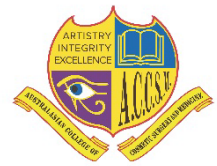


**Raising Standards – Protecting Patients**

**TERMS OF REFERENCE**



<b>Name</b>	Board of Censors (BOC)	
<b>Type</b>	Governance	
<b>Date</b>	May 2023	
<b>Review/cessation date</b>	<b>Review</b> <input type="checkbox"/>	<b>Cessation</b> <input type="checkbox"/>
<b>Aim</b>	<p>The BOC:</p> <ol style="list-style-type: none"> <li>Shall manage the affairs of the Australasian College of Cosmetic Surgery and Medicine (ACCSM) in relation to the surgical and medical training programs and CPD.</li> </ol>	
<b>Objectives</b>	<p>The Board of Censors (including the Deans) will assist the Censor in Chief and/or their nominated representatives to:</p> <p>(a) To assess applications for procedure registrations according to the requirements and guidelines set out in the By-Laws or the directions from time to time made by the Council, and hand down a consensus decision (suitable or unsuitable).</p> <p>(b) To provide strategic direction for the training programs, this includes:</p> <ul style="list-style-type: none"> <li>Develop and review policies, processes, standards, guidelines, and resources for all aspects of the Training Programs and, where appropriate, consider applications associated with these policies.</li> <li>Oversee the delivery and implementation of the curriculum learning outcomes, teaching and training and assessment strategy.</li> <li>Oversee the standards, integrity, and deliverability of the Examinations.</li> <li>Monitor the performance and progression of trainees through the entire training program.</li> <li>Facilitate appropriate use of performance, progression and remediation processes, and review and approve trainee remediation plans.</li> <li>Consider recommendations for trainees to be withdrawn from the training program.</li> <li>Assess suitability and appoint members to various educational and training roles, including Examiners, preceptors and provide appropriate training and support for members to be successful within these roles.</li> <li>Approve the accreditation of training sites, amend the accreditation status of training sites and/or impose any conditions.</li> </ul>	

- Monitor and evaluate all elements of the training program.
- Consider the de-identified results from site, trainee surveys, preceptor surveys and feedback from key stakeholders of the training program, and implement improvements as required.

(c) To assess and allocate or decline according to such requirements, guidelines, and directions new applicants for membership in relation to the categories specified in the By-laws as considered appropriate.

(d) To assess candidate applications for college training programs and make recommendations.

(e) To assess applicants seeking admission to a Faculty of the College according to the guidelines set out by the By-Laws and make a recommendation to the Council.

(f) To provide program oversight for the ACCSM CPD Program. This includes:

- Regularly reviewing the aims, content, structure, and definitions of the Continuing Professional Development (CPD) Program for Cosmetic Surgery and Cosmetic Medicine, to ensure that the CPD program meets the requirements of regulatory bodies such as the Medical Council of New Zealand (MCNZ) and the Medical Board of Australia (MBA) and report, as required.
- Management of random audit processes, assessment, and outcomes for CPD.
- Ensure that the program is being regularly and effectively evaluated.
- Consider exemptions and variations to CPD participation.
- Provide specific clinical or educational advice to members seeking support to identify CPD activities within their scope of practice.
- Provide advice and support to members requiring remediation training.
- Provide oversight of accreditation of external courses including the development, implementation, and review to ensure continuous quality improvement of the professional development of members.
- Continually identify CPD education activities, resources and content that align with the CPD categories, and with the core aspects of the *Good Medical Practice* code of conduct.
- Ensure currency of endorsed CPD Education activities.

(g) To oversee the Reconsideration, Review, and Appeals process of the College as it relates to training and CPD.

(h) Be responsible for the recognition of prior learning process and outcomes.

(i) Be responsible for the oversight of the Recency of Practice Guideline

**Scope**

Activities are subject to scope limitations as outlined below.

1. Approval of BOC expenditure (subject to any resolution passed by the association in the general meeting).
2. Approval of projects relevant to the objectives of the BOC.
3. Ratification of policies and guidelines.

<b>Reporting arrangements</b>	<p>The BOC will:</p> <ul style="list-style-type: none"> <li>• Report to the Council on a quarterly basis.</li> <li>• Submit a summary report to the annual general meeting.</li> </ul>
<b>Liaison and links</b>	<ol style="list-style-type: none"> <li>1. ACCSM Council</li> <li>2. Subspecialty groups of surgery</li> <li>3. Medical specialty and medical training organisations</li> <li>4. Medicare, state and federal government.</li> <li>5. Australian Medical Council</li> <li>6. Medical Board of Australia</li> <li>7. Medical Council of NZ</li> </ol>
<b>Membership</b>	<p>The BOC shall be comprised of a minimum of 4 (four) members. This includes the Censor in Chief, Dean (Faculty of Medicine), Dean (Faculty of Surgery).</p> <p>The other members of the BOC are appointed to reflect the broad area of the Scope of Practice of Cosmetic Medical Practice. Such a scope shall include but is not limited to elements of facial surgery, body contouring surgery, liposuction, breast surgery, dermatology, laser and light therapies, Cosmetic Medicine.</p> <p>Each member of the Board of Censors must be a Fellow or Associate Member of the College and will be elected by Council.</p> <p>Members may not hold more than one role.</p> <p>The BOC should, if practicable, include a junior member (current trainee or recently graduated fellow (&lt;2 years)) from each program (surgery and medicine).</p>
<b>Terms of membership</b>	<p><b>Member Terms</b></p> <p>The terms of the members of the BOC are two years, although may vary depending on when the annual general meeting falls.</p> <p>Members may serve multiple consecutive terms, subject to approval by the Council.</p> <p><b>Chair</b></p> <p>The Chair of the BOC is the Censor in Chief. In the absence of the Censor in Chief from a meeting, then another member shall act as Chair by consent of the BOC members present.</p> <p><b>Casual Vacancies</b></p> <p>In the event of a casual vacancy occurring in the membership of the BOC, including the role of Censor in Chief, the Council by majority vote may either:</p> <ol style="list-style-type: none"> <li>1. Appoint a member of the college to fill the vacancy; or</li> <li>2. Call a general meeting of members to move a resolution to appoint a person to fill the casual vacancy.</li> </ol>

<p><b>Meetings</b></p>	<p><b>Meeting frequency</b></p> <ol style="list-style-type: none"> <li>1. The BOC shall aim to meet face to face once in each period of 12 months at such place and time as the BOC may determine.</li> <li>2. Additional face to face or teleconference meetings of the BOC may be convened by the Censor in Chief or by any member of the BOC at least three (3) times annually.</li> <li>3. Attendance at any meeting by a BOC member may be in person or via teleconference; however, members should aim to attend a minimum of one face to face meeting in each period of 12 months.</li> <li>4. Members who are absent from scheduled meetings for a six-month period without the consent of the BOC may be removed.</li> <li>5. Twenty-one days’ notice of every Board of Censors meeting will be given to each Censor, except in the case of an urgent matter when the Censor-in-Chief may authorise a meeting of Board of Censors on a minimum of seven days’ notice.</li> <li>6. Notice of a meeting of Censors may be given in writing.</li> </ol> <p>Notice of a meeting shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the BOC members present at the meeting unanimously agree to treat as urgent business.</p> <p><b>Administrative support</b></p> <p>Administrative support is provided by ACCSM administration staff.</p> <p><b>Resolutions</b></p> <p>Resolutions must be passed with majority support. If voting is tied, then the Chair has the deciding vote.</p> <p>Questions arising at any meeting of the Board of Censors will be decided by a majority of votes of those present in person and by proxy and, subject to the provisions of clauses 4.12 and 4.13 in the ACCSM By-Laws, each Censor has one vote for him/herself and one for each proxy that he/she holds.</p>
<p><b>Quorum</b></p>	<p>A minimum of 3 members is required to form a quorum.</p>
<p><b>Election of Members</b></p>	<p>The members of the BOC are elected at a meeting of the Council.</p> <p><b>Nomination for Election</b></p> <p>(a) Each candidate for election as a Censor must:</p> <ol style="list-style-type: none"> <li>(i) Be proposed by a Council Member; and</li> <li>(ii) Be a current financial qualified member of the College.</li> </ol> <p>(b) A nomination of a candidate for election as a Censor must:</p> <ol style="list-style-type: none"> <li>(i) Be in writing;</li> <li>(ii) Be signed by the candidate; and</li> <li>(iii) Be signed by the proposer.</li> </ol>

(c) A nomination of a candidate for election must be received at the registered office of the College no later than 5pm on the day, which is 30 days prior to the meeting of the Council at which the candidate is proposed to be elected.

(d) A list of the candidates' names in alphabetical order, together with the proposers' names must be sent to the Council Members with the notice of the meeting of the Council.

(e) Any candidate nominated for election as a Censor must disclose to the Council all memberships of any other professional bodies that the candidate may hold. Failure to do so will result in removal from Board of Censors.

**Election**

(a) If the number of candidates for election is equal to or less than the number of vacancies to be filled; the chairperson of the meeting of the Council must declare those candidates to be duly elected as Censors.

(b) If the number of candidates for election is greater than the number of vacancies, a ballot must be held at the council meeting. The nominations who have received the greatest number of votes must be declared by the chairperson to be elected as censors.

<p><b>Responsibilities of BOC Members</b></p>	<p><b>Conflict of Interest</b></p> <p>Any actual, perceived or potential conflict of interest is to be declared and recorded in the minutes of the meeting.</p> <p>Refer to the <i>ACCSM Conflict-of-Interest Policy</i>.</p> <p><b>Disputes</b></p> <p>Disputes that cannot be satisfactorily resolved within the BOC must follow the procedures as outlined in the Constitution.</p> <p><b>Meeting Attendance</b></p> <p>All members are to confirm their attendance to the administrator or send their apologies as early as possible following notification of the scheduling if the meeting.</p> <p><b>Confidentiality</b></p> <p>Members must keep matters relevant to individual members or specific cases of patient care confidential. BOC members are required to maintain confidentiality on matters of importance to BOC and the relevant specialty in line with the <i>ACCSM Confidentiality Policy</i>.</p> <p><b>Conduct</b></p> <p>Members of the BOC are required to:</p> <ol style="list-style-type: none"> <li>1. Attend meetings and actively participate in discussions at these meetings.</li> <li>2. Read agenda papers and minutes of meetings.</li> </ol>
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3. Act with care and diligence and in the best interests of BOC and the ACCSM.
  4. Keep abreast of key issues, including bi-national & international developments that may impact on the work and areas of responsibility of the BOC.
  5. Dedicate time outside of BOC meetings to undertake activities on behalf of the BOC, such as assessing/providing advice for CPD, drafting of policies/guidelines/reports/communications, research, provision of advice and others as required.
  6. Assist in the development of relationships with stakeholders.
  7. Assist in the training, professional development and mentoring of all new BOC members.
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Reviewed – August 2024