ACRRM RURAL GENERALIST SURGEONS’ WORKING GROUP
TERMS OF REFERENCE:

1. PURPOSE

The purpose of the ACRRM rural generalist surgeons working group (ARGSWG) is to provide advice to the College to inform the development, endorsement and refinement of curriculum, standards, policies, programs, and models of care that support quality and safety in the practice of RG/GP surgery in rural practice.
The group will provide advice to support the development of resources and networks to assist practitioners and practices to achieve quality outcomes in rural surgical practice. This will include provision of advice regarding issues relating to demonstration of professional currency and competency for individual clinicians, as well as clinical governance and systems of care to ensure access to safe and high quality services for populations particularly in areas of health inequity. The group will support and provide advice to members representing the College on JCCs and other consultative forums.

2. SCOPE AND RESPONSIBILITIES

- To provide advice on key safety and quality issues affecting the Surgery services care that patients receive in rural and remote settings including:
  - Excellence in clinical practice, including development, endorsement or modification of clinical guidelines and clinical pathways relevant to rural practice
  - The development of models of care involving GP surgery ensuring high quality and safe outcomes for people in rural and remote Australia
  - Effective policy directions and advocacy in safety and quality activities in rural surgical practice
  - Professional standards and reporting for competency and continuing professional development of individual practitioners
- To oversee and advise on emerging safety and quality frameworks and agendas, such as revalidation with reference to the impact on rural procedural practice
- To review resources and guidelines to improve delivery of care in rural surgical practice
- To provide expertise and input to submissions, representation and program development as required
- To consider advice from reporting committees and making recommendations on these to the Board
3. REPORTS

The Working Group reports to the Quality and Safety in Practice Council.

4. DELEGATED AUTHORITIES

The ARGSWG has no specific delegated authorities or independent decision-making powers.

The College Board retains the responsibility for setting all policy and standards related matters for the College.

5. MEMBERSHIP

The members of the ARGSWG will be made up as follows:

- two ACRRM reps on JCCS or other relevant surgical committees
- two ACRRM members on credentialing committees, clinical senate/advisory committees
- at least two College Fellows providing surgery services (giving consideration to balance gender, geography and age, as well as ensuring a cross section of clinical governance, education, assessment and clinical experience is represented).

The General Manager - Quality and Safety will be an ex officio member of the Working Group and will provide primary policy support to the Working Group.

Other Staff and Fellows will participate depending on the issues on the agenda.

The period of appointment for the Chair shall be in line with the terms set by the ACRRM Board. The period of appointment for other members of the working group shall be in line with their incumbency in the relevant position or for three years in the case of senior Fellows, Members may be reappointed for a second term at the discretion of the Chair.

Members who do not attend two meetings in a row without approved leave of absence will be written to by the Chair concerning their ongoing involvement with the Working Group. Should they fail to attend the following meeting (third) they will relinquish their position.

The ARGSWG may invite College staff, and/or outside relevant expertise including individuals in their capacity as community or health consumer representatives to attend meetings to provide advice or to observe meetings; or co-opt them to the Working Group as required.

6. MEETINGS

Timing and Frequency

The Working Group will meet at least four times per year.
Decision Making

Questions or motions arising at any meeting of the Working Group shall be by simple majority.

Agenda Deadline

A minimum of seven days’ notice specifying the place, the day and hour of each meeting shall be given to all members of the Working Group accompanied by an agenda of business and relevant papers proposed to be discussed at the meeting.

Meeting Attendance

Meetings will be face to face or by teleconference, webinar, email or other appropriate electronic means. Any members of the Working Group who elect to participate in such a meeting through electronic means shall be deemed to be personally present at the meeting.

Administration

A dedicated secretariat officer who is a member of ACRRM staff shall coordinate the meetings including venue, catering and minute taking and minute distribution and all record keeping. Appointment of dedicated secretariat staff shall be by the CEO.

Minutes and Actions

The Working Group shall cause minutes to be made:

- Of the names of the members attending the meetings of the Working Group
- Of any conflict of interest noted by the members of the Working Group, and
- For all proceedings at all meetings of the Working Group

Meeting Quorum

A quorum of 50% of the Working Group members will be required to conduct meetings.

7. REVISION OF TERMS OF REFERENCE

The Working Group’s Terms of Reference will be revised every two years. The ACRRM secretariat officer shall be responsible for initiating and managing this process.

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<td>Next revision date: March 2018</td>
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<td>Responsible Officer: General Manager, Quality and Safety</td>
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