

GUIDELINES
for
REGIONAL CONTINUING
EDUCATION COMMITTEES

Established jointly in the names of

the Australian and New Zealand
College of Anaesthetists

and

the Australian Society of Anaesthetists

February 2004

1. Introduction

Over many years most regions have developed Anaesthesia Continuing Education (CE) Committees which have had the responsibility for organising of CE activities for their local area. These activities have included short evening meetings for local anaesthetists, country meetings and longer weekend meetings, often with invited overseas speakers and with large numbers of registrants. In New Zealand, the NZAEC (New Zealand Anaesthesia Education Committee) is a joint venture of ANZCA (Australian and New Zealand College of Anaesthetists) and the New Zealand Society of Anaesthetists. The management of the NZAEC is in accordance with a document entitled “NZAEC Terms of Reference”. In Australia, the Regional CE Committees have been developed as joint committees of ANZCA and the Australian Society of Anaesthetists (ASA). These regional CE Committees have been very successful both educationally and financially, while maintaining significant independence from the parent bodies. ANZCA and ASA have nevertheless retained ultimate responsibility for their activities. ANZCA and ASA have produced this document to provide principles by which such Committees can function without diminishing their freedom and enthusiasm.

2. Objectives

- 2.1 To promote and provide continuing educational opportunities for anaesthetists and personnel from related disciplines.
- 2.2 To provide a forum for balanced review of new methods and drugs in anaesthesia.
- 2.3 To promote high standards of professional performance by anaesthetists.

3. Activities

- 3.1 Plan and coordinate the continuing education activities of ANZCA and ASA in the region.
- 3.2 Plan and coordinate educational meetings in the region. These may be frequent short duration meetings or less frequent day/weekend meetings.

- 3.3 Organise meeting themes, educational topics and invited speakers to support these activities.
- 3.4 Consider the requirements of the ANZCA Maintenance of Professional Standards Program when planning educational activities.
- 3.5 Coordinate educational visits by appropriate speakers to the region including country centres.
- 3.6 Maintain a timetable of continuing education activities within both the region and in other areas. Notify the Anaesthesia Continuing Education Coordinating Committee of the timetable of activities to facilitate production of a national calendar of CE events.
- 3.7 Act as a resource on educational matters for anaesthetists, educators and meeting organisers.
- 3.8 Prepare and distribute appropriate educational material.
- 3.9 Maintain a source of educational material, audiovisual equipment and other devices for use within the region.
- 3.10 A productive professional relationship should be developed with the regional Health Care Industry representatives. However, all aspects of scientific program development, advertising of meetings and mailing must be controlled by the CE Committee. Any suggestion of endorsement of industry products must be avoided.
- 3.11 Establish and report on review processes to ensure that the Committee is achieving its objectives.
- 3.12 Liaise with Faculties of Intensive Care Medicine and Pain Medicine regarding incorporation of appropriate aspects of these disciplines into Anaesthesia CE Activities.

4. Administration

- 4.1 The regional CE Committee shall be responsible through the Anaesthesia Continuing Education Coordinating Committee (ACECC) to the parent bodies, ANZCA and ASA.
- 4.2 The Committee will be of a size appropriate for the anticipated activities in the region. Members must be either Fellows of ANZCA or Members of ASA. The Committee will have at least one member or nominee of both

the ANZCA Regional Committee and the ASA State Committee of Management. In the event of a large number of volunteers for the CE Committee, the State Committees of the parent bodies will determine the final composition. At its first meeting for the year, the Committee will elect a Chairman, a Secretary/Treasurer and other officers as appropriate.

- 4.3 The Committee will comply with ANZCA/ASA document “Guidelines for Conducting CME Meetings”.
- 4.4 The Chairman or his/her nominee will provide a verbal report of activities and finances of the CE Committee at the Annual General Meetings of the State Committees of the parent bodies and at other meetings when requested by the parent bodies.
- 4.5 The Committee will provide a written report of activities and finances for the calendar year to ACECC, ANZCA Council and ASA Executive by the 31 January each year.

5. Financial Management

5.1 General

5.1.1 Prudent and meticulous financial management is essential, as the ultimate responsibility will rest with the parent bodies.

5.1.2 All financial arrangements will be conducted through “Melbourne Finance”. Melbourne Finance is the financial management facility provided for ANZCA/ASA Regional Combined CE Committees, and is located at ANZCA House, 630 St Kilda Road, Melbourne, 3004. Telephone: 03 95106299

5.2 Budgeting

5.2.1 The Treasurer of the Organising Committee should prepare a budget after obtaining quotations from as many vendors as will be involved in the meeting. The convenor is responsible for the overall budget of the meeting and should therefore review and approve the budget prepared by the Treasurer. As a guiding principle, all CE activity should be self supporting. Early bird registration fees should also be considered. The budget should typically detail the following:

Income

- Number of attendees
- Registration types (eg fellows, trainees, speakers, Health Care Industry exhibitors) and registration fees
- Expected total income from all sources

Expenses

- Venue hire, including catering and beverages
- Printing (flyers, brochures, abstracts, signs etc)
- Audio-visual
- Guest speakers
- Secretariat expenses, including Photocopying, Postage & couriers
- Honorariums
- Travel expenses, including taxis, airfares and accommodation

5.2.2 The budget summary should be distributed to the relevant committee members and also to the Regional Administrative Officer, to Melbourne Finance, and to the ASA Financial Controller (P.O. Box 600 Edgecliff, NSW 2027, Telephone 1800806654)

5.2.3 The information from the budget summary can then be incorporated into the reports generated from Melbourne Finance. The reports detail all income and expense for the particular period (to date) and therefore provide an opportunity for review so that any queries can be resolved in a timely manner. A review of actual income and costs against budget also provides a useful tool as a way of analysing the success or otherwise of the meeting and also for future planning.

5.3 Financial Reporting

5.3.1 Once the budget has been approved and the information sent to Melbourne Finance, the appropriate income and expense account codes can be set up in the general ledger to assist in identifying the activity for each meeting.

5.3.2 A typical financial report must contain the following:

	Actual	Budget	Variance
<u>Income</u>			
Registration Types			
Total Income	\$	\$	\$
<u>Expenses</u>			
Venue hire			
Printing & stationery			
Photocopying			
Postage & couriers			
Total Expenses	\$	\$	\$
Surplus (Loss)	\$	\$	\$

Share of surplus (loss) ANZCA \$
 ASA \$

5.3.3 Receipts for registration and/or exhibitors fees are to be banked using the College's main bank account and details forwarded to Melbourne Finance so that information can be coded against the appropriate general ledger account. Similarly, all expense invoices should be checked and approved by an appropriate person from the Organising Committee (usually the Treasurer) and then forwarded to Melbourne Finance where a cheque will be drawn and sent to the payee. Monthly reports will then be prepared by Melbourne Finance and distributed to the Regional Administrative Officer and Treasurer.

5.3.4 For each meeting, a Final financial report must be completed as soon as possible after the end of the meeting, preferably within one month of the

end of the meeting. The Report will be forwarded to the Treasurers of both the College and ASA.

5.3.5 Financial Reports for the year ending 31 December must be presented to the Executives of both parent bodies by 31 January. This is required in order to facilitate auditing prior to presentation of financial data at the ANZCA AGM. Separate arrangements will be made for auditing by the ASA. Original documented evidence of all income and expenditure must be retained and be available for audit by 31 January each year.

5.3.6 All expenditure from the accounts must only be used for CE and related activities and must be verified by receipts.

5.3.7 Expenses incurred by Committee members in the organisation of a CE activity must be fully documented for audit purposes. Reimbursement may be paid from the regional CE account. Committee members may not ordinarily claim living allowances, entertainment expenses, meeting registration fees and travel expenses.

5.3.8 The ANZCA Regional Committee and/or the ASA Committee of Management must be reimbursed by the CE Committee for the time spent on planning and management of CE activities by the regional Administrative Officer. This should be calculated according to the AO's normal hourly rate of pay.

5.3.9 Advice regarding appropriate accounting procedures and preparation for audit may be obtained from the ANZCA Business Manager or the ASA Financial Controller.

6. General

6.1 Insurance for CE meetings will normally be provided within the insurance policies of the parent bodies. Detailed information may be sought from the appropriate Executive Officers.

6.2 Questions regarding compliance with this document should be directed to ACECC in the first instance, and then to the Executives of both parent organisations.

6.3 A CE Committee will be dissolved on a recommendation from:

6.3.1 the CE Committee to ACECC which may then recommend dissolution to the ANZCA Council and the ASA Executive. Dissolution will occur if both parent organisations concur.

6.3.2 either ANZCA Council or the ASA Executive. Dissolution will occur if the other parent organisation concurs.

6.4 In the event of dissolution of a CE Committee, the credit or debit in the CE account will be divided and returned to the parent organisations.