Committee Name

The Committee on Educational Innovation (hereby known as the ‘Committee’) for the Department of Surgery (Melbourne Medical School)

1. Type

1:1 The Committee is an Advisory Committee of the Department of Surgery (hereby known as the Department) Executive;

1:2 Working groups may be formed to undertake specific tasks under the Committee’s terms of reference and ad hoc items which may periodically arise.

2. Purpose

2:1 Review and further enhance education and training capacity and capability across the Department of Surgery;

2:2 Make recommendations on targeted education and training for students and members of the Department of Surgery.

3. Scope

3:1 The remit of the Committee applies to all education and training programs that have surgical elements, within the Melbourne Medical School;

3:2 The Education Committee will coordinate activities with the Research Committee in the development and management of education strategies, initiatives and innovation that promote the research education interests of the Department, and that foster the conduct of research and research education that is of the highest quality.

4. Authority

The Committee (via the Chair) will make recommendations to the Department Executive, other University Departments and Faculty Services.

5. Membership

- Surgical Education Precinct Lead (Chair).
- The membership will consist of a minimum of 4 members (comprising a selection of Department representatives from the following precincts/areas):
  - Austin Health;
  - The Royal Melbourne Hospital;
  - St Vincent’s Hospital;
Members are nominated from appropriate Department Precinct Lead to the Chair of the Committee, with a period of appointment being 2 years (members can be renominated by the appropriate Precinct Lead to the Chair of the Committee for further terms as appropriate).

6. Meeting arrangements

- The Committee will meet bi-monthly intervals (or more frequently as determined by the Chair);
- A quorum will deem to be 3 members of the Committee (including Chair);
- Agendas and minutes of previous meeting will be prepared by the Executive Assistant to the Chair, and distributed by email to members prior to the meeting;
- Communications between meetings will be by email.

7. Reporting

7:1 The Committee (via the Chair) will report to the Executive at least annually;

7:2 All working groups shall operate under the strategic direction of the Committee to which they shall report on an annual basis or more frequently as the Education Committee requires and to which they can make recommendations.

8. Resources and budget

Meeting rooms will be booked by the Executive Assistant to the Chair, and all expenditure planned from the Committee will be approved by the Department Executive.

9. Program of Work

- Develop an education and training strategy underpinned on current needs and expectations addressing undergraduate; early post-graduate, CPD, and professional training essentials including:
  - Explore how to enhance surgical interest, experience and exposure in the surgical MD rotation;
  - Identify and develop CPD program opportunities within the Department utilising on-line education platforms;
  - Development and oversight of Award Programs within the Department;
Department of Surgery
The Committee on Educational Innovation
Terms of Reference

- Engage with other University departments and Faculty Services to meet education and training requirements of the Department.
- Support the scholarship of surgical education (teaching and learning), including the evaluation of education innovations.
- Liaise with other affiliated entities to consolidate training and education on matters of common interest.
- Develop a strategy for the promotion of the education and training programs.
- Liaise with other affiliated entities to consolidate training and education on matters of common interest.

10. Review

The Terms of Reference will be reviewed every two years by the Committee, and upon finalization, will be reported to the Department Executive.