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## MEMBERSHIP POLICY

Breast Surgeons of Australia and New Zealand (BreastSurgANZ) is the representative Society for surgeons treating patients with benign and malignant breast disease in Australia and New Zealand. Currently our Membership manages around 90% of women with early breast cancer in Australia and New Zealand. BreastSurgANZ Members embody a patient-centered approach to high quality breast cancer care across the entire patient journey from screening and diagnosis to treatment, prevention, and identification of genetic risk.

Our goal is to reduce the impact of breast disease in Australia and New Zealand by setting and advancing standards in breast surgery through training and education, research, audit, and the development of evidence-based practice.

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### LEVELS OF MEMBERSHIP

There are currently five categories of Membership to Breast Surgeons of Australia and New Zealand (BreastSurgANZ).

1. Full Membership
2. Associate Membership
3. Specialist Training Membership
4. Affiliate Membership
5. Honorary Membership
6. Retired Member

### DEFINITIONS

BreastSurgANZ	Breast Surgeons of Australia and New Zealand
BQA	Breast Quality Audit
Committee	BreastSurgANZ Membership Committee
Council	BreastSurgANZ Council
PFT	Post Fellowship Trainee

### APPLICATION PROCESS AND SELECTION CRITERIA

All surgeons applying for Membership of BreastSurgANZ are required to complete the Application for Membership form including submission of all specified supporting documentation.

Written references from two (2) Full, financial members of BreastSurgANZ is a requirement of application. No membership applications will be considered by the Membership Committee without the inclusion of the written references.

Membership criteria are determined and assessed by the BreastSurgANZ Membership Committee who operate in accordance with the BreastSurgANZ Membership Committee Terms of Reference (TOR), as approved by Council.

The BreastSurgANZ Membership Committee approve Membership applications. All Membership decisions require approval by BreastSurgANZ Council and ratification at the BreastSurgANZ Annual General Meeting following their successful application.

## MEMBERSHIP POLICY

### FULL MEMBERSHIP

Applicants for Full Membership must:

- Hold current registration as a specialist in the applicant’s health jurisdiction.
- hold valid Fellowship of the Royal Australasian College of Surgeons (FRACS) or recognised equivalent and must maintain RACS Continuing Professional Development (CPD).

Show evidence of successful completion of two (2) years of Post Fellowship Training (PFT) in Breast Surgery, or such other training as required by the Society from time to time.

*Full Membership* of BreastSurgANZ requires a member to maintain:

- Registration as a specialist in the Member’s health jurisdiction
- Full involvement in and compliance with the BreastSurgANZ Quality Audit (BQA).

The BQA (formerly the National Breast Cancer Audit) is a quality assurance service provided by BreastSurgANZ for surgeons who treat breast cancer. Participation in the audit is a requirement of Full Membership and is a recognised audit activity in the RACS’ Continuing Professional Development Program. The Audit is endorsed by Cancer Australia and the Breast Cancer Network Australia (BCNA) who both recommend the audit as resource for patients choosing a surgeon.

- Management of at least 10 breast cancer cases per annum (pro-rated where Membership has been for less than a full financial year)
- Evidence of Continuing Medical Education in breast disease, including attending at least one national/international breast specific meeting every two (2) years

### BreastSurgANZ Quality Audit (BQA)

The BQA collects data on the surgical care of early and local advanced breast cancer and ductal carcinoma in situ. The database currently contains over 200,000 episodes of breast cancer, with over 300 surgeons contributing data each year. The Audit has been developed to improve and maintain the highest quality of breast cancer care by surgeons for patients with early breast cancer in Australia and New Zealand.

It is requirement of the BQA that all cases of breast cancer treated by the Member will be submitted to the audit each year (irrespective of practice location) and that all data points are fully completed for every case submitted.

BQA data is assessed against key clinical indicators and previously determined quality thresholds to ensure adherence to expected breast cancer surgery standards. This provides Member surgeons with a self-audit tool to monitor their own surgical practice in relation to evidence-based standards. Surgeons can assess their practice against five Key Performance Indicators (KPIs) based on Cancer Australia guidelines for best practice and local expert advice.

**Only Full and Associate Members** of BreastSurgANZ are required to submit data to the BQA.

Upon successful application of Full membership, new members are provided with a secure BQA login which provides access to the BQA online data entry portal. The BQA data portal can provide

- a) an instant summary of a surgeon’s breast cancer cases, treatments, and overall performance against the BQA’s KPIs;
- b) the ability to export all cases to Microsoft Excel for personal analysis; and
- c) benchmarking against peers (BreastSurgANZ Quality Audit staff are available to assist with personal data analysis).
- d) The key clinical indicators and quality thresholds will be determined and reviewed by the BreastSurgANZ Council after consideration by the BreastSurgANZ Quality Audit Committee.

## MEMBERSHIP POLICY

### ASSOCIATE MEMBERSHIP

Associate Membership is a category of Membership applicable to surgeons who participate in breast cancer surgery and who seek access to BreastSurgANZ educational workshops, training and education but who are unwilling or unable to comply with the requirements of Full Membership.

Applicants for Associate Membership must be:

- a) currently registered as a specialist in the applicant's health jurisdiction;
- b) hold valid Fellowship of the Royal Australasian College of Surgeons (FRACS) or recognised equivalent and must maintain RACS Continuing Professional Development (CPD).

Associate Members may include overseas breast surgeons with an interest in breast surgery.

*Associate Membership* of BreastSurgANZ requires a Member to maintain:

- a) Registration as a specialist in the Member's health jurisdiction
- b) hold valid Fellowship of the Royal Australasian College of Surgeons (FRACS) or recognised equivalent and must maintain RACS Continuing Professional Development (CPD).
- c) Full involvement in and compliance with the BreastSurgANZ Quality Audit (BQA). The BQA (formerly the National Breast Cancer Audit) is a quality assurance service provided by BreastSurgANZ for surgeons who treat breast cancer.

Participation in the audit is a requirement of Associate Membership and is a recognised audit activity in the RACS' Continuing Professional Development Program. The Audit is endorsed by Cancer Australia and the Breast Cancer Network Australia (BCNA) who both recommend the audit as resource for patients choosing a surgeon.

- d) Evidence of Continuing Medical Education in breast disease, including attending at least one national/international breast specific meeting every three (3) years.

### SPECIALIST TRAINING MEMBERSHIP

Specialist Training Membership is awarded to Fellows who are undertaking the BreastSurgANZ Post Fellowship Training (PFT) Program in breast surgery.

Full Membership is awarded to Fellows upon successful completion of the entire two-year Program and following approval by the Post Fellowship Training and Membership Committees and BreastSurgANZ Council.

Fellows who do not successfully complete the entire two-year BreastSurgANZ PFT program will not be approved for Full Membership but can instead, apply for Associate Membership with the Society.

Submission of cases to the BQA is not a requirement of Specialist Training Membership.

### AFFILIATE MEMBERSHIP

Affiliate Membership includes non-surgeon health professionals involved in breast disease management, care and/or research.

Affiliate members have no voting rights at the Annual General Meeting and are not required to submit any information to the BQA.

Affiliate members may be excluded from attending BreastSurgANZ workshops where there is a requirement for attendees to hold FRACS or a recognised equivalent.

## MEMBERSHIP POLICY

### HONORARY MEMBERSHIP

Honorary membership is bestowed on those individuals who are deemed to have made extra-ordinary contributions to their field and are nominated by any financial Full Member, including any Council Member. Honorary Membership may include elected visitors who are not Fellows of the Royal Australasian College of Surgeons but who have a special interest in any aspects of the understanding and management of diseases of the breast.

Honorary Membership of BreastSurgANZ is awarded at the full discretion of Council and ratified at the BreastSurgANZ Annual General Meeting (AGM).

Honorary Members of BreastSurgANZ are not required to pay annual membership fees.

### RETIRED MEMBERSHIP

Retired membership is for current Full or Associate members who have retired from practice breast surgical practice.

Retired membership allows members to remain engaged and in touch with the BreastSurgANZ community but without the previous requirement to meet BQA case load requirements.

### Benefits of Full membership with BreastSurgANZ

- Voting rights at BreastSurgANZ Business meetings and Annual General Meetings (financial Full Members only)
- Use of the BreastSurgANZ logo to indicate Full Membership
- Priority access to all BreastSurgANZ educational workshops
- Relevant and topical information pertinent to practicing breast cancer surgeons via our quarterly newsletters, Member's Alerts and the Members Only section of the BreastSurgANZ website.
- Discounted registration to conferences and workshops delivered or co-delivered by BreastSurgANZ
- Opportunity to nominate for Membership on one of the BreastSurgANZ Committees and/or the BreastSurgANZ Council (financial Full Members only)
- Listing of Professional details on the Find A Surgeon listing on the BreastSurgANZ website
- Representation through governmental and inter-societal dialogue

### MEMBERSHIP SUBSCRIPTIONS

BreastSurgANZ's Council set membership subscription amounts.

Once Membership has been approved the applicant will be required to pay the appropriate Membership fee. Membership is not confirmed until payment of the Membership fee has been received.

As at 1 January 2021, annual Membership fees for BreastSurgANZ are as follows

<b>Full Membership</b>	\$660 (inc. GST)
<b>Associate Membership</b>	\$330 (inc. GST)
<b>Specialist Training Fee</b>	\$330 (inc. GST)
<b>Affiliate Membership</b>	\$330 (inc. GST)
<b>Retired Members</b>	\$165 (inc. GST)

Membership fees cover a 12-month period, typically commencing on 1 January and ending on 31 December. Depending on the time of payment, Membership is paid six (6) months in arrears and six (6) months in advance if paid on 30 June or 12 months in advance if paid on 1 January.

## MEMBERSHIP POLICY

The Society keeps and retains such accounting records as are necessary to correctly record and explain the financial transaction and financial position of the Society.

Members will be given three (3) months to pay their subscriptions. Failure to pay Memberships may result in suspension of Membership. Membership may be reinstated at the full discretion of the Membership Committee upon payment of all arrears.

### CHANGES TO FULL MEMBERSHIP

Full Members who do not meet the requirements of Membership within two (2) years of that Membership commencing will have their Membership status changed to Associate Membership until they meet the requirements of Full Membership.

The application of Membership fees will be adjusted to reflect the change in Membership at such time when Membership is due for renewal.

### UPGRADING FROM ASSOCIATE TO FULL MEMBERSHIP

Associate Members are required to have held Associate Membership for a minimum period of five (5) years, excluding sick leave and maternity leave) prior to an application for Full Membership being made.

Associate Members wishing to apply for Full Membership must:

- Complete the BreastSurgANZ Membership Application Form
- Provide two (2) written references from Full, financial Members of BreastSurgANZ
- Provide evidence of contribution to and compliance with BQA requirements for Associate Members for five (5) consecutive years
- Have submitted a **minimum** of 25 cases to the BQA for the two (2) years immediately prior to an application for Full Membership being made.
- Show evidence of attendance at a minimum of two (2) national and/or international breast scientific meetings in the five years immediately prior to an application for Full Membership being made.
- Show evidence of successful completion of the BreastSurgANZ Oncoplastic Breast Surgery Level 1 and Level 2 workshops or a recognised equivalent.

Only in exceptional circumstances will the Membership Committee use its discretion to consider an application for an upgrade from Full to Associate Membership prior to the completion of five (5) consecutive years of Associate Membership. No upgrade from Full to Associate Membership will be considered prior to the completion of two (2) consecutive years as an Associate Member and will only be considered where the full requirements of Full membership can be demonstrated.

### CEASSATION OF MEMBERSHIP

1. Members may resign at any time by writing to the BreastSurgANZ Executive General Manager. Unless in the case of extenuating or exceptional circumstances Membership fees will not be refunded. Refund of Membership fees will be at the full discretion of the Membership Committee. A resigning Member will be liable for any outstanding Membership fees which may be recovered as a debt to the society.
2. If a Member ceases to be a registered medical practitioner, their Membership of the Society will be terminated.
3. Members may be suspended and/or expelled from the Society if they are suspended and/or expelled from Fellowship of the Royal Australasian College of Surgeons (RACS) for behaviour which compromises the aims or reputation of the Society, including failure to maintain appropriate surgical standards.

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## MEMBERSHIP POLICY

4. Members may be suspended from the Society if they fail to comply with the requirements of Full Membership including the requirements for the BQA. Where a Full Member cannot comply with the requirement to treat a minimum of 10 cases of breast cancer per year, they should apply in writing to the BQA Committee clearly stating the reasons for non-compliance. The outcome of such matters will be determined at the full discretion of the BreastSurgANZ BQA and Membership Committees.
5. Membership will be suspended if Membership fees remain unpaid for 12 months from the due date. Membership will be terminated if Membership fees remain unpaid for 24 months from the due date.
6. Members may be suspended and/or expelled from the Society if they will refuse or neglect to comply with the provision of the Society's Articles of Association.
7. Members may be suspended and/or expelled from the Society if they are found guilty of any conduct which in the opinion of Council is prejudicial to the interest of the Society. Council shall have the power, in its absolute discretion, by a vote of two-thirds of Councillors, present and voting, to expel the Member from the Society and Council's decision shall be final and conclusive and binding on the Member and shall not be subject to any challenge whatsoever. Notice of Council's decision shall be given to the expelled Member.

### RIGHTS TO APPEAL CHANGE OR CESSATION MEMBERSHIP

A Member is entitled to appeal the termination of their Membership. The process of appeal and the rights of the appellant are detailed in the Society's dispute resolution policy.

### REGISTER OF MEMBERS

A register of all BreastSurgANZ Members must be kept and will contain the contact details including name, address, contact phone number/s, email address, birth date, date Membership commenced, Membership status and if applicable, the date of and reason/s for termination or change of Membership status.

This register is used solely for the purposes of maintaining an accurate record of the BreastSurgANZ Membership and these details are not, at any time, shared with any third party.

### INFORMATION PRIVACY

The Society complies with Australian National Privacy Principles and Legislation. All Members are given the opportunity to update their personal information on the annual subscription form, however Members are encouraged to verify that their personal details are accurate and up-to-date when necessary, via the BreastSurgANZ website.