

To serve the community by fostering safety and quality patient care in anaesthesia, intensive care and pain medicine.



**Terms of Reference for FPM
Training Unit Accreditation
Reviewers**

Version No: 1.2

Date of issue:
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PURPOSE

The Training Unit Accreditation reviewer undertakes training unit accreditation as leader or member of an accreditation or reaccreditation inspection team and reports to the Training Unit Accreditation Committee (TUAC).

TERMS OF REFERENCE

Reviewer roles are to:

1. Work as part of a training unit accreditation inspection team, either as team leader or as a team member.
2. Evaluate all relevant information in regards to a training unit accreditation or reaccreditation.
3. Undertake training unit reviews in accordance with Faculty of Pain Medicine (FPM) and ANZCA policy.
4. Provide reports to TUAC within 2 weeks of the relevant review.
5. Make recommendations to TUAC on the accreditation of training units, with each recommendation being in accordance with By-law 19 and the Accreditation Handbook.
6. Discuss recommendations and on-site visit at the next TUAC teleconference.

Members' roles do NOT include:

1. Granting or withdrawal of accreditation (this is the role of TUAC and Faculty of Pain Medicine Board).

DELEGATIONS

The following are delegated roles from TUAC:

1. Provide feedback to training units on reviewers' recommendations.

COORDINATION/COMMUNICATION

The important groups/roles for coordination/communication for the FPM Training Unit Accreditation Reviewers are:

1. The TUAC (which is responsible for recommendations on accreditation).
2. Staff in FPM (for logistical issues surrounding review organisation and for submission of accreditation reports).
3. Directors or heads of service at training sites.

The TUAC Reviewer will undertake their work in accordance with relevant ANZCA and FPM policies. Bullying, discrimination and harassment will be managed, as relevant, in accordance with the ANZCA Policy on Bullying, Discrimination and Harassment for Fellows and Trainees Acting on behalf of the College or undertaking College functions (available at www.anzca.edu.au/resources/corporate-policies), and staff policies (available by contacting the CEO at ceo@anzca.edu.au).

MEETINGS AND MEMBERSHIP

Questions arising in the course of the work of the reviewer should be raised with the chair of TUAC.

APPOINTMENT

The appointment of the reviewers is by majority vote by TUAC. Appointment of members will take into account the following factors:

1. Willingness to commit to training unit reviews; minimum one per year.
2. Relevant training / attendance at TUAC workshops.
3. Knowledge of the pain medicine training program and relevant policy.
4. Being a TUAC reviewer is open to all FPM fellows but ideally suits fellows who have leadership experience.
5. Ability to recognise and manage potential bias and conflicts of interest.
6. Advanced communication skills including ability to interact with senior colleagues and administrators.

Initial appointment will require the presentation of a brief CV outlining relevant experience, skills and attributes.

REAPPOINTMENT

The reviewer may be re-appointed every three years by Board on recommendation from TUAC. The Member may serve a maximum period of 12 years, unless otherwise approved by TUAC.

REPORTING

The reviewer provides a written report to TUAC, concerns not discussed with the head of department should not be reported as requirements. After each on-site review, one reviewer from that on-site visit is required to attend the TUAC teleconference to discuss and clarify the report. Requirements and recommendations made by the reviewers will be discussed by TUAC and be the basis of the report sent to the unit.

ADMINISTRATIVE RELATIONSHIPS

Administrative support for the Member will be from the Faculty office.

Fellows and trainees often work closely with College staff. Each Faculty staff member has a job description that includes details about how they will support the activities of Fellows and trainees occupying significant roles. The General Manager is responsible for the staff member's performance, annual performance appraisal and performance management where required. Ultimately, every staff member reports through to the General Manager and Chief Executive Officer ANZCA. The General Manager supports the Board, the governance body of the Faculty.

It is expected that communication by Fellows and trainees with staff will meet normal social standards of respectfulness. Staff members welcome feedback about positive aspects of their performance. If a Fellow or trainee is concerned about the performance of a staff member, this is best raised with the General Manager, or a Board member (for consultation). This does not apply to minor things such as amendments to minutes that can be directly raised with the staff member. Fellows and trainees in key roles, particularly committee chairs, may be invited by the General Manager to participate in formal staff performance review.

CHANGE CONTROL REGISTER

Version	Author	Reviewed by	Approved by	Changes
1	C Arnold	M Viney, Mulligan, Roberts, Reeves, Briscoe, Shipton	FPM Board August 2012	Creation
1.1	Whittington	Morris		Update to ANZCA/FPM policies paragraph
1.2	C Beaney	C Beaney, K Davis		Update to the Reporting paragraph

Date of next review	2018
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