

Terms of Reference Accreditation Committee



| Accreditation Committee TERMS OF REFERENCE May 2018 | |
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| Establishment | The Accreditation committee is established by Canberra Region Medical Education Council (CRMEC), a Ministerial Management Council. |
| Role | <p>To improve the quality of medical education in the ACT region through the review of performance, assessment and accreditation of post graduate training and education. The accreditation approach will measure the organisations' performance against the standards, and encompass key elements of governance, evaluation of compliance, and remediation or improvement processes following a review.</p> <p>The committee will:</p> <ul style="list-style-type: none"> • Make recommendations to the CRMEC for the accreditation of junior medical officer (JMO) terms in health services. The CRMEC has overall authority for provision of decisions to the ACT Medical Board (and other such institutions). • Provide advice and recommendations to the CRMEC on accreditation processes for the postgraduate training of prevocational JMOs. |
| Reporting mechanism | The Accreditation committee will, through its Chair, report to the CRMEC. |
| Functions | <ul style="list-style-type: none"> • Provide advice to the CRMEC on matters relating to accreditation of prevocational medical training. • Undertake accreditation processes and monitoring of prevocational JMO terms, clinical units, facilities and networks that support these terms using the current CRMEC standards. • Receive and make decisions on applications and/or requests for the accreditation with new and/or altered prevocational JMO terms against the current CRMEC standards. • Monitor and review the accreditation standards and processes ensuring relevance and effectiveness. • Manage the recruitment and training of accreditation visit team members and leaders. • Develop links and agreements with other accreditation agencies and education providers to; <ul style="list-style-type: none"> ○ Promote a continuum of learning ○ Foster sharing of expertise and information, and ○ Minimise duplication of workload on health services associated with multiple accreditation agency processes. • Work collaboratively with other CRMEC committees. • Document all decisions and maintain records made with a process to facilitate timely review of provisional decisions. |

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| Committees / Working Groups | <p>The committee may:</p> <ul style="list-style-type: none"> • Seek advice from external experts. • Co-opt members to the committee as required. • Establish working groups to perform activities relevant to its functions. • Consult appropriately in order to obtain information relevant to the functions of the committee. |
| Membership | <p>Members will be appointed by the CRMEC for a 2 or 3 year term as specified below. Members have the option of being reappointed for a consecutive term.</p> <p>The membership will be:</p> <ul style="list-style-type: none"> • Member of the CRMEC who will take the role of Chair – (2 year appointment) • Senior clinical supervisors x 2 (3 year appointment) • DPET/MEO Supervisor x 1 (3 year appointment) • Medical administrator/administration officer x 1 or 2 (3 year appointment) • Registrar / Senior Registrar representative x 1 or 2 (2 year appointment) • Junior Medical Officer representatives x 2 or 3 (2 year appointment) • Consumer representative x 1 (3 year appointment) <p>Membership is to reflect the medical facilities within the ACT and SNSW regions where possible.</p> <p>A membership vacancy may occur when:</p> <ul style="list-style-type: none"> • A member's term of office expires. • A member resigns by notice in writing to the Chair. • A member is absent for two or more consecutive meetings without informing the Chair. <p>Responsibilities of the Members:</p> <ul style="list-style-type: none"> • Members must be trained surveyors (or agree and commit to be trained) with exception of the Chair. • Conflict of Interest – Members will identify with any matter arising at the meeting which the member considers to be a conflict of interest and withdraw from any discussion or decisions concerning such a matter. Members with a conflict of interest should be asked to leave the room during discussions. • Confidentiality – Members will not disclose discussions or decisions outside the committee unless there is explicit agreement during a meeting and it is noted in the minutes that this appropriate. |
| Quorum | 50% of membership + 1, including either the Chair or Deputy Chair and excluding the Secretariat. |
| Chair | The Chair will be appointed by the CRMEC. |
| Deputy Chairs | The Deputy Chair will be appointed by the Committee members. |
| Secretariat | Secretariat functions will be provided by ACT Health. |

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| Agenda requests | Requests for agenda items and any accompanying papers are to be received by the secretariat 2 weeks prior to the meeting. Papers will be circulated a minimum of 1 week prior to the meeting. |
| Meeting Frequency /Duration | <ul style="list-style-type: none"> • The committee meets at least 5 times per year with extra meetings as needed. • Material which has not been circulated with the meeting papers may be tabled at the meetings only for information or discussion and will only be voted on with the approval of the Chair. • All decisions will be made at a meeting of the committee unless an accreditation issue requires a decision between scheduled meetings. In this event an out of session decision will be made by committee members and the outcome minuted at the next scheduled meeting. |
| TOR Review Frequency | The terms of reference will be reviewed after every two years. Next due May 2020. |

| <i>Policy 02: Terms of Reference Accreditation Committee</i> | | | | |
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| Review date | Version | Updated by | Approved by | Changes made |
| February 2015 | 1.0 | Manager | CRMEC | |
| February 2017 | 2.0 | Manager | CRMEC | Meeting frequency |
| August 2017 | 2.1 | Admin | Manager | Formatting |
| May 2018 | 3.0 | Manager | CRMEC | Reviewed and updated membership |