

## **TERMS OF REFERENCE**

# **PUBLIC SAFETY AND PATIENT PROTECTION COMMITTEE (PSPPC)**

### **1. PURPOSE**

The Public Safety and Patient Protection Committee (PSPPC) is a formal standing committee of the Council of the ACCSM. Its primary purpose is to ensure the College upholds the highest standards of patient safety, cultural safety, and public protection across all educational, clinical, and regulatory activities. The PSPPC provides independent oversight, strategic guidance, and risk mitigation related to patient care, trainee supervision, complaints management, and safety governance.

### **2. SCOPE AND RESPONSIBILITIES**

The PSPPC is responsible for:

#### **2.1 Strategic Public Safety Oversight**

- Advising Council on safety policy, clinical risk trends, and public protection priorities.
- Ensuring public trust is embedded in the College's strategic and operational decisions.
- Promoting a transparent, learning-focused, and patient-centred safety culture.

#### **2.2 Risk Monitoring and Incident Governance**

- Reviewing and analysing data from the College's Risk and Incident Register.
- Monitoring near misses, adverse events, complaints, and supervision breaches.
- Recommending corrective actions, audits, and regulatory escalation where necessary.

#### **2.3 Policy Development and Review**

- Overseeing the development of patient safety, supervision, and complaints policies.
- Ensuring policies are aligned with:
  - NSQHS and Cosmetic Surgery Safety Standards,
  - AHPRA and MBA guidelines,
  - Cultural safety and equity principles.

#### **2.4 Curriculum and Educational Input**

- Providing expert input into safety, consent, governance, and ethics curriculum content.
- Ensuring cultural safety and clinical risk mitigation are embedded in assessments.
- Supporting faculty and supervisor training in patient-centred risk practices.

## 2.5 Training Site and Supervisor Oversight

- Collaborating with the Accreditation Panel on site reviews and preceptor evaluations.
- Ensuring accredited training sites demonstrate systems for safety, reporting, and response.
- Monitoring supervisor compliance with defined levels of trainee oversight.

## 2.6 Consumer and Cultural Representation

- Embedding patient and community perspectives into policy development and safety governance.
- Ensuring representation from Aboriginal and Torres Strait Islander advisors.
- Collaborating with the Community & Consumer Advisory Group.

## 3. MEMBERSHIP

The Committee shall comprise:

Position	Role
Chair	Independent representative
Consumer Advocate	Public representative with patient safety experience
Cosmetic Surgery Educator	Fellow with curriculum and clinical training expertise
Cultural Safety Representative	Aboriginal and/or Torres Strait Islander health advisor
College Administrator	Provides non-voting administrative and policy support

All members must complete a conflict-of-interest declaration and sign confidentiality agreements.

## 4. MEETING FREQUENCY

Meetings will be held at least twice a year, with additional meetings convened for urgent matters. Meetings may occur in person or via virtual platforms. Extraordinary meetings may be called by the Chair or Council if critical risks arise.

## 5. REPORTING AND LIAISON

The PSPPC reports directly to the Council of ACCSM. Reporting includes:

- Biannual reports to Council on trends, incidents, and recommendations.
- Immediate escalation of urgent safety matters to the President.
- Formal collaboration with:
  - Education & Training Committee (curriculum safety)
  - Complaints and Professional Standards Panel (disciplinary matters)
  - Accreditation Panel (site reviews)
  - Community & Consumer Advisory Group (patient perspectives)

## 6. WORKING GROUPS AND SUBCOMMITTEES

The PSPPC may form temporary working groups to address:

- Specific clinical safety issues,
- Supervision and escalation protocols,
- Cultural safety integration,
- Audit planning and performance reporting.

These groups report to the PSPPC and disband upon completion of their work.

## 7. REVIEW AND EVALUATION

The Terms of Reference will be reviewed:

- Every two years, or
- Following major changes in safety standards, AMC accreditation requirements, or College governance.

The Committee’s effectiveness will be evaluated based on:

- Incident and risk mitigation outcomes
- Policy development and implementation metrics
- Audit and complaints response timeframes
- Stakeholder and consumer satisfaction

## 8. CONFIDENTIALITY AND CONFLICT OF INTEREST

All PSPPC members must:

- Maintain strict confidentiality in handling sensitive or de-identified case data.
- Declare any conflicts of interest at the start of each meeting.
- Comply with the College’s Conflict of Interest and Whistleblower Protection policies.

## 9. DOCUMENT CONTROL

Document Name	Terms of Reference Public Safety & Patient Protection Committee
Approval Body	ACCSM Council
Version	1.0
Date Approved	22 Sept 2025
Next Review Date	22 Sept 2026