

## **POSITION DESCRIPTION**

CHAIR, Monitoring Committee of the ANZSVS Bi-National Audit (AMC)

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Nominations are called for any full member of the ANZSVS to stand for Chair of the ANZSVS Audit Monitoring Committee (AMC).

This position is a 2 year appointment, eligible for re-election for a further 2 years.

Candidates who accept nomination would be requested to supply a copy of their current "Certificate of Participation" in the Australasian Vascular Audit to be eligible for election.

### **Monitoring Committee of the ANZSVS Bi-National Audit (AMC)**

#### Membership

- Chair
- Audit Administrator
- Immediate Past President of the ANZSVS
- Current or Past President of Vascular Society of New Zealand

In the event of a conflict of interest with one of the members, the "casual" vacancy will be filled by the current ANZSVS President.

The committee has the power to co-opt additional members as required.

Chair elected bi-annually at the ANZSVS AGM or soon thereafter with the opportunity for re-election

#### Roles and Responsibilities

- to oversee protection of the collected data
- to ensure confidentiality of participants ( both surgeon and patient alike)
- to monitor the collection of the audit data and to facilitate maximal compliance.
- to prevent misuse of the data (including addressing complaints about misuse of the data)
- to investigate and verify statistical outliers according to the pre-determined algorithm
- to assess applications to determine suitability for participation in the AVA.
- to assess applications to use the collected data for non- audit purposes.
- to oversee the AVA verification process
- to provide an annual report of the AVA results for the ANZSVS AGM.
- to identify opportunities for performance improvement

- to identify opportunities for external publication
- to provide certificates of satisfactory vascular surgical audit participation to members on an annual basis
- to oversee the disclosure of audit data to a third party at the instigation of a participating member of the audit

### Reporting Mechanism

The Audit Monitoring Committee (AMC) is independent of the Audit Committee. The latter is within the Professional Development portfolio while the AMC reports through the Standards / Relationships portfolio. The Chair of the AMC automatically becomes a member of the Standards and Relationships portfolio.