

## **Professional Standards Sub-Committee**

### **Terms of Reference**

**Purpose:** The Professional Standards Sub-committee (PSS) assists the TSANZ Board in fulfilling its responsibilities for ensuring the highest standards of professional activity of the Society and its members as it relates to clinical care and research in respiratory health.

#### **1. Roles and Responsibilities**

The Sub-Committee will:

- a) Review the standards of respiratory health care and practice as delivered in Australia and New Zealand and advise the Board of strategies and actions needed to maintain or enhance these standards.
- b) Support workforce planning in respiratory health care for Australia and New Zealand and to advise the Board on the implications for training and the capacity to provide best respiratory clinical care in Australia and New Zealand.
- c) Advise the Board on issues relating to professional and ethical behaviour in the context of delivering respiratory health care in Australian and New Zealand.
- d) Advise the Board on matters relating to the cost of delivering respiratory services and assist in advocating for commensurate reimbursement particularly where funding models are impacting on the quality of care delivered.

#### **2. Membership**

- a) The Sub-Committee will be composed of at least eight (8) voting members of the Society.
- b) The Chair of the PSS will be a TSANZ Board Director and will be appointed by the Board.
- c) The membership will encompass different craft groups, including adult and paediatric fields and ensure professional, career duration, gender and geographical diversity.
- d) Nominations will be called for as and when the Sub-Committee needs to expand its membership; with membership approved by the Board on recommendation of the Chair.
- e) Members will hold office for 2 years and can be reappointed for a maximum of a further 2 years.
- f) Members who have already held office for their maximum term can re-apply after a year has passed.
- g) The Sub-Committee has the power to create its working groups and advisory sub-committees, as required, subject to Board approval.
- h) The Sub-Committee has the power to co-opt other members as required until the time of the next Board meeting.

#### **3. Meetings of the Standing Sub-Committee and Reporting**

- a) The PSS will meet virtually or face to face as is necessary and at least two times per year and as determined by the Chair of the PSS.
- b) The PSS will meet each year face to face at the Annual Scientific Meeting and where possible prior to the AGM.
- c) The sub-committee will report to the Board via its Chair at each Board meeting.
- d) As a requirement for membership of the PSS, all members must attend or provide appropriate apology for at least 50% of all meetings.
- e) The Chair shall review and approve the agenda items and advise if an item needs to be added to the agenda.
- f) The Chair shall review and approve the minutes of the meeting before these are circulated to the Committee for confirmation at a subsequent meeting.
- g) The meeting agenda and associated papers will be circulated at least five business days in

advance of the meeting.

- h) Secretariat support will be provided by TSANZ office staff.

#### **4. Governance**

- a) The Chair of the sub-committee will be responsible for ensuring all matters of conflict of interest are documented and managed appropriately.
- b) Any issues of conflict or uncertainty about the operation of the sub-committee will be resolved by the Board.
- c) The Board has the right to alter how the sub-committee operates and can at its discretion disband or reconstitute the sub-committee.
- d) Membership of the sub-committee is solely on the basis of providing advice to the TSANZ Board and any working relationships or partnerships with other organisations are at the discretion of the Board.
- e) A majority of the members of the Sub-Committee shall constitute a quorum and may, whenever those members deem fit, convene the meeting of the Sub-Committee, provided that either the Chair or the Deputy Chair is among those present.