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| Portfolio: | Fellowship Engagement | Ref. No. | TOR-3172 |
| Department: | Research, Audit and Academic Surgery | | |
| Title: | Research, Audit and Academic Surgery (RAAS) Committee | | |

1. PURPOSE AND SCOPE

This policy outlines the Terms of Reference for the RAAS Research Audit and Academic Surgery Committee

2. KEYWORDS

Research, Audit, Academic Surgery, Scholarship, Grant, Evaluation, Monitoring, MALT, ANZELA-QI, ANZASM, TASM, ACTASM, WAASM, SAASM, NTASM, QASM, VASM, CHASM, peer review.

3. BODY OF POLICY

3.1. Background

The Committee was established to provide leadership and direction for areas relating to Research and Evaluation, Audit and Academic Surgery within RAAS.

3.2. Objectives

3.2.1. To advise the Professional Standards and Fellowship Services Committee (PSFS) with regard to research, evaluation, audit and academic Surgery.

3.2.2. To be responsible to Council through PSFS for developing, coordinating and monitoring the implementation of RACS Strategic Plan for research, evaluation, audit and academic Surgery.

3.2.3. To be responsible for the full range of issues relating to the development and implementation of Research and Evaluation, Audit, Academic Surgery and scholarship policies.

3.3. Duties and Responsibilities

3.3.1. To oversee and advise on priorities for all RACS research, evaluation, academic surgery, and surgical audit activities.

3.3.2. To receive information from, and provide feedback and recommendations to the relevant committees in RAAS.

3.3.3. RAAS will also be responsible for approval of recommendations from the ANZ Scholarship and Grant Committee (ANZSGC), and to provide direction on the Scholarships program.

3.3.4. To ensure the appropriate use of surgical audit data, in accordance with audit policies relating to data release, for evaluation and monitoring purpose as well as surgical research projects.

3.3.5. To identify risks and appropriately inform the Finance and Risk Management Committee (FARM).

3.3.6. To ensure and review rolling two year attendance figures will provided at each meeting.

3.4. Powers

The Committee has such executive powers, supervisory functions and decision-making authority as delegated by Council and PSFS including approving appointments to the Academic Surgery Committee, the Research and Evaluation (incorporating ASERNIP-S) Committee, the ANZELA-QI working party and the ANZASM Committee.

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3.5. Composition and Voting Rights

3.5.1. Committee membership with full voting rights comprises of:

- Chair, RAAS
- Chair, Scholarships and Grants Committee
- Chair, Scholarships Evaluation and Monitoring Committee (SEMC)
- Chair, ANZASM
- Chair, ANZELA-QI
- Chair, ASERNIP-s
- Chair, Academic Surgery
- Editor ANZ J Surgery ex officio
- Deputy Treasurer
- Two Fellows
- Community Advisor

In attendance:

- EGM, Fellowship Engagement
- General Manager, RAAS
- Manager, Surgical Audit
- Manager, ASERNIP-s
- Manager, Policy and Advocacy
- Project Lead, Research and Academic Surgery
- Head, Accreditation, Research and Scholarships
- Executive Director Surgical Affairs (AU)
- Surgical Advisor (NZ)

3.5.2. Co-opted and invited attendance is at the discretion of the Committee Chair (Note: co-opted and invited attendance will be for a defined period determine by the Committee Chair and will not have voting rights).

3.6. Tenure and Method of Appointment

Membership of the Committee will be the Chairs of the relevant committees or position held. The appointment of the Fellows and Community Advisor will be through RACS Expression of Interest (EOI) process. Membership will be for the term the member holds the role or for three years with two further periods of three years to a maximum of nine years.

3.7. Meetings

The Committee shall hold at least three meetings per year

3.8. Quorum

A quorum shall be a majority of the Membership of the Committee.

3.9. Accountability

The Committee is accountable to PSFS for fulfilment of the duties and responsibilities outlined in the Terms of Reference and for the fulfilment of any other matter delegated to it.

3.10. Reporting Structure

The Committee proceedings will be recorded in minutes. Reports are provided to Council via PSFS.

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4. ASSOCIATED DOCUMENTS

No documents associated with this policy.

Approver PSFSC
Authoriser Council