

Raising Standards – Protecting Patients

Position Description: CPD Clinical Lead



1. OVERVIEW

The Australasian College of Cosmetic Surgery and Medicine (ACCSM) is a clinician-led member organisation established to advance health through Cosmetic Surgery and Medicine.

ACCSM is governed by the Council. The Council includes the ACCSM office-bearers, who are referred to as ‘the Executive’. The Council and its Executive have responsibility for, and oversight of, the core objectives of the ACCSM. The Board of Censors is the committee dedicated to managing the affairs of the ACCSM in relation to the surgical and medical training programs and the CPD Home Program.

The CPD Clinical Lead is not an office-bearing role of the college. The position sits on the Board of Censors. The role is appointed via an Expressions of Interest process and approved for appointment by the Board of Censors.

2. ROLES AND RESPONSIBILITIES

As a member of the Board of Censors (BOC), the CPD Clinical Lead supports achieving the objectives of the ACCSM CPD Home Program as listed in the Board of Censors Terms of Reference (ToR).

Additional responsibilities of the position include:

- Working collaboratively with the members of the Board of Censors to enable the efficient and effective delivery of the CPD Home Program, including:
 - Audit and compliance processes
 - Evaluation and quality improvement
 - Reporting responsibilities
 - IT portal performance and enhancement
 - Ensuring all other policies and processes are fit for purpose, reviewed and updated regularly
- Providing and supporting the delivery of advice and support to members of the CPD Home Program, where required. This may include advice about:
 - Activities appropriate to the member’s scope of practice
 - Activities that align with the *Good Medical Practice* Code of Conduct
 - Remediation activities for non-compliant members
 - Assessing CPD activities for quality and relevance
- Providing leadership, including strategic-level policy advice, and coordination with key stakeholders including:
 - Responding to documents or requests for feedback in a timely fashion

- Providing a point of executive liaison for the referral of issues in the CPD Home Program to members of the Board of Censors
 - Reviewing the Board of Censor minutes, agenda content and associated items prior each meeting
- Leading and facilitating discussion at Board of Censors meetings of the CPD Home agenda items to ensure that:
 - The views of all members are heard and respected
 - Decisions made about items discussed are clear and recorded transparently
 - Perceived, potential or actual conflicts of interest are managed appropriately.
- Overseeing all evaluation and recommendations of the CPD Home Program.

3. APPOINTMENT OF CPD CLINICAL LEAD

- 3.1 Fellow and Associate ACCSM members are eligible for election to the Board of Censors in accordance with the ACCSM By-Laws.
- 3.2 The CPD Clinical Lead of the BOC is elected by the members of the BOC for a 2 - year term via an Expressions of Interest process.

4. SELECTION CRITERIA

The CPD Clinical Lead must:

- 4.1 Be a Member of the Board of Censors.
- 4.2 Be in good standing with the Australian Health Practitioner Regulation Agency (AHPRA) with no outstanding conditions, undertakings, or reprimands.
- 4.3 Be able to demonstrate a good understanding of national CPD regulations, codes of practice and standards, including the CPD Registration Standard, CPD Homes standards and the *Good Medical Practice* Code of Conduct.
- 4.5 Have experience providing or sourcing expert advice in relation to CPD needs.
- 4.6 Have experience in the assessment of CPD activities.