



REGULATION BUSINESS UNIT

TERMS OF REFERENCE

1. Objectives of the Regulation Business Unit

The overall objective of the Regulation Business Unit is to define, inform and support the self-regulation of the anaesthesiology profession by the members of the South African Society of Anaesthesiologists (SASA).

There are Four (4) specific portfolios within this Business Unit, namely:

- Ombudsman function
- Guidelines ratification
- Position Statements
- Clinician wellness and impairment
- Charitable works

2. Ombudsman Portfolio

The main purpose of this portfolio is to review and offer advice and guidance to SASA members or to act on their behalf in matters that the SASA Exco deems are appropriate. Furthermore, the portfolio may provide an independent opinion to other stakeholders, in the interests of patient safety, and the profession as a whole. These situations may range from an initial and informal query to a legal case lodged against a member as well as interacting with other bodies on matters pertaining to the work of SASA.

Any statements or evaluations performed by the Ombudsman function will be guided by the relevant Position Statements and Guidelines, as approved by SASA (see sections below). In the absence of any existing Position Statements or Guidelines, the expertise of the panel/s serving on this portfolio and/or any other independent experts in the field, as needed, will be used. New Position Statements or Guidelines may be drafted in response to a need identified through this Ombudsman portfolio.

Such enquiries may be either clinical (whether in public or private practice) or financial/ coding in nature or pertain to any component of the care provided by SASA members to patients.

Regardless of the involvement of the Ombudsman, members are encouraged to seek early advice from their malpractice insurers (e.g. MPS or MDU).

2.1. Composition of the Ombudsman Portfolio

2.1.1. Clinical/Medical –

2.1.1.1. The Regulation Business Unit Convenor will be a standing member of the Ombudsman Clinical/Medical Unit.

2.1.1.2. At least two independent members of SASA, in good standing, shall be co-opted to serve on this Unit.

2.1.1.3. Independent expert opinion may be sought by the panel of three or more members of this Unit as needed.

2.1.2. Financial/Coding –

2.1.2.1. The Convenor of the Private Practice Business Unit will be a standing member of the Ombudsman Billing/Coding Unit.

2.1.2.2. At least two independent and well-respected members of SASA, in good standing, shall be co-opted to serve on this Unit.

2.1.2.3. Independent expert opinion may be sought by the panel of three or more members of this Unit as needed.

2.2. Term of office and nomination process

The development of a consistent position, institutional knowledge and stakeholder respect is essential for the Ombudsman function to operate effectively. It is for this reason that members serving within this portfolio are committed to at least a 4-year term of office and that there is a rotation of membership.

2.2.1. The Regulation and Private Practice Business Unit Convenors shall be elected as per the SASA Constitution and By-laws.

2.2.2. The independent members of the Units shall serve for an indefinite period, so as to ensure continuity and the retention of expertise.

2.2.3. Nominations shall be made to the SASA Council for the independent members of the Units. Such nominations shall be considered and approved by the SASA Council.

2.2.4. Should a vacancy arise, new nominations shall be identified by the Regulation Business Unit Convenor, who shall present the names at the next SASA Council meeting.

2.2.5. Should a query arise at a time of vacancy and prior to a SASA Council meeting, the Regulation Business Unit Convenor shall co-opt the necessary interim expertise until such time as nominations may be ratified. The participation of such individuals must, at the time of their involvement, be reported to the SASA Executive Committee, to ensure fairness and transparency.

2.2.6. The Regulation Business Unit Convenor and Private Practice Business Unit Convenor shall also be empowered to co-opt independent expertise, should a situation require such expertise. In this event, the respective Convenor shall report the involvement of an additional individual to the SASA Executive Committee, again to ensure transparency and fairness.

3. Guidelines

The main purposes of this portfolio are to ensure the maintenance and review of the existing SASA Guidelines and proactively identify new Guidelines for development.

The Regulation Business Unit Convenor will be responsible for ensuring that there is a maintained list of existing Guidelines, in addition to their respective review dates.

3.1. Composition of the Guidelines Portfolio

Each Guideline that is developed requires a specific group of specialists. The Regulation Business Unit Convenor is responsible for co-ordinating the required set of specialists to review and/or draft a specific Guideline. This will include identifying the experts to work on the Guideline, the identification of a deadline for publication and driving the specialists to meet the set deadlines.

Each Guideline shall have a lead developer and no less than two other experts reviewing and/or drafting the Guideline. This shall then constitute the Writing Committee for each Guideline.

In the case on an existing Guideline being reviewed, the Regulation Business Unit Convenor must invite, wherever possible, the original drafting or review panellists (Writing Committee) to participate in the current review before seeking alternate expert participation.



4. Clinician Wellness and Impairment

The RBU is responsible for ensuring that the efforts of the wellness committee are aimed not only at ensuring clinician wellbeing but that a regulatory framework is developed for the reporting and subsequent management of impaired SASA members.

The development of this 2 pronged strategy toward the management of the impaired clinician member of SASA is a priority for the RBU in the setting of escalating impairment statistics and the ageing member population.

In addition the RBU is responsible for developing the SASA strategy for ongoing professional development and overseeing the implementation of this strategy across numerous SASA business units.

The RBU must therefore also de facto be incorporated into the SASA Peer review strategy to ensure alignment within the contributing units.

5. Position Statements

The main purpose of this portfolio is to ensure the maintenance and review of the existing SASA Position Statements and proactively identify new Position Statements for development.

The Regulation Business Unit Convenor will be responsible for ensuring that there is a maintained list of existing Position Statements, in addition to their respective review dates.

5.1. Composition of the Position Statements Portfolio

As with the aforementioned Guidelines, each Position Statement that is developed requires a specific group of specialists. This portfolio will, thus, be managed exactly as per the Guidelines portfolio.

6. Charitable Works Portfolio

The main purpose of this portfolio is to encourage and facilitate the participation of SASA members in activities that allow them to share their resources with those less fortunate than themselves and foster a sense of community spirit.

The specific role of the Regulation Business Unit Convenor within this portfolio is to identify activities and/or charities in which SASA members can participate and to promote and facilitate this participation.



The identification, development and assistance of further charitable works undertaken by SASA will be the responsibility of the RBU Convenor and reporting on such works must occur in accordance with the SASA regulations regarding information sharing.

7. Regulation Business Unit Reporting

The Regulation Business Unit Convenor must ensure that they receive quarterly reports from each of the portfolios within the Unit. These reports must then be collated into a single quarterly report that must be submitted to the SASA National Secretary at least two weeks before each Council meeting.

The Regulation Business Unit Convenor must also produce an annual report for the Annual General Meeting (AGM). A report summary must be submitted in Word format for collation into an overall SASA report. The Regulation Business Unit Convenor must also prepare a brief PowerPoint presentation (no more than 5 slides) and be prepared to present these slides at the AGM. Such a verbal presentation at the AGM may not take more than ten (10) minutes.

8. Terms of reference

The terms of reference of the Regulation Business Unit, as set out above, were approved by the SASA Council on _____.