



**College of Intensive Care Medicine**  
of Australia and New Zealand  
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## **GUIDELINES FOR CICM FELLOWS ON COLLEGE AND EXTERNAL COMMITTEES**

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This document is to outline the expectations of the College for Fellows undertaking roles on both internal CICM groups and external groups.

### **1. REPRESENTATION WITHIN THE COLLEGE**

There are various positions that a Fellow can occupy within the College, these are the main opportunities:

#### **CICM Committees**

These are Committees of the Board e.g. the Education Committee, the Assessments Committee and the Regional and National Committees. Fellows must be elected or co-opted onto these Committees.

#### **CICM Panels and Teams**

These include the Panels of Examiners, the Formal Project Panel of Reviewers and Hospital Accreditation Teams. These positions are self-nominated but require approval from the relevant Committee.

#### **CICM Special Interest Groups**

Membership of a CICM Special Interest Group is open to any CICM Fellow who wishes to join.

Members of **any** of the above must:

- Maintain confidentiality; it is essential that Fellows keep confidential all information on the College that is not in the public domain.
- Avoid being placed in a position where their own interests conflict with his or her duties to the College. Any real or potential conflicts must be disclosed as soon as possible.
- Be aware of the College Regulations, rules, reporting lines and processes.
- Ensure all work undertaken is in line with the College's strategies and goals.
- Be aware of the time commitment required of the role and commit to fulfil all incumbent obligations.
- Always conduct themselves in a professional manner and show respect to other Committee members and College staff.

### **2. EXTERNAL REPRESENTATION**

The College is often approached to provide representatives or recommend suitable Fellows to participate in a range of activities; these requests can generally be grouped into two categories. College Appointments: an official appointment of a Fellow by the Board to act as a College representative with reporting responsibilities; and

College Recommendations: the College puts forward a Fellow or Fellows who have the appropriate skills or interest in an area to provide input. In this instance the Fellow is acting as an individual and not as a College representative.

Wherever possible, the College will suggest a number of suitable Fellows and the decision on who to select will rest with the external body.

### **College Appointments**

These may include committees of other medical specialist colleges, government organisations and other external organisations.

A member of the College may be appointed via the following pathways:

- As part of their portfolio Board Members may be appointed to an external committee. For instance, the President sits on a number of committees such as the Council of Presidents of Medical Colleges and the Board of the Australian and New Zealand Intensive Care Society.
- An individual Fellow may be nominated by the Board following a request from an external organisation for a College representative.
- A Fellow may self-nominate for an external position and seek Board approval.

### **Responsibilities of College Representatives**

Fellows who are appointed to represent the College have a responsibility to consult with appropriate College Committees, members and staff to ensure they communicate the views of the College and represent the interests of the College. Representatives are not given delegated authority to make statements or agree to positions on behalf of the College. These College appointed representatives are expected to report regularly to the College Board via written or verbal reports as agreed.

### **College Recommended Experts**

Upon request the College will recommend a suitable Fellow who is undertaking duties as an individual experienced intensive care specialist but not as a representative of the College. These are not formal College appointments. The following are examples of when the College may be asked to recommend a Fellow:

- Interview panels e.g. Hospital Appointment Committee. These recommendations are made via the appropriate Regional or National Committee.
- Expert opinion for coroners reports or legal cases - the College has a database of Fellows who are available and have experience in these areas.
- Hospital Reviews (Note: these are not CICM accreditation inspections) – a suitable Fellow is sourced through the College.

Whenever possible and appropriate, a number of suitable potential candidates should be suggested so that the external organisation making the request has the final decision on who to select.

### **Responsibilities of College Recommended Experts**

When a Fellow of the College sits on an external committee but not as a formal representative of the College, they are expected to contribute on the basis of their own knowledge and expertise. It should be made clear that the views expressed are not those of the College and that they do not have the authority to speak on behalf of the College. Any request for a formal College response to any matter under discussion must be referred to the relevant College Committee (or the College Board).

### **Other College Fellows Serving on External Committees**

Many Fellows of the College sit on local hospital, jurisdictional or other advisory committees and in

general the College is not aware of these appointments. Although the circumstances of representation on these committees will vary and the members of such committees will be bound by the rules or legislation governing them, it is the expectation of the College that Fellows will be cognisant of relevant College policies and act in accordance with them.

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