

Education, Training & Examinations Board Terms of Reference

Version control and review

| | |
|-------------------------|----------------|
| Version | 2024/6.0 |
| Owner | Russell Ampofo |
| Board approval | 3 July 2024 |
| Council approval | N/A |
| Review due | July 2026 |

Purpose

The Education, Training & Examinations Board provides operational and strategic management and oversight of the Education, Training and Examinations functions of the College. The Board scrutinises and monitors the operational work of the committees and working groups within the Education, Training and Examinations Directorate and reports to Council on issues of strategic importance in these areas for the benefit of anaesthesia and the wider healthcare environment that our members and fellows practice in.

The Board scrutinises and approves the Directorate's operational plans and oversees the development of the Directorate budget. The Board oversees progress against the approved operational plan and the agreed budget. The Board is informed in its deliberations by receiving regular reports from relevant Committees and senior Directorate staff regarding operational and emerging issues relevant to lifelong learning.

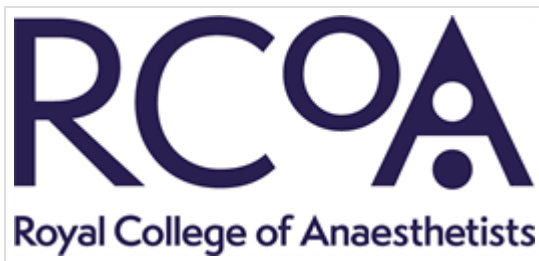
The Board operates within the College's regulations, Scheme of Delegation and financial regulations.

The Board has responsibilities as follows:

To oversee, review and scrutinise the work and running of committees in Education, Training and Examinations.

Working with the Director responsible and within the scheme of delegation, the Board has delegated authority to authorise, pause or terminate expenditure up to a limit of £50,000.

To monitor and mitigate financial and reputational risk to the College within its areas of responsibility



Training, Assessment & Workforce

- To ensure that the curriculum and assessment systems meets the requirements, rules and standards as defined by the GMC, reflecting good practice and guidance from the Academy of Medical Royal Colleges, the Statutory Educational Bodies and other key educational stakeholders
- To provide support to Regional Advisers Anaesthesia to further the development of anaesthesia at regional level
- To confirm and oversee the process of appointments of College Tutors
- To approve and monitor equivalence assessments and the recommendations made to the GMC
- To define and periodically review the College's workforce strategy
- To ensure that recruitment information is disseminated to trainees, trainers, College committees, the membership and the public
- To monitor the development and implementation of changes to the anaesthetic CCT curriculum
- To monitor recruitment and workforce issues in anaesthesia across the UK
- To oversee policy and procedures for the effective delivery of specialty training in the UK.

Examinations

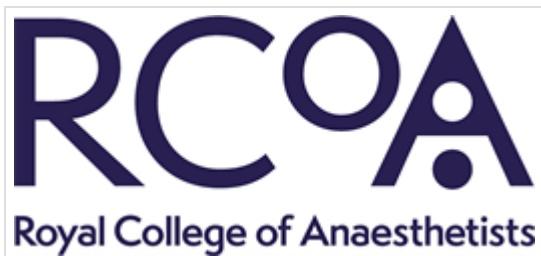
- To scrutinise, sign off and monitor all College & Faculty examination regulations
- To ensure College and Faculty examinations are delivered and conducted in accordance with College regulations and in line with GMC and Academy of Medical Royal Colleges guidance
- To oversee and monitor developments and any changes to the examinations as agreed by Council/Faculty Board
- To ensure adequate provisions are in place for the selection, recruitment, training, quality assurance and auditing of examiners.

Accountability to Council/Board of Trustees

The Board is accountable to and reports to Council. The terms of reference for the Board, and any subsequent amendments, will be reviewed and approved by Council.

Groups and Committees reporting to the Board

The Board can create Groups that are accountable to and report to it directly or to one of its constituent Committees, subject to the approval of both the Board and Council. The establishment or dissolution of a Committee can only occur with the approval of Council. All Groups and Committees must have Terms of Reference that are compatible with the College's generic Terms of Reference for Committees, are in line with College strategy



and are reviewed annually. All Groups and Committees reporting to the Board should provide regular reports to Board meetings.

- Standing Committee – a permanent group created to conduct or supervise work in an established and enduring area of College activity that forms a formal part of published College strategy. The activities of Standing Committees will be subject to annual financial review and formal performance review every three years. These comprise:

| Name |
|------------------------------------------------------------|
| Anaesthetists in Training |
| CESR Executive |
| Examinations |
| Global Partnerships |
| Recruitment |
| Specialist, Associate Specialist & Specialty Doctors (SAS) |
| Training, Curriculum & Assessment |
| Workforce |

- Working Group – a medium to long term group created to conduct or supervise work in an area of College activity that is supported by the Board and Council/Board of Trustees. The activities of Working Groups will be subject to financial and performance review every year, or at scheduled target completion date if less than one year. These comprise:

| Name |
|------------------------------------------------------------|
| Anaesthetics Curriculum and Development |
| Anaesthetic Trainee Representatives |
| Lifelong Learning Platform Maintenance & Development Group |
| Undergraduate Advisory |

- Task-and-Finish Group – a short to medium term group created to conduct or supervise work in a specified area of College activity that has a finite remit and a target completion date. The creation of the Group should be supported by the Board with Council being informed of its creation. The work of Task-and-Finish Groups will be subject to financial and performance review at its scheduled target completion date. As at August 2017 there are no task and finish groups
- Other groups can only be created with the express approval of Council, to include approval of its Terms of Reference and finances.



Membership and Decision-Making

The Board shall comprise:

| Role |
|------------------------------------------------------------------|
| Chair |
| Vice Chair |
| Vice President |
| Chair of Anaesthetists in Training Committee |
| Chair of CESR Executive Committee |
| Chair of Examinations Committee |
| Chair of Global Partnerships Committee |
| Chair of Recruitment Committee |
| Chair of Training, Curriculum & Assessment Committee |
| Chair of Workforce Committee |
| SAS representative |
| PatientsVoices@RCoA representative |
| Equality, Diversity & Inclusion Committee representative |
| Chair of LLP Maintenance & Development Group |
| Director of Education, Training & Examinations |
| Associate Director of Education, Training & Examinations |
| Head of Examinations |
| Head of Training |
| EA to Director of Education, Training & Examinations (Secretary) |

Chairs of the Board's Standing Committees, Working Groups and/or Task-and-Finish Groups may, from time to time, be invited to attend Board meetings.

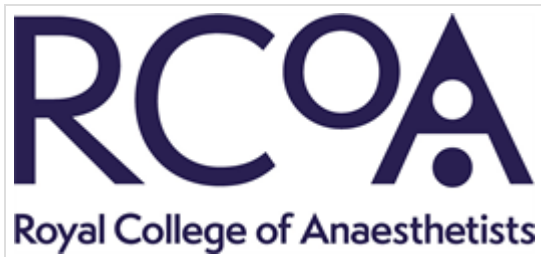
The quorum for the Board shall be three RCoA elected Council members. Decisions shall be made by consensus whenever possible. When this is not possible, the Chair may call for a vote in which only RCoA elected Council members and Trustees may participate. In the event of a tied vote, the casting decision to be made by Council.

The tenure of membership for the Chair, Vice-Chair and other Council members will be while they remain an elected Council member and up to three years, renewable for a second and final period of three years.

The membership of co-opted members (including external representatives) is subject to annual renewal by the Board and will be up to three years, renewable for a second and final period of three years.

Frequency of meetings

The Board will normally meet no more than four times a year. Additional meetings may take place under exceptional circumstances with the approval of the Board Chair and



Director. Two meetings per year will be held remotely and two meetings per year will be held in the College.

Expenses

The reasonable travel, accommodation and subsistence expenses of those invited to attend Board meetings shall be met in accordance with published College guidance. Those attending Board meetings as representatives of external organisations will not be offered expenses except with the Chair's and Director's prior knowledge and approval.