



Expert Advisory Network

Terms of Reference 2020

Terms of Reference	Expert Advisory Network
Description	<p>The Expert Advisory Network, supported by B Braun Medical, provides a platform for individuals with a special interest in research and innovation in surgical education to provide expert advice to RCS England Learning Department. The aim of this group is to share knowledge, discuss new developments and guide educational research and innovation at the Royal College of Surgeons of England.</p>
Functions/ Responsibilities	<p>The Expert Advisory Network will act as a group of experts from different clinical and non-clinical fields to provide advice on innovation and research in surgical education and training.</p> <p>The network will as a minimum:</p> <ul style="list-style-type: none">- Promote research and innovation in surgical education- Review documents as required and provide feedback- Engage in structured discussions and meetings- Comment on and share views on new innovation and technologies in surgical education. <p>Members of the network will be invited to be involved in special engagements, as defined below:</p> <ul style="list-style-type: none">- Support the department to review project and funding applications- Review education research proposals- Contribute to medical education conferences and present findings in collaboration with RCS England Learning staff- Advise and guide education research projects- Work with the department to review and validate education technologies- Join working groups on specific projects to take forwards research ideas or the testing of technologies- Contribute to reporting and evidencing project work <p>The network is not time-bound and members do not need to attend every meeting or participate in all discussions. The network will feed into the Learning Committee, however, joining the network does not enable the participant to set or change the direction of ongoing enquires.</p>

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	<p>All participants need to declare their conflict of interest and sign a non-disclosure statement upon joining the group. If conflicts arise during the course of any network meetings or project work, members are required to declare these.</p> <p>If members of the group agree to take part in special engagement projects with the RCS England, we expect participants to dedicate the agreed amount of time necessary to actively contribute to the agreed work.</p>
Regular meetings	<p>Regular meetings are defined as the sharing, discussion and dissemination of non-confidential information around research and innovation in surgical education. The network will be provided with non-confidential updates from any project work members of the group are undertaking.</p> <p>Meetings will occur virtually via telephone or video conferencing tool or participants may have the opportunity to attend in person. It is recommended that members should be able to commit 2-4 hours per quarter to engage with the group although we appreciate that some member's engagement may be more fluid to reflect their interests.</p> <p>Expenses will not be paid for attendance at meetings, however where possible we will try to combine any physical meeting with other suitable events.</p>
Number of Regular meetings	<p>There will be a flexible approach to the number of times the network will come together formally. We anticipate this to be a minimum of 3 times per year.</p>
Special engagements	<p>Special engagements are defined as engagements that are time bound, specific projects and the sharing of confidential information.</p> <p>Special engagement may require more frequent meetings with the College and other stakeholders. Frequency will be determined by need and availability of members. Before each engagement, selected members will be approached to confirm availability. Once availability is confirmed, members are expected to remain active during the engagement. Meetings may be virtual or face to face and travel may be required. Specific arrangements will depend on engagement needs but will be agreed before entering into a special engagement.</p>
Membership	<p>The network will be co-chaired by Richard Kerr (RCS England Council Member) and an independent appointed expert.</p>

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	<p>Membership is voluntary and members are free to decide how and when they would like to contribute to the meetings or special engagements.</p> <p>Membership will be unrestricted but will likely include representatives from the following:</p> <ul style="list-style-type: none">• Surgeons from all specialities and career grades• A representative from B Braun Medical• Non-medical workforce• Business and Innovation leaders• Technology leaders• Educational expert• HEE• Patient/lay involvement• Accessibility and equitability specialist• Wider surgical workforce• Academics and researchers• Royal College of Surgeons of England staff members• Members from across the Royal Colleges <p>Membership may vary, depending on the meeting agenda and needs of special engagements.</p>
Quorum	N/A
Reports	<p>For each meeting, RCS England will provide a direction of focus for discussion. The topic will be based on the current environment, a particular area of interest for RCS England and/or as a response to group interest.</p>

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