1.0 PURPOSE AND SCOPE

To provide Terms of Reference for the Care of the Critically Ill Surgical Patient (CCrISP) Committee.

2.0 KEY DIRECTION STATEMENT

As a fellowship based organisation, the Royal Australasian College of Surgeons commits to ensuring the highest standard of safe and comprehensive surgical care for the community we serve through excellence in surgical education, training, professional development and support.

3.0 VALUES

- Service and Professionalism
  - performing to and upholding the highest standards
- Integrity
  - upholding professional values
- Respect and Compassion
  - being sympathetic and empathetic
- Commitment and Diligence
  - being dedicated, doing one’s best to deliver
- Collaboration and Teamwork
  - working together to achieve the best outcome

4.0 BACKGROUND

The CCrISP Committee is a Committee of the Skills Education Committee. It has direct responsibility for the effective organization of the Care of the Critically Ill Surgical Patient (CCrISP) course. Committee members and faculty members are drawn from the varied surgical and non-surgical specialties. It is a compulsory component of Surgical Training (SET).

5.0 BODY OF POLICY

5.1 Terms of Reference

5.1.1 Objectives

1. To oversee the implementation and continued development of the CCrISP Course programme throughout Australia and New Zealand.
2. To oversee the review of curriculum and materials necessary to the CCrISP Course programme.
3. To maintain a close professional and collaborative relationship with the UK CCrISP Steering Group of the Royal College of Surgeons of England.

5.2 Duties and Responsibilities

1. To develop strategies and priorities for the delivery of CCrISP Courses to all RACS trainees and other doctors involved in the care of critically ill patients as required.
2. To establish an annual CCrISP Course schedule.
3. To review and develop the CCrISP Course curriculum to ensure relevance to RACS trainees and other doctors involved in the care of critically ill patients.

4. To promote the CCrISP Course.

5. To recruit, train and maintain instructors from amongst RACS fellows and other specialties groups.

6. To report to the Skills Education Committee matters relevant to the CCrISP Course.

5.3 Powers

The Committee has such executive powers, supervisory functions and decision-making authority as the Skills Education Committee delegates from time to time in relation to the CCrISP Course.

5.4 Composition

5.4.1 Committee

1. Chairperson
2. Deputy Chair
3. Committee Members
4. Representation reflecting the broad regional composition the Course Programme throughout Australasia
5. Representation from the range of major specialties involved with CCrISP such as Emergency Medicine, Anaesthetics and Intensive Care

In attendance:
6. Manager Skills Training, Department of Skills Training
7. National Course Coordinator
8. CCrISP Administrator, Department of Skills Training

Invited to attend
9. Educator

5.4.2 Executive

The chairperson may appoint an Executive of the Committee to meet and manage the Programme at an Executive level.

The Executive consists of:

1. Chairperson
2. Deputy Chair
3. Committee member

In attendance
4. Manager Skills Training, Department Skills Training
5. National Course Coordinator

5.5 Terms of Office and Method of Appointment

1. Chairperson
   • A two year term with the option to stand for a maximum of three terms
   • A current Committee member to be elected by Committee Members and endorsed by the Skills Education Committee
1. Chairperson
   • The Chairperson will be appointed to, and represents the Committee to, the Skills Education Committee
   • The Chairperson must serve on the Committee for at least one year after relinquishing this position
   • The Chairperson must be a fellow of the College

2. Deputy Chairperson
   • A two year term with the option to stand for a maximum of three terms
   • A current Committee member to be elected by Committee Members and endorsed by the Skills Education Committee
   • The Deputy Chairperson will fulfill the duties of the Chairperson in their absence or at their request

3. Committee Member
   • Committee Members will be appointed for a three year term with the option for two additional terms
   • Out going Members may nominate a new member to fill the vacant role as will current Committee Members
   • New Committee Members are to be elected and endorsed by the current Committee members and approved by the Skills Education Committee
   • Committee members may be requested to resign their tenure if they are absent from two consecutive face to face meetings workshops (without good reason communicated to the chairperson).

5.6 Meetings

The CCriSP Committee conducts meetings, teleconferences and workshops as required ensuring the appropriate ongoing management of the CCriSP Course Programme. The committee will convene for at least one face to face meeting/workshop annually.

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

A quorum is the majority of the committee or in the case of the Executive the Chair and the Deputy Chair.

5.7 Accountability

The CCriSP Committee is accountable to College Council through the Skills Education Committee via the Education Policy Board.

5.8 Reporting

The CCriSP Committee, via the Chairman, reports at each meeting of the Skills Education Committee. The committee’s meetings will be recorded in Minutes.