Resuscitation AUSTRALIA

Terms of Reference

Resuscitation Australia Education & Training Committee

1. Introduction

The Education & Training Committee (the Committee) of Resuscitation Australia (RA) is established to oversee the development, delivery, and continuous improvement of RA's education and training programs, including its Advanced Life Support courses and Instructor Accreditation Program (IAP). The Committee ensures that these programs align with best practices, applicable standards, and the latest advancements in user experience design to deliver an exceptional mixed-mode learning experience.

The Education & Training Committee develops and guides training-related activities and policy consistent with the aims and objectives of Resuscitation Australia. The Committee also oversees education and training standards related to curriculum, training, assessment, and accreditation, ensuring that these align with applicable standards and are consistent with the latest scientific research and clinical best practice, as shared by the Clinical Application Committee.

2. Purpose

The purpose of the Committee is to:

- Oversee the development and implementation of evidence-based resuscitation education and training programs, including consideration of new or expanded course offerings.
- Evaluate and refine the training framework to support best practices and skills retention.
- Promote the integration of innovative teaching methodologies and technological advancements in training delivery.
- Provide recommendations for ongoing accreditation and credentialing standards for RA's education and training programs.
- Promote the continuing education and professional development of health professionals as these pertain to resuscitation.

3. Responsibilities

The Committee shall:

- Review ALS and IAP training content and methods to ensure these meet the needs of clinical professionals.
- Monitor and assess training programs for compliance with ILCOR and ANZCOR Guidelines and NSQHS Standards, in support of the Clinical Application Committee.
- Evaluate the clinical effectiveness of training programs through feedback, assessments, and outcomes analysis.
- Identify discrepancies or areas for improvement in training content and delivery and recommend necessary changes.
- Stay informed about advancements in clinical practices, as well as applicable guidelines and standards to ensure training programs are updated accordingly.
- Work collaboratively with clinical experts, training developers, and other stakeholders to enhance training accuracy and effectiveness.
- Evaluate proposals for new and updated training and provide feedback on education-related resources produced by Resuscitation Australia.
- Provide advice and direction for strategic planning related to long- and short-term educational goals.
- Encourage professional development by strengthening current training opportunities and continuously improving, through updates and expansion, relevant eLearning, online, and print resources.
- Assist in the development and evaluation of continuing education programs, specifically targeting opportunities for specialist and elective training.
- Collaborate with Australian medical colleges to encourage the individual professional development of their members and Fellows, promote equity and inclusion, and increase avenues for access to best-practice, clinically relevant resuscitation training.

4. Membership

4.1 Composition

The Committee shall be composed of:

- Chairperson (appointed by Resuscitation Australia's Advisory Board)
- Clinical educators with expertise in resuscitation training
- Representatives from Resuscitation Australia's Instructional Design team

- Medical professionals specialising in emergency and critical care
- Experts in adult learning, instructional design, and blended learning (e.g. e-learning) methodologies

4.2 Appointment & Tenure

- Members are appointed based on their expertise and contributions to resuscitation education.
- Membership tenure is for a period of one to two years, to ensure continuity of representation, and based on individual preference.

5. Meetings

5.1 Frequency

- The Committee shall meet quarterly (four times per year).
- Additional meetings may be scheduled as necessary to address emerging priorities.
- Meeting dates will be communicated to all members at least one month in advance.

6.2 Quorum

- A quorum shall consist of at least 50% of the members, including the Chairperson.

6.3 Decision-Making

- Decisions shall be made by consensus. Where consensus cannot be reached, a majority vote will determine the outcome.

7. Member Expectations

Committee members are expected to:

- Actively participate in scheduled meetings and contribute to discussions.
- Review and assess education and training materials and provide constructive feedback.
- Maintain confidentiality regarding sensitive information discussed within the Committee.
- Stay updated with advancements in resuscitation science and education methodologies.

8. Secretariat Support

Resuscitation Australia will provide administrative support to the Committee, including:

- Organising and scheduling meetings.
- Preparing and distributing meeting agendas and minutes.
- Managing documentation and correspondence related to Committee activities.
- Providing logistical support as needed.

9. Reporting & Accountability

- The Committee shall report its findings, recommendations, and actions to Resuscitation Australia's Advisory Board.
- An annual report shall be prepared outlining key activities, program evaluations, and actioned improvements.
- Training outcomes and impact assessments shall be documented for transparency and continuous improvement.

10. Review of Terms of Reference

- These Terms of Reference shall be reviewed annually, or as required, to ensure continued relevance and effectiveness.
- Proposed amendments must be reviewed and approved by Resuscitation Australia's Advisory Board.

11. Confidentiality & Conflict of Interest

- Members must maintain confidentiality regarding proprietary and sensitive information discussed within the Committee.
- Any conflicts of interest must be declared and appropriately managed before participation in decision-making.

Approval & Adoption

This Terms of Reference document is approved and adopted by Resuscitation Australia as of 1 January 2025, and will remain in effect until further review.