

1. Purpose

The purpose of this policy is to state the Terms of Reference for the General Surgeons Australia Trauma 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 | Trauma Training Committee |
| Board | GSA Board of Directors |
| ANZAST | Australian and New Zealand Association for the Surgery of Trauma |

3. Policy

3.1 Aims of the Trauma Training Committee

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

3.2 Duties of the Trauma Training Committee

The committee has responsibility for the following:

- Development and maintenance of a trauma surgery training curriculum
- Development and maintenance of assessment tools for trauma surgery training
- Accreditation of training posts
- Selection of trauma surgery Trainees
- Oversight of progress of trauma surgery Trainees
- Awarding of Certificates to Fellows who successfully complete training
- The responsibilities of the TTC conform with the Objectives and Powers of ANZAST, as outlined in the ANZAST Constitution

3.3 Composition & Voting Rights

The Board may establish committees for specific purposes with such powers and functions as the Board may determine. Members of the TTC are required to be members of ANZAST but are not required to be a member of GSA.

The TTC shall comprise of the following members:

- Chair: Supervisor of Post-Fellowship Training (ANZAST)
- Deputy Chair: Chief of Curriculum (ANZAST)
- Committee Members x four (4) (minimum) to ten (10) (maximum)

- Representation from the following trauma specialties is mandatory:
 - General Surgery
 - Orthopaedic Surgery

Where possible, Committee members should represent each of the following trauma specialties:

- Paediatric Surgery
- Cardiothoracic Surgery
- Vascular Surgery
- Neurosurgery
- Maxillofacial Surgery and Ophthalmology
- All surgical specialties are eligible to have representation on the TTC.
- One New Zealand Representative
- One Australian Representative
- One Military Surgery Representative
- 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 Trauma 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. Trauma Training Committee Agenda Template
2. Trauma Training Committee Minutes Template

5. Implementation

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