1. PURPOSE AND SCOPE
To provide Terms of Reference for the Operating with Respect (OWR) Education Committee

2. KEYWORDS
Terms of reference, Operating with Respect, OWR, Prevocational and Skills Education Committee, PSEC, Education Board, EB

3. BODY OF POLICY
3.1. Background
The OWR Education Committee is a subcommittee of the Prevocational and Skills Education Committee (PSEC). It has direct responsibility for the effective governance of the OWR education program (i.e. eLearning module, OWR course and OWR instructor course). OWR Education Committee and faculty members are drawn from surgical and non-surgical specialties. In accordance with the Building Respect and Improving Patient Safety Action Plan, the OWR education program is mandated for SET Surgical Supervisors, IMG Clinical Assessors and RACS major committees.

3.2. Objectives
3.2.1. To oversee the development, management and delivery of the OWR eLearning module, OWR course and OWR instructor course
3.2.2. To undertake regular curriculum revision of the OWR education programs.

3.3. Duties and responsibilities
3.3.1. Develop strategies and priorities to make the OWR course available to SET Surgical Supervisors, IMG Clinical Assessors and RACS boards and committee members who are required to undertake the various components of program.
3.3.2. Establish an annual OWR course schedule.
3.3.3. Develop and review the OWR course curriculum and ensure alignment with RACS Building Respect, Improving Patient Safety key initiatives.
3.3.4. Promote OWR education resources both within the RACS and externally as necessary.
3.3.5. Recruit and train Fellows of RACS and other specialty groups as course faculty via the OWR Instructor Course.
3.3.6. Develop and initiate strategies to encourage collegiate support from the College’s Fellows for the ongoing promotion and growth of the course.
3.3.7. Update the Education Board on issues relevant to the OWR education program.
3.3.8. Monitor engagement and delivery of the OWR eLearning module ensuring alignment to RACS requirements and OWR course content.
3.4. Powers

The OWR Education Committee has such executive powers, supervisory functions and decision-making authority as the PSEC delegates from time to time in relation to 3.3 duties and responsibilities.

3.5. Committee Composition

In line with the RACS Diversity & Inclusion Plan, RACS seeks to increase diversity on our committees, particularly the representation of women. RACS recognises the many benefits that diversity in composition and thought brings to a committee.

RACS has set itself targets to have women comprise at least 40% of committee membership by 2020. With this in mind, the OWR Course Committee will take proactive steps to reach this target.

3.5.1. Members of the OWR Education Committee are drawn from the OWR course faculty (with the exception of the Trainee representative).

3.5.2. Members of the OWR Education Committee are expected to demonstrate commitment to professionalism and be known to model acceptable behaviour.

3.5.3. Members of the Committee with full voting rights are:

a. Chair
b. Deputy Chair
c. Ten Committee members
   ● (8) Fellows, including at least one surgical supervisor and one former International Medical Graduate (IMG)
   ● (1) Non-surgical representative
   ● (1) Trainee representative

3.5.4. Staff with a permanent invitation to attend are:

a. Dean of Education
b. Director, Education Development and Assessment
c. Manager, Skills Training Department
d. Manager, Prevocational and Online Education Department
e. OWR Program Administrator
f. RACS Principal Educator (as required)

3.5.5. From time to time, other staff or attendees from outside RACS may attend as requested by the Chair.

3.5.6. The Executive of the Committee are

a. Chair
b. Deputy Chair
c. (2) Committee members

In attendance:

a. Manager, Skills Training Department
b. OWR Program Administrator
c. RACS Principal Educator (as required)
3.6. **Method of appointment and Terms of office**

3.6.1. **Chair**
   a. Is a Fellow of the College.
   b. Is a current member of the OWR Education Committee, elected by members. Appointment is noted by PSEC.
   c. Tenure is for a period of two years with the option of reappointment for a further two terms (to a maximum of three terms).
   d. The Chair is a member of PSEC.

3.6.2. **Deputy Chair**
   a. Is a current member of the OWR Education Committee elected by committee members. Appointment is noted by PSEC.
   b. Tenure is for a period of two years, with the option to reappoint for a further two terms (to a maximum of three terms).
   c. The Deputy Chair will fulfil the duties of the Chair, when requested or when the Chair is incapacitated.

3.6.3. **Committee members**
   a. Members are elected by membership of the current OWR Education Committee.
   b. Current and outgoing members may nominate a new member from the faculty to fill a vacant role. Nominations are endorsed by the current OWR Education Committee members.
   c. Tenure is for three years with the option to reappoint for a further two terms (to a maximum of nine years).
   d. The Trainee Representative is appointed in accordance with the RACS Trainees Association (RACSTA) Terms of Reference.

3.7. **Meetings**

3.7.1. The OWR Education Committee shall engage in meetings, teleconferences and workshops, as required, ensuring the appropriate ongoing management of the OWR education program. The OWR Education Committee will convene for a minimum of one face to face meeting each year.

3.7.2. Persons deemed appropriate and necessary will be invited to attend all or part of meetings and/or teleconferences, but will not have any voting rights.

3.7.3. A quorum shall be a majority of the membership, or in the case of the Executive, the Chair and two members.

3.8. **Accountability**

The OWR Education Committee is accountable to College Council through PSEC via the Education Board.
3.9. Reporting

The OWR Education Committee’s meetings are recorded in minutes.

4. ASSOCIATED DOCUMENTS

Policies
EDA-SKD-038 Operating with Respect Face to Face Course Description

Other
Building Respect, Improving Patient Safety Action Plan
Let’s Operate with Respect campaign

Approver Education Board
Authoriser Council