



**Association of Breast Surgery**  
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## **Association of Breast Surgery Education and Training Committee Terms of Reference**

### **A. Overall purpose**

The Education and Training Committee is responsible for determining, promoting and facilitating education, training and professional development for trainees and consultants and affiliates of the association and speciality.

### **B. Main responsibilities**

1. To address all education and training matters that arise within the Association of Breast Surgery, including continuing professional development, revalidation and remediation.
2. To foster the development of an education and training strategy for the Association
3. To ensure that the Association meets the aims and objectives of this strategy
4. To support the development of high quality education courses and other activities to promote good practice within the field

### **C. Main duties**

1. To be the Association's authority on all surgical aspects of the education and training of members and those within the wider sphere of breast surgery
2. To oversee the education and training agenda of the Association, and monitor performance against the objectives and targets of the agreed strategy
3. To ensure that the education and training strategy remains relevant and up to date
4. To consider surgical issues and provide expert advice and guidance to the Association of Breast Surgery and its members on matters relating to the education, training and development. This work shall encompass undergraduate and postgraduate training as well as that of allied health professionals, other health professionals and other specialities, to include:
  - Education and training activities, standards and guidelines, including related areas such as research
  - Continuing professional development opportunities, including related activities such as peer review, etc.

5. To develop and oversee the ABS' portfolio of courses and work with other professional bodies in ensuring that a high quality programme of education courses is available to meet the educational needs of the specialty.
6. To foster opportunities for individuals to broaden their knowledge through the provision of travelling fellowships.
7. To work in liaison with other committees, organisations and external bodies and in particular relevant national, regional and local training bodies, where appropriate, specifically including:
  - the development of the curriculum for training in breast surgery, in conjunction with the Royal Colleges of Surgeons, the Specialist Advisory Committee in General Surgery and the Education and Training Committee of the Association of Surgeons of Great Britain and Ireland
  - liaison with the British Association of Plastic, Reconstructive and Aesthetic Surgeons and SACs in Plastic and General Surgery in the development, organisation and assessment of joint training for specialist registrars in oncoplastic breast surgery
8. To report regularly to the Trustees of the Association and the membership, including presentation of minutes for approval
9. To support the annual meetings programme
10. To elect ordinary members to the committee as outlined in the ABS constitution and co-opt additional members for the purposes of particular projects

### **Membership of the Committee**

The Committee should be composed of:

- Chairperson
- Chair Elect (for 12 months prior to current Chairman's term of office ending)
- Up to 4 committee members\*
- President or their representative
- General Surgery SAC representative
- ABS Course Portfolio Director
- ABS Course Portfolio Development Lead
- Mammary Fold E&T representative
- BAPRAS E&T representative
- Two Nursing/ Clinical Nurse Specialist representative

- Non-career grade representative
- Allied Health Professional representative
- Low and middle income country representative
- Co-opted members from the Executive Board and other organisations, bodies or committees

\* It is anticipated that the individuals appointed onto the committee as members will fulfil specific roles, as required at the time, such as Medical School Lead, Training Programme Director (TPD) representative, Committee Liaison, Communications representative etc.

The term of office for the Chair is 2 years with a maximum extension of 3 years. The term of office for members of a standing committee is 2 years with a maximum extension of 3 years.

The Committee will have the power to co-opt additional members as appropriate.

The Committee will aim to ensure an even geographical and specialty interest spread of members, as appropriate.

Committee members will be recruited by a call for expressions of interest within the ABS membership and then the current committee will decide the appointments, which will be approved by the Trustees.

The incoming Chair may be appointed up to 12 months in advance in order to facilitate an appropriate handover with the outgoing Chair.

***Updated October 2022***