

<b>Portfolio:</b>	<b>Education Pathways</b>	<b>Ref. No.</b>	<b>TOR-2089</b>
<b>Department:</b>	<b>Skills Training</b>		
<b>Title:</b>	<b>Prevocational and Skills Education Committee</b>		

## 1. PURPOSE AND SCOPE

To provide the terms of reference for the Prevocational and Skills Education Committee (PSEC), formerly known as the Skills Education Committee (SEC).

## 2. DEFINITIONS

**JDocs Framework** means the framework developed to support junior doctors to acquire the necessary skills to progress to the SET program.

**RACSTA** means the Royal Australasian College of Surgeons Trainees' Association.

**SET** means the Surgical Education and Training program.

**Skills Training Courses** means RACS courses including:

- Australia and New Zealand Surgical Skills Education and Training (ASSET);
- Advance Trauma Life Support (ATLS®) (formerly Early Management of Severe Trauma (EMST));
- Care of the Critically Ill Surgical Patient (CCrISP®);
- Critical Literature Evaluation and Research (CLEAR); and
- Training in Professional Skills (TIPS).

## 3. BODY OF POLICY

### 3.1. Background

In recognition that speciality technical skills acquisition is the responsibility of the Speciality Training Boards/Committees, a cohesive educational approach is required to establish clinical skills training as an integral component of the SET program. PSEC was first established as the focal point for this development.

The PSEC is also the governing committee for JDocs, with responsibility for its ongoing development and uptake by junior doctors and related stakeholders.

In line with the RACS Diversity and Inclusion plan, RACS seeks to increase diversity on our committees, particularly the representation of women. PSEC will continue to take proactive steps to achieve this. Efforts will be made during the appointment of new members to achieve at least 40% female representation.

### 3.2. Objectives

To maintain educational standards in the delivery of early clinical skills training with responsibility for the promotion of clinical skills training.

- 3.2.1. To support research initiatives which validate the efficacy of skills training.
- 3.2.2. To support the skills training course instructor workforce.
- 3.2.3. To develop partnerships with external providers of skills training to enhance JDocs resources and the SET program.
- 3.2.4. To oversee the development and dissemination of the JDocs Framework and resources.

### 3.3. Difficulties and responsibilities

- 3.3.1. To ensure skills training courses undertake appropriate curriculum development and review.
- 3.3.2. To monitor instructor workforce changes and methods of retention and recruitment.

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- 3.3.3. To work with the Academy of Surgical Educators in supporting surgical educators and instructors.
- 3.3.4. To explore alternative educational tools and models for clinical skills training.
- 3.3.5. To promote research which validates the use of simulation environments as an adjunct to clinical experience. To oversee the development and identification of educational resources and assessment processes for prevocational doctors to support their acquisition of attributes, knowledge and skills required to contribute to the surgical team as a junior clinical member and to perform at the requisite level for a junior registrar.
- 3.3.6. To monitor engagement, resources, and relevance in the JDocs Framework.
- 3.3.7. To foster relationships in the clinical environment which support the use and dissemination of the JDocs Framework.

**3.4. Powers**

PSEC has such executive powers, supervisory functions and decision-making authority as the Education Board determines.

**3.5. Composition**

- 3.5.1. Committee comprises:
  - a. Chair
  - b. Chairs of the Skills Training Course Committees (ASSET, ATLS®, CCrISP®, CLEAR and TIPS)
  - c. Chair, Professional Development Committee
  - d. Chair, Surgical Science and Clinical Examinations Committee
  - e. RACS Trainees Association (RACSTA) Representative
  - f. Up to three Prevocational Representatives including at least one from Aotearoa New Zealand and one from Australia
  - g. Up to five General Members, who may be either:
    - Councillors
    - Fellows with an interest in clinical skills training
    - Fellows with an interest in prevocational training
  - h. Co-opted members.
- 3.5.2. Staff invited to attend:
  - a. Executive General Manager, Education Development and Delivery
  - b. Managers, Education Services
  - c. Manager, Online Learning and Innovation
  - d. Prevocational Coordinator
  - e. Secretariat
- 3.5.3. Executive
  - a. Chair
  - b. Committee Members (4)

In attendance:

  - a. Manager Education Services
  - b. Secretariat

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### 3.6. Methods of appointment and tenure

#### 3.6.1. Chair

The Chair is a Councillor is elected according to RACS regulation: Election Process for Council Office Holders and other Key positions and has tenure on PSEC while they hold office.

#### 3.6.2. Deputy Chair

The Deputy Chair is elected from the Committee membership. Tenure is for a period of three years with an option to reappoint to a maximum of nine years.

#### 3.6.3. Chairs of the Skills Training Course Committees

ASSET, ATLS®, CCrISP®, CLEAR and TIPS Committee Chairs are appointed in accordance with their respective Committee terms of reference and has tenure while they hold the position.

#### 3.6.4. Chair, Professional Development Committee (PDC)

The Chair, PDC is a Councillor is elected according to RACS regulation: Election Process for Council Office Holders and other Key positions and has tenure while they hold office.

#### 3.6.5. Surgical Sciences Examination and Clinical Examination (SSE&CE) Committee Chair

The SSE&CE Committee Chair is appointed in accordance with the SSE&CE Committee terms of reference and has tenure while they hold the position.

#### 3.6.6. RACSTA Representative

The RACSTA Representative is appointed in accordance with the RACSTA terms of reference and has tenure while they hold the position.

#### 3.6.7. Prevocational Representatives

A Prevocational representative will be appointed from the JDocs cohort through an expression of interest process. PSEC may also appoint two representatives nominated by the Pre-vocational Australasian Surgical Society (PVASS) representing the interests of aspiring surgeons in Australia and New Zealand.

#### 3.6.8. General Members

General members are appointed in accordance with the RACS policy Expressions of Interest – RACS Committees and Working Groups. Appointment is for a 3-year term with an option to reappoint for a further two terms, to a maximum of nine years.

#### 3.6.9. Co-opted Members

Members with specific skills and attributes may be co-opted by invitation to fulfill an identified need and will remain a member of the Committee until the matter is concluded.

#### 3.6.10. At the discretion of the Committee, members may be required to justify their continued membership if they fail to attend, in full, two consecutive face-to-face meetings.

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**3.7. Terms of Office**

- 3.7.1. For Council Representatives, Skills Courses Chairs, SSE&CE Chair and RACSTA Representatives, tenure is in accordance with membership of the relevant committee or board.
- 3.7.2. Members are elected for a three-year term with the options of an additional two terms, to a maximum of 9 years.

**3.8. Meetings**

- 3.8.1. PSEC shall engage in meetings, videoconferences and workshops as required. Up to two face-to-face meetings may be held each year.
- 3.8.2. Persons deemed appropriate and necessary will be invited to attend all or part of meetings/videoconferences but will not have voting rights.  
Incomplete participants

**3.9. Quorum**

A quorum shall be the majority of members present at a meeting. When there is a vacancy in committee membership, the quorum will consist of the majority of members remaining qualified.

**3.10. Accountability**

PSEC is accountable to the Education Committee.

**3.11. Reporting**

The Committee’s meetings are recorded in minutes.

**4. ASSOCIATED DOCUMENTS**

**Regulations and Policies**

- Election Process for Council Office Holders and Other Key Positions
- ASSET Committee Terms of Reference
- CCrISP® Committee Terms of Reference
- CLEAR Committee Terms of Reference
- ATLS Committee Terms of Reference
- TIPS Committee Terms of Reference
- SSE&CE Committee Terms of Reference
- RACSTA Committee Terms of Reference
- Expressions of Interest – RACS Committees and Working Groups

**Other**

- JDocs Framework
- Diversity Action Plan

**Approver** Education Committee  
**Authoriser** Council