quality Committee (or his/her nominee), chairs of state, territory and national mortality committees (or their nominees), a nominee of the regional or national committee for regions in which there is no established mortality committee, and the director of Professional Affairs professional documents. At the first meeting of the subcommittee, a deputy chair will be elected from amongst the members.
- 2.33.3 The committee reports to the Safety and Quality Committee and hence to ANZCA Council on matters related to anaesthetic mortality reporting in Australia and New Zealand, in accordance with its terms of reference.

02/17

### **2.34 Research Committee**

- 2.34.1 The chair and members are appointed by the ANZCA Council.
- 2.34.2 Membership will consist of a councillor who will usually be the chair, the president, a representative of the FPM (nominated by the FPM Board), the chair of the ANZCA Clinical Trials Network Executive, a community representative and other members as ANZCA Council may appoint. At the first meeting of the committee, a deputy chair will be elected from amongst the members.
- 2.34.3 The research committee reports to ANZCA Council and oversees the research activities of the college including the ANZCA grant program, in accordance with its terms of reference.

### **2.35 ANZCA Clinical Trials Network Executive**

- 2.35.1 The chair is appointed by ANZCA Council and members by the Research Committee.
- 2.35.2 Membership will consist of a chair appointed by ANZCA Council, the president, the chair of the Research Committee (or his/her nominee), the chair of the FPM Research Committee (or his/her nominee), the director of Professional Affairs ASMs and Events, and other members as the Research Committee may appoint. At the first meeting of the CTN executive, a deputy chair will be elected from amongst the members.

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- 2.35.3 The ANZCA CTN Executive reports to the ANZCA Research Committee and hence to ANZCA Council on its activities which aim to deliver high quality trial evidence that translates into safe and effective practice in anaesthesia, perioperative and pain medicine, in accordance with its terms of reference.

### **2.36 Anaesthesia Research Coordinators Network (ARCN) Subcommittee**

- 2.36.1 The chair and members of the Anaesthesia Research Coordinators Network Subcommittee are appointed by the ANZCA Clinical Trials Network Executive.
- 2.36.2 Membership will consist of a chair, the immediate past chair of the ARCN Subcommittee, the chair of the Clinical Trials Network Executive (or nominee), the ANZCA Clinical Trials Network manager (or nominee) and other members as the ANZCA CTN Executive may appoint. The maximum number of ARCN Subcommittee members is thirteen. At the first meeting of the subcommittee, a deputy chair will be elected from amongst the members.

05/19

2.36.3 The Anaesthesia Research Coordinators Network Subcommittee reports to the ANZCA CTN Executive and hence through to council via the Research Committee on anaesthesia research coordinators network activities that aims to deliver high quality trial evidence that translates into safe and effective practice in anaesthesia, perioperative and pain medicine, in accordance with its term of terms of reference.

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### **2.37 ANZCA Information and Communications Technology (ICT) Governance Committee**

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The chair and members are appointed by ANZCA Council..

2.37.2 Membership will consist of a fellow who will be the chair, two external industry members who have expertise in information management (IM), information and communications technology (ICT) and project management, up to four fellows, (with at least one being a councillor, one being a FPM fellow and one being from New Zealand) who have experience in and knowledge of IM, ICT and/or project management, , the chief executive officer, and the executive director of corporate services At the first meeting of the ANZCA ICT Governance Committee, a deputy chair will be elected from amongst the members.

2.37.3 The ANZCA ICT Governance Committee reports to the ANZCA Council on all matters relating to planning and governance of information management, information and communications technology and project management of major strategic initiatives.

02/16

### **2.38 ANZCA Diving and Hyperbaric Medicine (DHM) Subcommittee**

2.38.1 The chair and members are appointed by the Education Executive Management Committee.

2.38.2 Membership will consist of the chair of the DHM Subcommittee, the president, the chair of examinations, the DPA assessor (or nominee), the chair of the DHM Examination Group (or nominee), the general manager education (or nominee), the operations manager training and assessments (or nominee) and up to four members with expertise in diving and hyperbaric medicine who may or may not be fellows of the college. The maximum number of DHM Subcommittee members will be ten. At the first meeting of the subcommittee, a deputy chair will be elected from amongst the members.

07/17

2.38.3 The DHM Subcommittee reports to Education Executive Management Committee and ANZCA Council. The DHM Subcommittee will oversee the work of the DHM Examination Group. A non FANZCA can hold the position of chair of the DHM Subcommittee, provided they are suitably qualified.

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### **2.39 Emerging Investigators Subcommittee**

2.39.1 The chair and members of the Emerging Investigators Subcommittee are appointed by the Research Committee.

2.39.2 Membership will consist of a chair who is a member of the Research Committee, the president, Research Committee chair; a member of the Clinical Trials Network Executive; two representatives from the Trainee Committee; the chair of the Scholar Role Subcommittee (or nominee); the new fellow councillor; up to two other members who may be either trainees or members of the college, one of whom should preferably be an emerging researcher. The chair will be a member of the Research Committee. At the first meeting of the Subcommittee, a deputy chair will be elected from amongst the members.

06/17

2.39.3 The Emerging Investigators Subcommittee reports to the Research Committee and hence to council on its activities which relate to the support of trainee, junior, novice and other emerging research investigators including PhD candidate researchers, in accordance with its terms of reference.

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**2.40 ANZCA Perioperative Medicine Steering Committee**

2.40.1 The chair and members are appointed by ANZCA Council.

2.40.2 Membership consists of at least two councillors, one who will be Chair, the perioperative medicine lead on ANZCA Council, the chair of the Perioperative Medicine Special Interest Group, a Faculty of Pain Medicine representative, a New Zealand National Committee representative, a College of Intensive Care Medicine representative, two Royal Australasian College of Physicians representatives, a Royal Australasian College of Surgeons representative, an Australian College of Rural and Remote Medicine representative, a Royal Australian College of General Practitioners representative, a Royal New Zealand College of General Practitioners representative, a community representative, the ANZCA executive director of Education, the ANZCA executive director of policy and communication. Members with perioperative medicine expertise may be invited as non-voting advisory members as required. At the first meeting of the committee, a deputy chair will be elected from amongst the members.

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2.40.3 The ANZCA Perioperative Medicine Steering Committee reports directly to ANZCA Council on the development and implementation an effective integrated perioperative care model and education offerings for Australia and New Zealand.

**2.41 (Disbanded by Council, April 2020)**

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**2.42 International Liaison Committee (ILC)**

2.42.1 The chair and members are appointed by ANZCA Council.

2.42.2 Membership will consist of the president, the CEO, the immediate past president, the vice-president, the dean of the Faculty of Pain Medicine, two councillors, the director of Fellowship Affairs, the director of Education, the director of Safety and Advocacy, and up to one fellow who is not a councillor. At the first meeting of the committee, a deputy chair will be elected from amongst the members. The committee should include members with the following skills and knowledge:

- a. ANZCA's diversity matrix, with special attention to the Faculty of Pain Medicine, New Zealand and gender.
- b. Knowledge of the breath of ANZCA's (including FPM's) functions and activities.
- c. Knowledge of international colleges and similar bodies.
- d. Knowledge of global health, including overseas aid.
- e. In depth knowledge of education including curriculum and assessment, research activities, life-long learning and integration of specialist international medical graduates.
- f. In depth knowledge of safety and quality including standards and research findings.
- g. In depth knowledge of professional issues including those related to workforce.
- h. Knowledge of use of technology in colleges' activities and projects.
- i. Understanding of the role of knowledge resources such as museums, libraries.

2.42.3 The International Liaison Committee reports to ANZCA Council on international relationships and partnerships in countries other than Australia and New Zealand, by coordinating current activities, recommending future strategy with the result of remaining contemporary and responsive to global issues and developments and demonstrating the value of such activities to ANZCA, in accordance with its terms of reference.

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*April 2015 (in toto)*