

# Australian and New Zealand Board of Perfusion

## Terms of Reference

### PURPOSE

1. The ANZBP is established by but independent of the ANZCP.
2. The ANZBP is established in accordance with, and for the purposes described, in Rule 80 of the ANZCP Rules being to, primarily:
  - (a) Develop and recommend to the ANZCP standards for Certification;
  - (b) Monitor and enforce compliance with ANZCP standards for Certification; and
  - (c) Make initial decisions on accreditation standards, and whether to accredit courses under the Accreditation Policy for the purposes of supporting Clinical Perfusionists to meet the Competency Standards for the purposes of Certification.

### MEMBERSHIP

3. The ANZBP has membership and a Chair as described in Rule 80.4 of the ANZCP Rules.
4. ANZBP members are elected in accordance with Rule 80.7 of the ANZCP Rules.

### DURATION OF APPOINTMENT

5. ANZBP members hold office for four (4) years, as described in Rule 80.8 of the ANZCP Rules.

### TERMS OF APPOINTMENT

6. Attendance at meetings is an important obligation of ANZBP membership. If a member does not attend two consecutive ANZBP meetings without the Chair's approval, they may be asked to provide cause as to why they should not be asked to resign.
7. An ANZBP member must declare any real, apparent or perceived conflict of interest in a matter to be dealt with by the ANZBP and must abstain from voting on any such matters. Where the conflict of interest is material to the ANZBP matter, it may be appropriate for the ANZBP member to absent themselves from the part of the meeting at which it is discussed.

### MEETINGS

8. Meetings may be conducted electronically.
9. The ANZBP meets as required for the dispatch of its business and may adjourn and otherwise regulate its meetings.
10. The Chair is responsible for advising the President of the date and time of all ANZBP meetings, in advance of each meeting.

### AGENDA

11. The Chair will work with the secretariat to ensure that the meeting agenda is circulated to the ANZBP no less than 5 business days prior to the date of the, wherever possible.

## QUORUM

12. A meeting of the ANZBP will be quorate if attended by no less than 50%, determined at the point in time of the meeting, of ANZBP members.

## VOTING

13. Voting is by simple majority.
14. Each ANZBP member is entitled to one vote.
15. The Chair has the casting vote.
16. The ANZBP may make decisions by circular resolution.

## DELEGATED AUTHORITY

17. The ANZBP is delegated by the Executive Committee to:
  - (a) Recommend standards for Certification of Clinical Perfusionists;
  - (b) Make initial decisions whether to Certify, Re-Certify, not to Certify, or to grant Provisional Certification Clinical Perfusionists under the Certification Policy;
  - (c) Monitor and enforce compliance with standards set for Certification, including but not limited to:
    - i. Conducting assurance processes under the CPD Program and Recency and Resumption of Practice Policy and other ANZCP policies;
    - ii. Making decisions on requests for exemptions or exceptions from the requirements of the CPD Program;
    - iii. Monitoring compliance with Resumption of Practice requirements;
    - iv. Making decisions to remove Certification and grant Provisional Certification, where specified in the CPD Program or Recency and Resumption of Practice Policy;
    - v. Provide the ANZCP with an annual CPD audit report, including decisions made under point 17 (c) iv.
    - vi. Making initial decisions under the OTP Policy on whether the credentials of an overseas trained Clinical Perfusionist result in competency which is substantially equivalent to the requirements for Certification, for the purposes of Initial Certification or Provisional Certification under the Certification Policy;
  - (d) Oversee and direct perfusion education and training programs;
  - (e) Liaise and decide with the Perfusionists Registration Board on the Registration Criteria, the fees for Re-Certification;
  - (f) Inform the Registration Board of the list of currently Certified Perfusionists, for the purposes of the Registration Board maintaining the Register; including, dates of certification and or recertification, certification status i.e. full certification, provisional, trainee, certification lapsed.
  - (g) Consider recommendations of the accreditation team, under the Accreditation Policy, and make initial decisions whether a course should be accredited; and

- (h) Make initial decisions on whether to Certify, not to Certify or whether to grant Provisional Certification to a Clinical Perfusionist who does not meet all the standards for Certification, or Re-Certification as the case may be.
18. Where an initial decision is made by the ANZBP under Term 17(a), 17(f) or 17(g), the Executive Committee will only overturn the ANZBP's decision if allowed by and in accordance with the relevant policy or other document providing for that initial decision.

## REPORTING

19. The Chair:
- (a) represents the ANZBP at Executive Committee meetings; and
  - (b) must send the agenda and minutes of all ANZBP meetings to the President of the College, to support statutory record-keeping requirements and for inclusion in the Executive Committee agenda. Must upload all recordings of meetings to the Shared Drive of the College.
  - (c) Must upload all VIVA recordings to the shared drive of the College

## REVIEW OF THESE TERMS OF REFERENCE

20. These Terms of Reference will be reviewed, as required, but must be reviewed at the first Executive Committee meeting after the Annual General Meeting.

## DEFINITIONS

21. Where a term is defined in Term 22 of these Terms of Reference as having a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.

22. In this the following definitions apply:

**Accreditation Policy** means the ANZCP policy of that name;

**ANZBP** means the Australian and New Zealand Board of Perfusion established by the ANZCP Rules;

**ANZCP** means the means the Australian and New Zealand College of Perfusion (also known as The Australian and New Zealand College of Perfusionists) ABN 59 896 655 656;

**ANZCP Rules** means the "Rules of The Australian and New Zealand College of Perfusionists Incorporated"\*, as approved by the ANZCP on 20 November 2020, or any subsequent superseding document by that name;

**Initial Certification** means the process of becoming certified by the ANZCP for the first time;

**Certification** means the process of becoming certified by the ANZCP against the standards described in the Certification Policy

**Certification Policy** means the ANZCP policy of that name;

**Clinical Perfusionist** means a member of the clinical perfusion profession;

**CPD Program** means the ANZCP document of that name;

**OTP Policy** means the ANZCP's Overseas Trained Perfusionist Policy;

**President** means the president of the ANZCP;

**Provisional Certification** has the same meaning as that phrase in the Certification Policy;

**Recency and Resumption of Practice Policy** means the ANZCP policy of that name; and

**Re-Certification** means the process of being reassessed against those standards.