

Committee Name

Education Innovation Committee for the Department of Surgery, Melbourne Medical School (hereby known as the Education Committee).

1. Type

1:1 The Education Committee is an Advisory Committee of the Department of Surgery 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. Values

3:1 Consistent with the University and the Faculty of Medicine, Dentistry and Health Sciences' (MDHS) Strategic imperatives in the pursuit of excellence, the Education Committee's values are:

- Integrity and Accountability – maintaining the highest international standards of ethics and quality in education.
- Compassion and Collaboration – sustaining a diverse, inclusive, and harmonious scholarly community committed to supporting employees and students to realise their potential; and
- Respect – maintaining a safe, collegial, and rewarding learning and working environment.

4. Scope

The remit of the Education Committee applies to all education and training programs that have surgical elements, within the Melbourne Medical School.

5. Authority

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

6. Membership

- Department of Surgery, Executive Committee Education 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
- Ophthalmology
- Otolaryngology
- Northern Health
- Western Health
- 1 Representative from the MD student body
- Manager, Department of Surgery
- Executive Assistant to the Department of Surgery Executive Committee
Education Lead (ex officio)

Members are nominated from appropriate Education Precinct Lead to the Chair of Education Committee, with a period of appointment being 2 years (members can be renominated by the appropriate Precinct Lead to the Chair of the Education Committee for further terms as appropriate).

7. Meeting arrangements

7:1 The Education Committee will meet at quarterly intervals (or more frequently as determined by the Chair).

7:2 A quorum will deem to be 3 members of the Committee (including Chair).

7:3 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.

7:4 Communications between meetings will be by email.

8. Reporting

8:1 The Education Committee Chair will report to the Executive monthly during the executive meeting.

8:2 All working groups shall operate under the strategic direction of the Education 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.

9. Resources and budget

Meetings will be arranged by the Executive Assistant to the Education Committee Chair, and all expenditure planned from the Education Committee will be approved by the Department Executive.

10. Program of Work

10:1 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.

10:2 Engage with other University departments and Faculty Services to meet education and training requirements of the Department.

10:3 Support the scholarship of surgical education (teaching and learning), including the evaluation of education innovations.

10:4 Liaise with other affiliated entities to consolidate training and education on matters of common interest.

10:5 Develop a strategy for the promotion of the education and training programs.

11. Review

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