1. PURPOSE AND SCOPE
To provide the terms of reference for the Critical Literature Evaluation and Research (CLEAR) Committee.
The CLEAR course aims to increase surgeons’ knowledge of clinical epidemiology in order to improve their critical appraisal skills and research methodology.

2. KEYWORDS
CLEAR Course, Committee, Terms of Reference

3. BODY OF POLICY
3.1. Background
The CLEAR Committee has direct responsibility for the effective organisation of the CLEAR course. This course teaches doctors of any discipline how to critically appraise surgical literature. Committee members and faculty are drawn from varied surgical and non-surgical specialties. It is now compulsory for Trainees completing General, Urology and Orthopaedic (NZ only) surgical training.

3.2. Objectives
3.2.1. To oversee the implementation of the CLEAR course program throughout Australia and New Zealand.
3.2.2. To oversee the continued development of the CLEAR course program throughout Australia and New Zealand as required.
3.2.3. To oversee the review of curriculum and materials necessary to the CLEAR course program.

3.3. Duties and Responsibilities
3.3.1. To develop strategies for the delivery of CLEAR course.
3.3.2. To maintain an annual CLEAR training course program.
3.3.3. To promote the CLEAR course.
3.3.4. To review and develop the CLEAR course curriculum to ensure relevance to Australia and New Zealand surgical needs.
3.3.5. To develop and initiate strategies to encourage Collegiate Faculty support for the CLEAR Program.
3.3.6. To report to the Skills Education Committee in matters relating to CLEAR.

3.4. Powers
The Committee has such executive powers, supervisory functions and decision-making authority as the Skills Education Committee delegates in relation to the course.

3.5. Composition
3.5.1. Committee
The Committee comprises:
   a. Chair
   b. Deputy Chair
   c. Committee Members
   d. Immediate past chair
In Attendance
  e. Administrative Officer, Skills Training Department
  f. Manager, Skills Training Department
  g. Dean of Education

3.5.2. Executive

The Executive comprises
  a. Chair
  b. Deputy Chair
  c. Committee member

In attendance:
  d. Skills Training Staff

3.6. Terms of Office and Method of Appointment

3.6.1. Committee members:
  a. Are elected for a three-year term with the option of an additional two
terms (maximum 9 years)
  b. May nominate a new member to fill the their vacant role when
resigning their post
  c. Will be elected by the current Committee members and approved by
Skills Education Committee.

3.6.2. The CLEAR chair:
  a. Is elected by the CLEAR Committee members for a two year term
with the option to stand for further terms in accordance with 3.6.1.a
  b. Is a current member of the CLEAR Committee and is elected by
Committee members and approved by the Skills Education Committee
  c. Will serve on the Committee for at least one year after relinquishing
this position in accordance with 3.6.1.a
  d. Is usually a Fellow of the College. Education Board approval is
required for the appointment of a non-Fellow as chairperson

3.6.3. The Deputy Chair:
  a. Is appointed a two year term with the option to stand for a maximum
of three terms, in accordance with 3.6.1.a
  b. Is a current member of the CLEAR Committee, to be elected by
Committee members and approved by the Skills Education Committee.
  c. Will fulfil the duties of the Chair person in their absence or at their
request

3.7. Meetings

3.7.1. The CLEAR committee will engage in meetings, teleconferences and
workshops as required, ensuring the appropriate ongoing management of
the CLEAR program. Normally, one face-to-face meeting is held each year
however, when curriculum reviews occur, two face-to-face meetings are
scheduled
3.7.2. Persons deemed appropriate and necessary will be invited to attend all or part of meetings / teleconferences but will not have any voting rights

3.7.3. A quorum is a majority of the Committee.

3.8. Accountability

The CLEAR Committee is accountable to the Education Board through the Skills Education Committee.

3.9. Reporting

The Committee’s meetings will be recorded in minutes.

4. ASSOCIATED DOCUMENTS

No associated documents.

Approver: Education Board

Authoriser: Council