



## ANAESTHESIA CONTINUING EDUCATION CO-ORDINATING COMMITTEE (ACECC)

### CHARTER

July 2011

#### Purpose

ACECC is a tripartite committee of the Australian and New Zealand College of Anaesthetists (ANZCA), the Australian Society of Anaesthetists (ASA) and the New Zealand Society of Anaesthetists (NZSA) (parent organisations) established to promote and co-ordinate *joint* continuing medical education (CME) activities in anaesthesia and related disciplines in Australia and New Zealand. ACECC reports to the Councils of its three parent organisations.

The parent organisations wish to provide an integrated, effective and efficient continuing medical education service to Australian and New Zealand anaesthetists. This Charter sets down the principles that guide the operations of ACECC. The Charter should be read in conjunction with the Special Interest Group (SIG) Constitution, the Guidelines for Committees Organising Regional Continuing Medical Education (CME) and Special Interest Group Meetings, the Memorandum of Agreement (Financial) and the Manual for SIG Executives and Combined Regional/National CME Committees.

#### Terms of Reference

The roles of ACECC are to:

1. Facilitate coordination of *joint* CME activities related to anaesthesia in Australia and New Zealand.
2. Develop and promote CME for anaesthetists.
3. Assist CME organising committees in adhering to policies established by parent organisations and ACECC.
4. Sponsor and maintain the SIGs.
5. Maintain a website to support ACECC activities. The website will include links from and to the ANZCA, ASA and NZSA websites.
6. Maintain a register of proposed CME meetings.
7. Maintain a register of past meeting titles and themes.
8. Maintain a register of previous speakers.
9. Display joint CME and SIG education material on the ACECC website.
10. Assist organisations providing CME activities to meet the needs of anaesthetists, where appropriate.

11. Maintain a mailing list of anaesthetists for provision of information about joint and SIG CME.

The roles of ACECC do NOT include:

1. Conducting CME meetings.
2. Developing continuing professional development (CPD) programs.

The following require approval of the relevant parent organisations:

1. Budgets for ACECC, administration support, each SIG's administration and each SIG and joint CME event.
2. Changes to the ACECC Charter.

The important people/groups for coordination/communication for ACECC are:

1. ANZCA, ASA and NZSA Councils
2. Committees overseeing CME within ANZCA, ASA and NZSA
3. Combined CME committees of ANZCA and ASA
4. New Zealand Anaesthesia Education Committee (NZAEC) (a joint committee of the New Zealand National Committee of ANZCA and the NZSA)
5. SIG executives
6. CPD program coordinators
7. Staff supporting CME and finance within ANZCA, ASA and NZSA.

## Committee Composition

### *Voting members*

1. Chair of ACECC
2. Chair of ANZCA Fellowship Affairs Committee (or nominee)
3. ASA education officer
4. NZSA education officer
5. Presidents of ANZCA, ASA and NZSA (or their nominees)
6. One representative of the SIG chair
7. One representative of the combined CME chair.

### *Guests (non voting attendees)*

1. ACECC website manager
2. ACECC administrative officer
3. ASA executive director
4. NZSA executive officer
5. ANZCA chief executive officer
6. Australian regional combined CME chairs
7. NZAEC chair
8. Chair of Faculty of Pain Medicine (ANZCA) Continuing Education and Quality Assurance Committee
9. SIG executive chairs.

### *Executive*

1. Chair of ACECC
2. Chair of ANZCA Fellowship Affairs Committee (or nominee)

3. ASA education officer
4. NZSA education officer.

### *Appointment*

The chair will be appointed jointly by the presidents of ANZCA, ASA and NZSA and will rotate among the three parent organisations. The initial appointment of each chair will be for a two-year period. Appointees may have their term extended by a further three years, by mutual agreement of the presidents. When the chair is unavailable to attend a meeting, an interim chair may be appointed by the three presidents. All other appointments to ACECC are ex officio.

### **Committee Meetings**

The executive may meet by teleconference, as required.

The committee and invited guests will meet face-to-face biannually in association with the ASM and NSC. Members and invited guests unable to attend these meetings may participate by teleconference. All meetings will be minuted.

A quorum for ACECC will be four (4) voting members with at least one member from each parent organisation. A quorum for the ACECC Executive will be a simple majority (three (3)). Voting will be by a simple majority with the chair having a casting as well as deliberative vote.

### **Reporting**

ACECC will receive reports from:

1. Each parent organisation
2. Combined CME committees
3. SIGs
4. Conveners of combined CME and SIG meetings (report to include a financial report, statistics and critical review information as specified in Attachment 2).

ACECC will provide chair-approved unconfirmed minutes to the parent organisations within 28 days of its meetings.

### **Administration**

Support for the ACECC chair is provided by ANZCA. SIGs and combined CME events will receive administrative support from the parent organisation appointed to provide this administration. The ACECC website is administered by the ASA.

The costs of ACECC's operations (including that of the chair) are funded respectively by ANZCA, ASA and NZSA in the ratio 50:40:10. Each organisation is otherwise responsible for their own costs associated with ACECC activities.

A separate funding agreement between the parent organisations details the financial reporting and accounting obligations of each organisation for ACECC activities.

## Ownership and Protection of ACECC Information

Information drafted, acquired, captured, reviewed, published or disseminated within ACECC is the intellectual property the parent organisations, each of which shall have full access to all such information.

The copyright of the information published by ACECC or on behalf of ACECC Members is protected and remains always with the parent organisation that provides the administrative or secretarial support to the SIG, joint CME event or ACECC activity responsible for the material. This material may not be reproduced in part or whole without the express permission of ACECC. This caveat is to be included on all ACECC published material.

Any financial value that may be realised through ownership of the intellectual property will be shared by the parent organisations in accordance with the extant funding arrangements.

ACECC will act in accord with privacy legislation requirements in both New Zealand and Australia. Legal responsibility for compliance and enforcement of ownership remains with the respective parent organisations administering the relevant SIG, joint CME or ACECC activity.

A register of intellectual property is to be maintained by the ACECC secretariat and provided to the face-to-face ACECC meetings.

## Insurance and Liability

Parent organisations whose secretariats are responsible for supporting an event or activity where there is a public liability exposure are to maintain appropriate insurance coverage. Parent organisations in Australia are to ensure they hold similar levels of overage through exchanging advice at the time of annual renewal of policies.

Similarly, the parent organisation responsible for publishing material from a SIG or joint CME is responsible for its content. Appropriate liability protect through insurance is to be held by the publishing parent organisation.

## Assessment and Review

ACECC will develop a list of key performance indicators (KPIs) about the functioning of the Committee. These KPIs will be reviewed at each ACECC meeting. The ACECC Charter will be reviewed every two years or more frequently at the request of one or more of the parent organisations.

## Dispute Resolution

ACECC is expected to manage its business, financial and analytical processes internally. If a matter cannot be resolved, it is to be referred to a joint meeting of the presidents for review.

### CHANGE CONTROL REGISTER

Version	Author	Reviewed by	Approved by	Changes
1	Committee	Committee	Committee	September 2011

Date of next review	May 2012
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