

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



**FPM Australian Regional
Committees
Terms of Reference**

Version no: 1.1

Date of issue: November
2018

PURPOSE

The FPM Australian regional committees are elected bodies that act as a conduit between fellows and trainees in the regions and the Professional Standards Committee to which they report.

The committees assist in implementing Faculty policy in their regions, advise the Professional Standards Committee on issues of interest to the Faculty and its fellows and trainees in the regions, represent the Faculty and promote the specialty in the regions, develop and maintain relationships with key regional stakeholders, and have a role in training, continuing medical education and other professional activities at a regional level. See also *By-law 15 National and Regional Committees of the Faculty*.

TERMS OF REFERENCE

Each regional committee's role is to:

Internally

1. Provide advice and regular reports to the Professional Standards Committee on: matters within the region that concern the interests of the Faculty and the College, its fellows and trainees, provide input into draft policy (for example, professional documents) and carry out other tasks that may be delegated to the committee.
2. Provide advice to the FPM Training and Assessment Executive Committee on matters affecting training, accreditation and review of hospital unit accreditations
3. Provide advice to the FPM Committees on: appointment to committees and concerns and questions arising in committee meetings which have direct regional relevance.
4. Nominate to the FPM Professional Affairs Executive Committee a FPM Scientific Program Convenor for the Annual Scientific Meeting when held in their region.
5. Convene regional continuing medical education activities for Fellows (at least one per year).
6. Provide a representative and participate in the Professional Standards Committee and Scientific Meetings Committee.

Externally

1. Develop submissions in response to consultation documents from government bodies with the support of the FPM Board, the Professional Standards Committee and the ANZCA Safety and Advocacy Unit.
2. Approve FPM representative(s) on hospital trainee selection committees
3. Nominate Fellows as FPM representatives on external regional bodies.
4. Nominate Fellows for provision of medico-legal advice (for example, coroner's court, private counsel).
5. Foster relationships with key stakeholders and provide advice to government and non-government agencies.

6. Promote the roles of the Faculty and specialist pain medicine physicians in the region to agencies and individuals.

All activities are undertaken in accordance with ANZCA and FPM policy and in compliance with relevant statutory and regulatory requirements.

MATTERS THAT ARE NOT THE ROLE OF THE REGIONAL COMMITTEES

The roles of each regional committee do NOT include:

1. Appointment of members (this is by election, see FPM by-law 15).
2. Matters relating to industrial issues such as remuneration of Fellows and trainees.
3. Trainee employment (which is the role of the jurisdictions).
4. Changes to FPM/ANZCA policy.
5. Making specific commitments in political negotiations without first obtaining permission from the FPM Board and, where relevant, the ANZCA Council.

DELEGATIONS

The following are delegated roles from the FPM Board:

1. Budgeted activities.
2. Election of regional committee office bearers.
3. Organisation and delivery of budgeted continuing medical education meetings and regional educational programs for trainees.
4. Responses to consultation documents from external bodies
5. Discussions regarding alternative pain medicine providers, safety and quality issues and workforce issues specific to the region
6. Support for regional appointments and honours.

MATTERS THAT REQUIRE FPM BOARD APPROVAL

The following require approval of the FPM Board and/or ANZCA Council:

1. Unbudgeted expenses (these require approval of the chief executive officer within delegation or else the FPM Board and ANZCA Council).
2. Changes to ANZCA and FPM policy.
3. Reports and responses to issues that may have broader ramifications (for example, workforce reports, statements regarding alternative providers).
4. New strategic and advocacy approaches
5. Competence issues where significant risks may result
6. Responses to standards of practice or hospital resourcing that could detrimentally affect the Faculty and College and their training programs.
7. Engagement in activities with external organisations that have major (unbudgeted) financial or other risk implications.
8. Activities that are of high risk to the Faculty or College, especially those that are outside core business or where there are wider ramifications for the Faculty or College and their reputations.

IMPORTANT GROUPS FOR COORDINATION/COMMUNICATION

The important groups/roles for coordination/communication for each regional committee are:

Internally

1. The Professional Standards Committee (to whom the regional committees report).
2. The FPM Board
3. The Scientific Meetings Committee (representation).

4. Supervisors of Training in the region.
5. Organisers of examination courses for trainees.
6. FPM Fellows and trainees in the region.
7. The ANZCA regional committee.
8. Staff in the Regional Office, the Faculty of Pain Medicine and the ANZCA Safety and Advocacy unit.

Externally

9. Heads of department/directors of pain medicine of FPM accredited training facilities in the region.
10. Regional jurisdictional authorities (for example, the health department).
11. The Australian Pain Society.

MEMBERSHIP

The membership of each regional committee is defined in FPM by-law 15. The body of elected members should demonstrate:

1. Willingness to contribute to Faculty related matters at a regional level.
2. Knowledge of regional education and training issues.
3. Broad representation, for example, different hospitals; rural and regional as well as metropolitan practice locations; new as well as more experienced Fellows.
4. Understanding of and willingness to abide by FPM and ANZCA policies (including but not limited to by-laws, professional documents, privacy, conflict of interest, travel policies).

MEETINGS

Each regional committee will meet at least three times face-to-face per year with members attending by teleconference or other distance means as required and budgeted. An annual general meeting will be held each year with a report forwarded to the FPM Board.

A quorum for a meeting will be a majority of voting members. If at any time the number of members is less than a quorum, the regional committee may meet only for discussion purposes.

Questions arising at a meeting of a regional committee (either in person, by teleconference or webinar) are decided by a majority of votes of voting members present and voting, with abstentions not being counted in the total number of votes. The chair has a casting vote in addition to a deliberative vote where there is an equality of votes.

For an electronic vote, questions are decided in the affirmative if at least 75 per cent of all voting members (other than any member on a leave of absence or any member abstaining in writing) vote in favour.

The discussions of each regional committee are confidential to its members. Conflicts of interests will be managed in accordance with the ANZCA conflict of interest policy.

The members of each Australian regional committee will undertake their work in accordance with relevant FPM and ANZCA 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).

REPORTING

Meetings will be minuted with the minutes being forwarded to the Professional Standards Committee. Decisions made electronically will be recorded in the minutes of the next regional committee meeting.

Each regional committee receives reports from:

1. *Internally*: the FPM Board (Dean's communiqué), the President's communiqué, the ANZCA regional committee.
2. *Externally*: regular reports should be requested from regional committee nominated representatives to external bodies.

ADMINISTRATIVE SUPPORT

Administrative support for each regional committee will be from the staff in the relevant regional office.

FINANCIAL REPORTING AND PLANNING

1. The roles of the committee include:
 - a. To develop an annual activity plan.
 - b. To support ANZCA/FPM management in decision making, in order to ensure the best possible financial outcome.
2. The roles of the committee do not include the day-to-day financial management of the Faculty (which is the role of FPM management).

CHANGE CONTROL REGISTER

Version	Author	Reviewed by	Approved by	Changes
1	P McNair, H Morris, L Roberts, Regional committee chairs		FPM Board and Council 2014	Creation
1.1	J Whittington	Board	Board	Reporting lines and financial management

Date of next review	2020
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