



## 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.

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

- The ANZCA Executive Committee

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- The ANZCA Foundation Committee
- The Australian regional committees and New Zealand National Committee (NZNC) (refer to regulation 3)
- The Education Executive Management Committee (EEMC)
  - The Education Development and Evaluation Committee (EDEC)
    - The ANZCA Educators Subcommittee

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- The Scholar Role Subcommittee
- ANZCA Assessment Governance Committee

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- The Final Examination Subcommittee (FESC)
- The Primary Examination Subcommittee (PESC)
- 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 Trainee Performance Review (TPR) Subcommittee
- The Specialist International Medical Graduates (SIMG) Committee
- The Trainee Bursary Evaluation Subcommittee
- The Finance, Audit and Risk Management (FARM) Committee

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- The Investment Subcommittee
- The Professional Affairs Executive Committee (PAEC)
  - The ANZCA and FPM Continuing Professional Development (CPD) Committee
  - The Indigenous Health Committee (IHC)

- The Global Development Committee (GDC)
- The Gender Equality Subcommittee (GESG)
- The Environment Sustainability Network (ESN) Executive Subcommittee
- The Safety and Quality (S&Q) Committee
  - The Perioperative Allergy Subcommittee
  - The Mortality Subcommittee
- The Research Committee
  - The ANZCA Clinical Trials Network (CTN) Executive
    - The Anaesthesia Research Coordinators Network (ARCN) Subcommittee
  - The Emerging Investigators Subcommittee

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- The Professional Practice Research Network (PPRN) Executive Subcommittee
- The Training Accreditation Committee (TAC)
  - The Provisional Fellowship Program (PFP) Subcommittee
- The ANZCA Information and Communications Technology (ICT) Governance Committee
- The Awards Advisory Panel (AAP)

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## **2.2 Appointment**

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- 2.2.1 Following the annual general meeting each year, ANZCA Council will appoint the chairs and members of committees and subcommittees (hereafter “committees”) and other role holders for a minimum term of one year, and no more than two years at a time, 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.
- 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 their discretion, delegate their role on any committee to the vice president.
- 2.2.4 Most committees will include at least one councillor. The role of councillors will include providing guidance to committees on the college’s purpose and strategic plan.
- 2.2.5 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.
- 2.2.6 ANZCA Council may appoint additional members to any committee as required to fulfil college functions.
- 2.2.7 Ex officio chairs and members will change when the position-holder officially changes.

- 2.2.8 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.
- 2.2.9 Committee membership should be inclusive and reflect the diversity of the college wherever possible. This can be achieved by expressions of interest and using a diversity matrix that addresses the needs of the committee.

### **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 conflict with the ANZCA constitution or regulations, the constitution and then the regulations take precedence.
- 2.3.2 "Oversee" or "providing oversight" of subcommittees means to ensure that activities of the subcommittees are consistent with college strategy and policies and the subcommittees' 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 or virtually) 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, all committee members are voting members.
- 2.4.4 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 discrimination, bullying and harassment.

### **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 ANZCA 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. Its purpose, in accordance with its terms of reference, 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. 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 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 Foundation Committee**

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2.9.1 The chair and members are appointed by ANZCA Council.

2.9.2 Membership will consist of a chair, the president, the chairs of the Research Committee, Global Development Committee and Indigenous Health Committee (or their nominees), a councillor with formal links to the ANZCA research community, the honorary treasurer and the general manager of the ANZCA 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 Foundation Committee reports to ANZCA Council. Its purpose, in accordance with its terms of reference, is to act in an advisory capacity to oversee, monitor, provide advice to and actively promote the ANZCA Foundation to assist it in meeting its objectives which are to support research, indigenous health, global development, and other philanthropic activities, as directed by ANZCA Council.

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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.

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2.10.2 Membership will consist of the chair, the president, the executive director of professional affairs (or their nominee), another councillor, the chair of the Education Development and Evaluation Committee (or their nominee), the deputy chair of the Education Development and Evaluation Committee (or their nominee), the chair of the Specialist International Medical Graduates Committee (or their nominee), the chair of the Training Accreditation Committee (or their nominee), a director of professional affairs assessor (or their nominee), the chair of examinations, one of the ANZCA Trainee Committee co-chairs (or their nominee), the chair of the Education Officer Network (or their nominee), a consumer representative and the executive director of education and research. 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. Its purpose, in accordance with its terms of reference, is to oversee, guide and report on the activities of the Education Development and Evaluation Committee, the Training Accreditation Committee, the Specialist International Medical Graduates 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.

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

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

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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, five fellows with supervisor, assessor and/or tutor experience, one fellow with experience developing and evaluating workplace-based assessments (WBAs), two trainees nominated by the ANZCA Trainee Committee, a director of professional affairs education, the executive director of education and research. 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. Its purpose, in accordance with its terms of reference, is to ensure ongoing quality improvement of all components of education, training and assessment through oversight of significant improvements and new initiatives in education, training and assessment.

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### **2.12 ANZCA Educators Subcommittee**

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

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2.12.2 Membership will consist of the chair, the president, the chair of the Scholar Role Subcommittee (or their nominee), four fellows with teaching and learning expertise, one provisional fellow (for a two year term) with teaching and learning expertise, one Medical Education Special Interest Group representative (for a two year term), one Education Development and Evaluation Committee representative, one FPM representative, the learning and development facilitator and the manager for learning and innovation. 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. Its purpose, in accordance with its terms of reference, is to ensure courses/programs and resources for teaching support the ongoing development of fellows and provisional fellows to provide effective teaching on ANZCA training programs.

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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 their nominee) four fellows who are EMAC instructors and additional fellows with relevant expertise as the Education Executive Management Committee may appoint. The maximum number of committee members is nine.

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 13. 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 ANZCA Assessment Governance Committee and hence to the EEMC and ANZCA Council. Its purpose is to produce and conduct 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 13. 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 ANZCA Assessment Governance Committee and hence to the EEMC and ANZCA Council. Its purpose is to produce and conduct 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, 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. Its purpose is to determine the suitability of proposed provisional fellowship study plans (either individual or preapproved) in accordance with regulation 37, the *ANZCA Handbook of Training and Accreditation*, and 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, the president, the chair of the Education Development and Evaluation Committee (or nominee), the chair of the ANZCA Clinical Trials Network Executive (or nominee), a representative from each region and New Zealand, a fellow with ethics interest, a fellow with education interest, and the executive director of education and

research. 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 their nominee), an additional director of professional affairs (or their nominee) and the executive director of education and research. At the first meeting of the subcommittee, a deputy chair will be elected from amongst the members.

2.19.3 The TPR Subcommittee reports to the Education Executive Management Committee and hence to 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 International Medical Graduates (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, the president, the director of professional affairs SIMG, the director of professional affairs assessor (or their nominee), the director of professional affairs FPM education, the chair of the New Zealand Panel for Vocational Registration, the chair of the FESC (or their nominee), two other fellows of ANZCA, two other fellows of FPM, at least one community and/or jurisdictional representative, and other such members as appointed by the Education Executive Management Committee. There must be a minimum of 2 councillors on the 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 the assessment of specialist international medical graduates in anaesthesia and pain medicine for practice in Australia and New Zealand, in accordance with its terms of reference.

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### **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 chair, the president, a director of professional affairs as deputy chair, the new fellow councillor, a community representative and the executive director of education and research.

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 and members are appointed by ANZCA Council.

2.22.2 Membership will consist of the chair, the president, the director of professional affairs assessor (or their nominee), a co-chair of the ANZCA Trainee Committee (or their nominee), the chair of the Provisional Fellowship Program Subcommittee (or their nominee), and the

accreditation officers from each of the Australian regional committees and the New Zealand National Committee. The membership will include at least one councillor. At the first meeting of the committee, a deputy chair will be elected from amongst the members.

2.22.3 The Training Accreditation Committee reports to the ANZCA Council. Its purpose is to implement council policy in relation to the accreditation of 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.

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

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**2.24 Finance, Audit and Risk Management (FARM) Committee**

2.24.1 The chair and members are appointed by ANZCA Council.

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

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- i) Contemporary public or corporate practice
- ii) Legal practice
- iii) Audit, risk management and compliance
- iv) Financial management

One of these members will be the chair.

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If the vice president and honorary treasurer roles are held by the same councillor, then an additional councillor may be appointed. At the first meeting of the committee, a deputy chair will be elected from amongst the members.

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2.24.3 The FARM committee reports 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. In performing its duties, the FARM committee will maintain effective working relationships with council, management, and the internal and external auditors.

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2.24.4 The maximum time served by external members (e.g. investment advisor) will be twelve years, comprised of four terms of three years, unless otherwise approved by ANZCA Council.

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**2.25 Investment Subcommittee**

2.25.1 The position of the chair is held by the honorary treasurer in an ex-officio capacity. The members are appointed by the FARM Committee.

2.25.2 Membership will include the chair, the president (or their nominee), the chief executive officer, executive director of people and corporate services and the general manager of finance and governance. The FARM Committee may also co-opt members to the Investment

Subcommittee who have high levels of financial literacy and recognised skills in investment advisory and management and are not fellows of the college. The maximum time served by a co-opted member will be twelve years, unless otherwise approved by council. At the first meeting of the subcommittee, a deputy chair will be elected from amongst the members.

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2.25.3 The subcommittee reports to the FARM Committee and hence to ANZCA Council in providing oversight and monitoring of the college's investment manager for the provision of discretionary investment management services in accordance with its terms of reference. The subcommittee reports to the FARM Committee on a regular basis the performance of the investment portfolio and adherence to defined parameters provided by the college for the stewardship of ANZCA's investments.

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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, the president, the chair of the ANZCA and FPM CPD Committee (or their nominee) the chair of the Safety and Quality Committee (or their nominee), the new fellow councillor, a director of professional affairs policy, an FPM representative (nominated by the FPM Board), a community representative, a fellow with interest in education and lifelong learning, the executive director of fellowship affairs, the executive director of policy and communications and up to three additional fellow members. The executive director of education and research (or their nominee) will be invited to attend meetings to report on education projects and activities.

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.

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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.

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### **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 FPM 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 the chair, the president, one other councillor, up to five fellows or trainees of ANZCA/FPM resident in Australia and up to four fellows or trainees of ANZCA/FPM resident in New Zealand. Membership must include at least one FPM member. 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 Indigenous Health Committee reports to the PAEC and hence to ANZCA Council. Its purpose is to oversee initiatives that support Indigenous health in Australia and New Zealand, in accordance with its terms of reference.

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### **2.29 Global Development Committee**

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

2.29.2 Membership consists of the chair, the president, four fellows with an interest in global development, 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.

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2.29.3 The committee reports to the PAEC and hence to ANZCA Council. Its purpose is to oversee ANZCA global development initiatives, in accordance with its terms of reference.

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

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### **2.31 The Gender Equity Subcommittee (GESC)**

2.31.1 The chair and members are appointed by the PAEC.

2.31.2 Membership consists of the chair, the president, a trainee representative, the executive director fellowship affairs, and a diverse mix of fellows as outlined in the terms of reference. The chair shall be a fellow of ANZCA or FPM. At the first meeting of the committee, a deputy chair will be elected from amongst the members.

2.31.3 The subcommittee reports to the PAEC and hence to ANZCA Council on its activities related to the promotion of gender equity initiatives and more broadly within the profession, in accordance with its terms of reference.

### **2.32 The Environmental Sustainability Network (ESN) Executive Subcommittee**

2.32.1 The chair and members are appointed by the PAEC.

2.32.2 Membership consists of the chair, the president and up to 10 members. The chair shall be a fellow of ANZCA or FPM. There shall be at least one member who is a trainee.

2.32.3 The subcommittee reports to the PAEC and hence to ANZCA Council on its activities related to promoting environmental sustainability within the profession, in accordance with its terms of reference.

### **2.33 Safety and Quality Committee**

2.33.1 The chair and members are appointed by ANZCA Council.

2.33.2 Membership will consist of the chair, the president, one other councillor, a representative of the FPM (appointed by the FPM Board), the president of the Australian Society of Anaesthetists (or their nominee), the president of the New Zealand Society of Anaesthetists (or their nominee), the chair of the Mortality Subcommittee (or their nominee), the chair of the Anaesthetic Allergy Subcommittee (or their nominee), a community representative, a director of professional affairs policy, the executive director of policy and communications 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.

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2.33.3 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.

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### **2.34 Perioperative Allergy Subcommittee**

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

2.34.2 Membership will consist of a chair, the president, the chair of the Safety and Quality Committee (or their nominee), and up to four other members. 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.

2.34.3 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.

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### **2.35 Mortality Subcommittee**

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

2.35.2 Membership will consist of a chair, the president, the chair of the Safety and Quality Committee (or their 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 a director of professional affairs policy. At the first meeting of the subcommittee, a deputy chair will be elected from amongst the members.

2.35.3 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.

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### **2.36 Research Committee**

2.36.1 The chair and members are appointed by the ANZCA Council.

2.36.2 Membership will consist of the chair, the president, one other councillor, 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.

2.36.3 The research committee reports to ANZCA Council and oversees the research activities of the college including the ANZCA research grant program, in accordance with its terms of reference.

### **2.37 ANZCA Clinical Trials Network (CTN) Executive**

2.37.1 The chair is appointed by ANZCA Council and members by the Research Committee.

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2.37.2 Membership will consist of the chair, the president, the chair of the Research Committee (or their nominee), the chair of the FPM Research Committee (or their nominee), the chair of the Anaesthesia Research Coordinators Network Sub-committee (or their nominee), the director of professional affairs ASMs and Events, and other members as the Research Committee may appoint. At the first meeting of the ANZCA CTN executive, a deputy chair will be elected from amongst the members.

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2.37.3 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.

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

2.38.1 The chair and members are appointed by the ANZCA CTN Executive.

2.38.2 Membership will consist of a chair, the president, the immediate past chair, the chair of the CTN Executive (or their nominee), the ANZCA Clinical Trials Network manager (or their 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.

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2.38.3 The ACRN Subcommittee reports to the ANZCA CTN Executive and hence through to the Research Committee and ANZCA Council on activities that 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.

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

2.39.1 The chair and members are appointed by ANZCA Council.

05/21

2.39.2 Membership will consist of the chair, the president, up to five other fellows (including one councillor and one fellow from New Zealand), two external industry members, the executive director of FPM, the chief executive officer, and the executive director chief information officer. Members must have expertise in or knowledge of information management, information and communications technology, project management and/or an understanding of the operational requirements which the committee supports. At the first meeting of the committee, a deputy chair will be elected from amongst the members.

07/23

2.39.3 The ANZCA ICT Governance Committee reports to ANZCA Council on all matters relating to planning and governance of information management, information and communications technology and project management of major strategic initiatives, in accordance with its terms of reference.

02/16

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

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

2.40.2 Membership will consist of the chair, the president, the chair of examinations, a director of professional affairs assessor (or their nominee), the chair of the DHM Examination Group (or their nominee), the executive director of education and research (or their nominee), the operations manager training and assessments (or their nominee) and up to four members with expertise in diving and hyperbaric medicine who may or may not be fellows of the college. The role of chair can be held by a person that is not a fellow of the college provided they are suitably qualified. 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

2.40.3 The DHM Subcommittee reports to Education Executive Management Committee and hence to ANZCA Council. The DHM Subcommittee will oversee the work of the DHM Examination Group.

11/17

**2.41 Emerging Investigators Subcommittee**

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

2.41.2 Membership will consist of the chair, the president, the chair of the research committee, a member of the CTN Executive, two representatives from the ANZCA Trainee Committee, the chair of the Scholar Role Subcommittee (or their 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

2.41.3 The Emerging Investigators Subcommittee reports to the Research Committee and hence to ANZCA 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.

02/17

**2.42 ANZCA Perioperative Medicine Steering Committee**

11/22

2.42.1 The co-chairs and members are appointed by ANZCA Council.

08/21

05/22

07/22

11/22

2.42.2 Membership consists of 2 co-chairs, with the co-chairs being a New Zealand-based fellow, and an Australian-based fellow, the president, at least two councillors, one who will be the perioperative medicine lead on ANZCA Council, the chair of the Perioperative Medicine Special Interest Group, a FPM representative, a New Zealand National Committee representative, a College of Intensive Care Medicine representative, three Royal Australasian College of Physicians representatives (who may also represent their respective specialist society), 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 executive director of education and research, the executive director of policy and communication and chairs of the perioperative medicine working groups.

05/19

2.42.3 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, in accordance with its terms of reference.

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

05/19

**2.44 International Liaison Committee (ILC) (Disbanded by Council, May 2021)**

08/21

**2.45 Professional Practice Research Network (PPRN) Executive Subcommittee**

2.45.1 The chair and members are appointed by the Research Committee.

2.45.2 Membership will consist of a chair who is a member of the Research Committee, the

president, fellows with expertise in the range of relevant research methodologies, a representative from the Education, Wellbeing, Communication, Leadership and Management Special Interest Groups, academic non-fellows with relevant research expertise, a trainee / new fellow representative, Indigenous representation, and patient representation. At the first meeting of the Subcommittee, a deputy chair will be elected from amongst the members.

- 2.45.3 The PPRN Executive Subcommittee reports to the Research Committee and hence to ANZCA Council on its activities to promote research in the professional practice domains of communicator, collaborator, leader and manager, scholar, health advocate and professional in anaesthesia, perioperative and pain medicine, in accordance with its terms of reference.

## **2.46 The Awards Advisory Panel (AAP)**

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

2.46.2 Membership will consist of the chair, the president, the chief executive officer, a representative of the FPM, a trainee representative, a community representative, and up to six fellow representatives with diversity in gender, race, ethnicity, ability, location, and experience. Members must have an interest in an awards and recognition of fellows and must not hold current college positions including supervisor of training, examiners, or regional committee members.

11/22

- 2.46.3 The Awards Advisory Panel reports directly to ANZCA Council. Its purpose is to adjudicate the annual nominations for the ANZCA council awards, in addition to having oversight of the processes and procedures of all awards, to maintain equity, consistency, access and governance standards across the college, in accordance with its terms of reference.

09/23

## **2.47 Curriculum review subcommittee**

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

2.47.2 Membership will consist of a fellow with education development expertise as chair, the president, three fellows with curriculum and/or examiner expertise, five fellows with supervisor, assessor and/or tutor experience, one fellow with experience developing and evaluating workplace-based assessments (WBAs), two trainees nominated by the ANZCA Trainee Committee, ANZCA director of Professional Affairs Education, the Executive Director Education & Research. At the first meeting of the committee, a deputy chair will be elected from amongst the members.

- 2.47.3 The Curriculum Review 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 purpose of the Curriculum Review Subcommittee is to proactively identify, develop and propose evidence-based enhancements to the anaesthesia training curriculum.

## **2.48 The ANZCA Assessment Governance Committee**

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

2.48.2 Membership will consist of the chair, the ANZCA chair of examinations, the chair of the ANZCA Primary Examination Subcommittee, the chair of the ANZCA Final Examination Subcommittee, the chair of the Diving and Hyperbaric Medicine Examination group, the chair

of the Diploma of Rural Generalist Anaesthesia Examination Committee, the chair of the Perioperative Medicine Steering Committee (or nominee), an ANZCA trainee committee co-chair (or nominee), a community representative, the chair of the ANZCA EEMC, a member of ANZCA EDEC with experience developing and evaluating workplace based assessments, the chair of the FPM Training and Assessment Executive Committee, the chair of the FPM Learning and Development committee, the chair of the FPM Examination Committee, the Executive Director Education and Research and the Executive Director Faculty of Pain Medicine. The ANZCA DPA education, the FPM DPA education and other key staff responsible for assessment development and implementation will be invited to attend meetings. At the first meeting of the committee, a deputy chair will be elected from amongst the members.

2.48.3 The ANZCA Assessment Governance Committee reports to the Education Executive Management Committee and FPM Training and Assessment Executive Committee and hence to the ANZCA Council and FPM Board on strategic direction and advice on college-wide assessment approaches, in accordance with its terms of reference.

*September 2021 (in toto)*

*February 2024 (in toto)*