

Division:	Education and Training Administration	Ref. No.	ETA-SET-032
Department:	Surgical Training		
Title:	New Zealand Board of Plastic and Reconstructive Surgery Terms of Reference		

1. PURPOSE AND SCOPE

The purpose of this policy is to define the Terms of Reference for the New Zealand Board of Plastic and Reconstructive Surgery and subsidiary committees. The Board shall have the delegated powers required to exercise responsibility for the regulation and delivery of the Surgical Education and Training Program in their specialty.

2. KEYWORDS

Responsibilities, Composition, Powers, Quorum, Governance

3. BODY OF POLICY

3.1. Composition

- 3.1.1. The Boards shall consist of the following members as a minimum:
- a. The President (or nominee) of the New Zealand Association of Plastic Surgeons (NZAPS)
 - b. A Chair, elected by and from the membership of the Board, being a New Zealand resident Fellow of the College in Plastic and Reconstructive Surgery
 - c. A Deputy Chair, elected by and from the membership of the Board, being a New Zealand resident Fellow of the College in Plastic and Reconstructive Surgery
 - d. Supervisors of training in Plastic and Reconstructive Surgery in New Zealand.
 - e. The Senior Examiner of Plastic and Reconstructive Surgery
 - f. The Plastic and Reconstructive Surgery Specialty Elected Councillor
 - g. A New Zealand Trainee Representative
- 3.1.2. The Board may co-opt Fellows as additional members.
- 3.1.3. The College President and Censor in Chief are ex officio members of the Board.
- 3.1.4. The Chair and Deputy Chair shall be elected for a term of 2 years, and are eligible for re-election, so long as they shall not exceed 9 years in total on the Board.
- 3.1.5. The Executive of the Board may exercise such powers as delegated to it by the full Board and shall consist of the following members:
- a. The Chair
 - b. The Deputy Chair
 - c. The President (or nominee) of NZAPS.
 - d. One other member, elected by and from the Board
- 3.1.6. Others may attend meetings of the Board or the Executive with the permission of the Chair.

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3.2. Powers and Responsibilities

- 3.2.1. The Board has responsibility for the following activities in accordance with approved College policy and which are outlined in detail in the Collaboration Agreement between NZAPS and the College:
- a. Determination of training program requirements
 - b. Implementation of the curriculum as approved by the Plastic and Reconstructive Surgery Oversight Committee
 - c. Recommendation of curriculum changes to the Plastic and Reconstructive Surgery Oversight Committee
 - d. Development of training program regulations
 - e. Selection of trainees
 - f. Standards and accreditation of training positions
 - g. Allocation of trainees to accredited training positions
 - h. Appointment of surgical supervisors
 - i. Management of trainee assessment, progression and performance
 - j. Provision of curriculum information to the Court of Examiners
 - k. Assessment of eligibility to present for the Fellowship Examination
 - l. Review of poor performance in examinations
 - m. Assessment of trainee completion of the training program
 - n. Trainee dismissal due to performance or behavioural issues
 - o. Assessment of clinical practice of IMGs
 - p. Joint recommendation to the Board of SET, with the New Zealand Board of Plastic and Reconstructive Surgery, of substantial changes to the scope and curriculum of training in Plastic and Reconstructive Surgery (determined by the Oversight Committee).
 - q. Recommendation of changes to existing and draft College policies
- 3.2.2. Should any conflict arise in the performance of College and NZAPS activities the Board shall advise the Chair of the Board of Surgical Education and Training at the earliest opportunity.

3.3. Conduct of Meetings

- 3.3.1. All meetings of the Board must have a formal agenda and must be minuted.
- 3.3.2. All members of the Board and the Executive shall have voting rights.
- 3.3.3. Decisions of the Board or Executive shall be made by a majority of the membership. In the event of a tied vote, the Chair shall have a casting vote.
- 3.3.4. The secretariat to the Board and the College CEO (or delegate) may attend meetings.
- 3.3.5. A quorum of the Board is 50% of the membership.
- 3.3.6. The quorum of the Board Executive is 3 members.

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3.4. Reporting

- 3.4.1. The Chair of the Board is a member of the College Board of Surgical Education and Training with full voting rights.
- 3.4.2. The Chair may attend any meeting of the College Education Board. The Board shall provide reports to the College Board of Surgical Education and Training for delegated College activities identified within the Collaborative Agreement.
- 3.4.3. The Board shall provide reports to NZAPS for delegated Society activities identified within the Collaborative Agreement.

4. ASSOCIATED DOCUMENTS

Plastic and Reconstructive Surgery Oversight Committee Terms of Reference.

5. COMMUNICATION

The most recent version of the policy will be available on the College website.

Approver CEO
Authoriser Education Board