

## **RCSEd Surgical Specialty Boards Terms of Reference**

### **Purpose**

The Surgical Specialty Boards (SSBs) are constituted within the internal governance structure of the Royal College of Surgeons of Edinburgh ("the College") and exist primarily to support, advise and assist the College and its Council across the breadth of core College activities as they relate to specialty matters and developments. In addition, the SSBs play a critical role in facilitating reciprocal engagement and communication between the College and the surgical specialties across the UK.

In fulfilling this purpose, the SSBs shall also undertake activity and duties, as agreed with and on behalf of the College, in the following areas:

- Education
- Examinations
- Professional and Clinical Standards
- Public Policy and External Engagement

### **Governance**

Each recognised surgical specialty in the UK shall be represented within the College by an SSB, constituted in a way that best fulfils the purpose and remit stated here and which complies with the minimum membership below.

The Chairs of each of the SSBs ("the Steering Group") shall normally meet collectively at least twice per annum and at least once per annum jointly with the College Council. The Steering Group shall act as a key point of contact and liaison between the College and the SSBs.

The Steering Group shall be chaired by a current member of the College Council, nominated and agreed by Council.

### **Remit**

As part of its remit, each SSB shall:

1. Consider specialty-specific issues on behalf of the College and provide relevant advice and guidance to the College Council
2. Facilitate reciprocal engagement and communication between the College and the surgical specialties across the UK and overseas
3. Support the College's specialty examinations, as appropriate, and as agreed with the College's Convener of Examinations and Examinations Department.
4. Support the Colleges' Education activity by reviewing and contributing to its education portfolio in each specialty, including through course and webinar development, and promoting the portfolio to the Surgical Specialty Associations (SSAs)

**APPROVED BY COUNCIL 8 JULY 2022**

5. Support the College's Professional Standards activity by nominating its members (or other appropriate College Members and Fellows) to:
  - a. act as College-appointed Assessors and/or Reviewers in:
    - i. undertaking external clinical, service and quality assurance reviews (including Invited Reviews)
    - ii. accrediting external courses and overseas training facilities
    - iii. quality assuring both applications and host positions in regard to the International Postgraduate Deanery
  - b. participate and represent the College on Advisory Appointment Committees (AACs) for the appointment of NHS Consultants
  - c. participate in National Audits
6. Ensure that its members undertake relevant assessor or examiner training provided by the College in order to appropriately support the College's Professional Standards, Education and Examinations activity
7. Provide comments and feedback to the College's Policy Team on matters relating to the relevant specialty (e.g. public consultations, NICE guidelines, etc.) in order to support the College's advocacy and external engagement work
8. Consider and provide feedback to the College Council (or its committees) on Examiner applications and nominations for Fellowships without Examination or Honorary Fellowships
9. Consider and agree a forward schedule of business and key priorities covering at least a 12-month period, taking account of the College's strategic aims, and report to the Steering Group and Council on progress

## **Composition**

Each SSB shall be constituted as follows:

### *Voting members:*

- Chair (a Fellow of the College in good standing, appointed by Council)
- Deputy Chair (a Fellow of the College in good standing, appointed by the SSB)
- Up to nine other College Fellows in good standing from the relevant surgical specialty (at least three of whom should be experienced College examiners)
- A member of the College Council from the relevant specialty (if available and not already included within the membership categories above)
- One Staff Associate Specialist (SAS) member (nominated by the Colleges' SAS and Locum Consultants' Committee)\*
- One trainee member (a Member or Fellow of the College at ST level, in good standing, appointed by the SSB)

### *Non-voting members:*

- One representative of the relevant Specialty Trainee Association (STA)

- One representative of the relevant Specialty Advisory Committee (SAC) of the Joint Committee on Surgical Training (JCST)
- One representative of the relevant UK Surgical Specialty Association (SSA)

Each SSB **may** co-opt up to two additional members, depending on their needs and subject to ratification by the College Council. Co-opted members shall be appointed for one year and may be reappointed annually, up to a maximum of three years.

All SSB members are to be UK-based. However, the nine Fellows appointed by the SSB may include one overseas-based Fellow. In the case of SSB members who are based overseas, the expectation is that attendance at meetings shall normally be by virtual means.

*\* The SSB for Oral and Maxillofacial Surgery (OMFS) shall not be required to appoint a SAS Representative.*

College staff shall attend SSB meetings, as required.

### **SSB Lead Members**

From amongst the appointed College Fellows, each SSB shall designate at least one lead member to coordinate and report to the Chair on the SSB's activity in the following areas:

- Exams
- Education
- Professional Standards
- Policy and External Engagement
- International

Leads may be appointed to coordinate other areas of SSB activity, as required. However, the SAC and SSA members are there to represent their respective bodies and should not be appointed to lead or undertake activity on behalf of the College.

### **Appointment processes and eligibility:**

- **Chair:** the Chair shall be appointed from amongst the College Fellowship. Applications shall be sought openly and considered by a suitable panel led by the Chair of the Steering Group. The appointment shall be ratified by the College Council.
- **Deputy Chair:** nominations for the Deputy Chair shall be sought from amongst the appointed College Fellows on the SSB. The appointment shall be decided by a secret ballot of the appointed College Fellows. In the event of a tied result, the Chair shall have a casting vote.
- **College Fellows:** applications shall be sought openly amongst the College Fellowship and considered by a panel comprising the SSB Chair, SSB Deputy Chair and one other appointed College Fellow on the SSB. Appointments shall be made with reference to the balance of skills and experience required on the SSB. All appointments shall be ratified by the College Council.
- **College Council member:** where a College Council member is not already included amongst the other members of the SSB, the Council shall nominate

one of its members from the relevant specialty to undertake this role. Where a Council member in the relevant specialty is not available, this post shall remain vacant but the Chair of the SSB shall be invited to attend regular Council Development Sessions

- **SAS Member:** appointments shall be made by the College's SAS and Locum Consultants Committee, informed by any requirements stipulated by the SSB. The SAS representative must be affiliated to the College. The appointment shall be ratified by the College Council.
- **Trainee Member:** applications shall be sought by the SSB via an advertisement and through the relevant specialty trainee associations. Appointments shall be considered by a panel, led by the Chair of the relevant SSB. The trainee representative must be a ST level trainee and a Member or Fellow of the College. The appointment shall be ratified by the College Council.
- **STA Representative:** The SSB shall invite the relevant, primary<sup>1</sup> Specialty Trainee Association to nominate a suitable representative and the appointment shall be ratified by the voting SSB members. The STA Representative may or may not be affiliated to the College.
- **SAC Representative:** The SSB shall invite the relevant SAC to nominate a suitable representative and the appointment shall be ratified by the voting SSB members. The SAC representative may or may not be a Fellow of the College.
- **SSA Representative:** The SSB shall invite the relevant SSA to nominate a representative and the appointment shall be ratified by the voting members of the SSB. The SSA representative may or may not be a Fellow of the College.

### Terms of appointments

The Chair, Deputy Chair and appointed College Fellows shall be appointed for an initial term of three years and thereafter shall be eligible for reappointment for a further year. If a serving College Fellow member is subsequently appointed to the role of Chair or Deputy Chair, their term of office will re-start from the date of their new appointment.

The SAS Representative shall be appointed for an initial term of three years and thereafter shall be eligible for reappointment for a further year.

The Trainee Representative shall be appointed for a term of two years and thereafter shall be eligible for reappointment for a further year. If the individual is successful in gaining a consultant position within the term of their period of office, they shall demit office and a new representative shall be sought.

The STA, SSA and SAC Representatives shall serve for a maximum term of three years and thereafter new representatives shall be sought. However, if a STA, SSA or SAC Representative ceases to be a representative of the STA, SSA or SAC, they shall automatically cease to be a member of the SSB and a new representative shall be sought.

Co-opted members shall be appointed for one year and may be reappointed annually, up to a maximum of three years.

---

<sup>1</sup> Where more than one Specialty Trainee Association exists within the surgical specialty, the SSB shall determine the single most relevant Association to be represented on the SSB.

### **Meeting frequency**

Each SSB shall meet at least twice per annum. Members should be encouraged to participate via teleconference or videoconference. Additional meetings may be scheduled at the discretion of the Chair.

### **Quorum**

A quorum shall be a simple majority of the voting members. In the absence of both the Chair and Deputy Chair, the committee shall agree and nominate a chair.

### **Appendices:**

- A. Current SSB memberships and appointed leads (2020)
- B. Standing Orders (to be agreed by the Steering Group)