



1. Purpose

The purpose of this policy is to state the Terms of Reference for the General Surgeons Australia Transplant Training Committee.

2. Definitions

Listed here are all key terms and acronyms used in the policy, and their definitions.

Acronym – Key Word	Definition
GSA	General Surgeons Australia
PFET	Post-Fellowship Education & Training
TTC	Transplant Training Committee
Board	GSA Board of Directors

3. Policy

3.1 Aims of the Transplant Training Committee

The role of TTC is to oversee the PFET Program in Transplantation Surgery in Australia and New Zealand.

3.2 Duties of the Transplant Training Committee

The committee has responsibility for the following:

- Development and maintenance of a transplant surgery training curriculum
- Development and maintenance of assessment tools for transplant surgery training
- Accreditation of training posts
- Selection of transplant surgery Trainees
- Oversight of progress of transplant surgery Trainees
- Awarding of Certificates of Australasian Transplantation Post Fellowship Training to Fellows who successfully complete training

3.3 Composition & Voting Rights

3.1.1 The Board may establish committees for specific purposes with such powers and functions as the Board may determine. A member of the committee is not required to be a member of the Society.

The TTC shall comprise of the following members:

- Chair
- Committee Members x four (4). Where possible, Committee members should represent one of the following transplant units:
 - Liver
 - Pancreas
 - Kidney

- One Representative from New Zealand
- One Trainee Representative

Any committee established by the Board shall comply with any applicable Regulations and subject to such Regulations. Each member of a committee shall have one (1) vote.

Questions arising at any meeting of the TTC shall be determined by a majority of votes of the members present, and, in the case of an equality of votes, the chairperson shall have a second or casting vote.

3.4 Transplant Training Committee Meetings

The TTC may meet and adjourn as it thinks proper, subject to any Regulations to the contrary. The TTC will meet at least three (3) times per year.

3.5 Quorum

A quorum is defined as the lesser of either three members or fifty percent of voting members of the TTC.

3.6 Governance and Reporting

The TTC reports directly to the Board.

All meetings of the TTC must have an agenda and be minuted. Where required, TTC minutes will be made available to the Board.

4. Documents and Forms

1. Transplant Training Committee Agenda Template
2. Transplant Training Committee Minutes Template

5. Implementation

The Board is responsible for authorising changes to the Terms of Reference following consultation with the TTC.