

# Global Surgical Advisor

## Terms of Reference

### 1. Introduction

- 1.1 The Royal College of Surgeons of England (RCS) is a professional membership organisation and registered charity (no. 212808). The RCS exists to promote excellence in the practice of surgery through its role in setting standards, providing quality assurance and supporting the training and professional development of surgeons to enable them to achieve and maintain the highest standards of surgical practice and patient care.
- 1.2 The RCS has a global multidisciplinary membership, supporting over 26,000 members in the UK and internationally by improving their surgical skills and knowledge, facilitating research, setting standards and developing policy and guidance. Approximately 20% of its members reside outside the UK in more than 90 countries around the world. In addition, many RCS members are engaged in a diverse range of international projects and collaborations, which include global surgical trials, capacity-building initiatives to strengthen surgical care systems and overseas faculty training and development.
- 1.3 RCS is committed to strengthening the involvement and participation of its international members in its work and activities.

### 2. Remit

- 2.1 Global Surgical Advisors (GSAs) play an important and strategic role in representing the RCS within a specified overseas geographical region. They act as key points of contact for members residing in these regions and for UK-based members who have an interest in or wish to engage or collaborate internationally. Global Surgical Advisors are responsible for working with the Global Affairs Office to develop appropriate strategic relationships within their respective regions and providing the lead on RCS engagement and project collaborations with the aim of enhancing and maintaining international standards in the practice of surgery. Key aspects of the role include, but are not limited to:
  - Contributing to the development of the RCS global strategy and leading on the formulation of engagement plans for their respective regions.
  - Developing and maintaining effective communications with RCS members, including ascertaining the views and concerns of members on relevant issues and adequately representing these views on the Global Affairs Standing Committee.
  - Establishing and maintaining a network of Country Advisors within their respective regions.

- Identifying emerging issues and advising the Global Affairs Standing Committee on the implications of any policies, curricula changes, practice developments, research, strategies or discussions on the direction of RCS international activities or its overseas members.
- Advising the Global Affairs Standing Committee generally, including identifying any opportunities which may exist to extend the influence of RCS, secure funding from external sources, strengthen or build its profile and consolidate its position.
- Promoting the RCS, its services, qualifications, courses, research, training programmes, examinations and standards.

### 3. Appointment

#### 3.1 RCS regions<sup>1</sup>

A Global Surgical Advisor shall be appointed for each of the following geographical regions<sup>2</sup>:

- Americas
- Europe
- Middle East & North Africa
- South East Asia
- Sub-Saharan Africa
- Western Pacific

#### 3.2 Eligibility

Global Surgical Advisors must be:

- An RCS fellow in good standing or prepared to apply for *ad eundem* Fellowship;
- In good standing with their relevant national medical authority;
- Up to date with their Continuing Professional Development (CPD)/ Continuing Medical Education (CME) requirements;
- In current surgical practice;
- Residing in the region that they will be representing (desirable, but not essential).

#### 3.3 Procedure

- The procedure for appointing a Global Surgical Advisor shall be determined and overseen by the Global Affairs Standing Committee, which shall invite applications or expressions of interest from the RCS membership in the first instance.
- In determining the procedure, the Global Affairs Standing Committee shall consider a number of factors, including the following:
  - The number of RCS members within the region.
  - The number of applications or expressions of interest received.

<sup>1</sup> The geographical regions are based on the regional groupings used by the World Health Organisation (WHO). WHO Member States are grouped into 6 geographical regions: AFRO (Africa), AMRO (Americas), EMRO (Eastern Mediterranean) – Middle East and North Africa, EURO (Europe), SEARO (South-East Asia) and WPRO (Western Pacific).

<sup>2</sup> The countries covered by each RCS Region are set out at Appendix A.

- The activities of the RCS within the region and any existing or proposed collaborations or partnerships.
  - Whether the region would be best served by holding elections or establishing an interview panel.
- (c) Notwithstanding paragraphs (a) and (b) above, members applying for a Global Surgical Advisor position will need to demonstrate, amongst other things, the following skills and qualities:
- A commitment to promoting the RCS, its services, qualifications, research, training programmes, examinations and standards within the region.
  - Knowledge and understanding of surgical education, training, practice and research in the region.
  - Well established contacts with surgeons, surgical societies and relevant health institutions within the region.
  - Involvement in or membership of networks, forums or associations within the region.
  - Ability to work as part of a team and be proactive.
  - Ability to provide leadership, set goals and inspire others.
  - An interest in developing new RCS-supported activities for surgeons and other health care professionals in the region.
  - Experience of living and/or working within the specified region (desirable).

#### 3.4 Council approval

The appointment of Global Surgical Advisors shall be approved by RCS Council.

#### 3.5 Term

Global Surgical Advisors shall be appointed for a term of three years. Subject to approval by Council, the term shall be renewable for a further two years.

### 4. **Accountability and reporting**

4.1 Once appointed, Global Surgical Advisors shall be accountable to the Global Affairs Standing Committee and will be expected to:

- (a) Represent the RCS in their respective regions in their professional relationships and through attendance at national and/or regional meetings. Advisors will represent the RCS by describing themselves as the 'RCSEng Global Surgical Advisor for [Region]' and by promoting as appropriate RCS international activities, vision and mission.
- (b) Actively contribute to the development and implementation of the Global Affairs Standing Committee's work programme, attending all meetings of the Committee and providing written reports.
- (c) Provide advice in relation to their respective regions, particularly in terms of proposed projects, partnerships or collaborations.

- (d) Develop and implement an engagement plan for their respective regions, detailing for example, regional priorities and objectives; key institutions to be engaged; opportunities for developing country advisors; building the profile and presence of the RCS within the region and mapping the existence (or otherwise) of specialist training programmes and research networks.
- (e) Communicate and engage with members within their respective regions on a regular basis.
- (f) Promote and raise awareness of education, training, research and practice issues and developments within the region amongst the wider RCS membership using the RCS website, Bulletin, Newsletter and RCS events or meetings.
- (g) Submit an end of year report to the Global Affairs Standing Committee, which will be included in the Committee's annual report to Council.

## 5. RCS support for the Role

5.1 Global Surgical Advisors will be expected to work closely with the RCS Global Affairs Office as they undertake their role. In return, Advisors will receive the following support:

- (a) Induction programme;
- (b) Administrative and project support from the Global Affairs Office;
- (c) Development of a network of Country Advisors within each RCS region to support the Global Surgical Advisor role;
- (d) Access to a Global Surgical Advisor Performance Toolkit and Framework<sup>3</sup>; and
- (e) Reasonable travel and accommodation expenses to attend one Global Affairs Standing Committee meeting in person during the RCS financial year.

## 6. Review

6.1 The position of all Global Surgical Advisors shall be reviewed annually in order to ensure that they remain relevant and effective. Key review areas shall include:

- (a) Terms of reference for Global Surgical Advisors;
- (b) Performance in relation to successes, achievements and impact; and
- (c) Issues and challenges affecting a Global Surgical Advisor's ability to fulfil the requirements of the role.

## 7. Appendices

A. RCS Global: Regions and Countries.

Approved by RCS Council: 14<sup>th</sup> February 2019

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<sup>3</sup> Currently in development

## Appendix A: RCS Global: Regions & Countries

Americas	Europe	Middle East & North Africa	South East Asia	Sub-Saharan Africa	Western Pacific
Antigua and Barbuda Argentina Bahamas Barbados Belize Bolivia (Plurinational State of) Brazil Canada Chile Colombia Costa Rica Cuba Dominica Dominican Republic Ecuador El Salvador Grenada Guatemala Guyana Haiti Honduras Jamaica Mexico Nicaragua Panama Paraguay Peru Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines Suriname Trinidad and Tobago	Albania Andorra Armenia Austria Azerbaijan Belarus Belgium Bosnia and Herzegovina Bulgaria Croatia Cyprus Czech Republic Denmark Estonia Finland France Georgia Germany Greece Hungary Iceland Ireland Israel Italy Kazakhstan Kyrgyzstan Latvia Lithuania Luxembourg Malta Monaco Montenegro Netherlands	Afghanistan Bahrain Djibouti Egypt Iran (Islamic Republic of) Iraq Jordan Kuwait Lebanon Libya Morocco Oman Pakistan Qatar Saudi Arabia Somalia South Sudan Sudan Syrian Arab Republic Tunisia United Arab Emirates Yemen	Bangladesh Bhutan DPR of Korea India Indonesia Maldives Myanmar Nepal Sri Lanka Thailand Timor-Leste	Algeria Angola Benin Botswana Burkina Faso Burundi Cameroon Cape Verde Central Africa Rep. Chad Comoros Congo Côte d'Ivoire DR Congo Equatorial Guinea Eritrea Ethiopia Gabon Gambia Ghana Guinea Guinea-Bissau Kenya Lesotho Liberia Madagascar Malawi Mali Mauritania Mauritius Mozambique Namibia Niger	Australia Brunei Darussalam Cambodia China Cook Islands Fiji Japan Kiribati Lao PDR Malaysia Marshall Islands Micronesia (Federated States of) Mongolia Nauru New Zealand Niue Palau Papua New Guinea Philippines Republic of Korea Samoa Singapore Solomon Islands Tonga Tuvalu Vanuatu Viet Nam

Americas	Europe	Middle East & North Africa	South East Asia	Sub-Saharan Africa	Western Pacific
United States of America Uruguay Venezuela (Bolivarian Republic of)	Norway Poland Portugal Republic of Moldova Romania Russian Federation San Marino Serbia Slovakia Slovenia Spain Sweden Switzerland Tajikistan FYR Macedonia Turkey Turkmenistan Ukraine United Kingdom Uzbekistan			Nigeria Rwanda Sao Tome and Principe Senegal Seychelles Sierra Leone South Africa Swaziland Togo Uganda Tanzania Zambia Zimbabwe	