

Accreditation Committee Terms of Reference

1. Purpose

These Terms of Reference define the objectives, responsibilities and composition of the Royal Australasian College of Medical Administrators (**College**) Accreditation Committee (**AC**).

They are to be read in conjunction with the Committee Charter and the Delegation of Authority Policy.

2. Objectives

The Accreditation Committee (**AC**) is responsible for:

- a) the policy, review, and procedures which guide, develop, implement and evaluate the Accreditation of training posts.
- b) the consideration, oversight, and endorsement of recommendations made by the Accreditation Interview Panel prior to providing recommendations to the Education and Training Committee (**ETC**) for approval.

The AC is a subcommittee of ETC and reports to ETC through the Chair.

3. Responsibilities

Accreditation Committee

3.1 The AC is established to:

- a) review, consider, and endorse accreditation recommendations and conditions of a training post made by the Accreditation Interview Panel.
- b) make specific recommendations for the Accreditation of a training post to reduce identified training gaps and/or risks.
- c) provide Accreditation recommendations of a training post to the ETC for their approval.
- d) monitor the Accreditation of a training post and notify the College office when concerns regarding an Accredited training post have been raised.
- e) review and develop processes, policies and guidelines of College Accreditation as required.
- f) assist and collaborate on the reporting of Accreditation processes and recommendations to external stakeholders

College Office

3.2 The College will provide a RACMA Staff member who will be responsible for the following secretarial support:

- a) Schedule all meetings annually in advance in consultation with the AC Chair and distribute calendar invitations for meetings online and in person.
- b) Prepare all meeting agendas and minutes in consultation with the AC Chair.
- c) Support the AC Chair in monitoring action items and maintain records of the Committee.
- d) Prepare and circulate papers to seek endorsement and approval of the Accreditation of training posts.
- e) Advise of Accreditation outcomes to the health settings, Jurisdictional Coordinators of Training (**JCT**), Jurisdictional Committees and Candidates.
- f) Maintain accurate records of Accreditation documentation.
- g) Provide lists monthly of Candidate and training post details to the respective JCT.
- h) Monitor training posts to ensure re-Accreditations and/or reviews are scheduled as required.

4. Composition

4.1 The AC will comprise:

- a) A Chair who must be a Fellow.
- b) A maximum of one Jurisdictional Coordinator of Training (**JCT**) (ex-officio) from each Jurisdiction (subsequent JCTs¹ will receive a copy of the minutes from each meeting).
- c) Chair of the Candidate Advisory Committee (**CAC**) (ex-officio) or a Candidate Representative of the RACMA Board (ex-officio).
- d) Five College appointed Members who demonstrate special expertise in accreditation with a particular focus on Specialist Medical Colleges.

Appointment to Accreditation Committee roles

4.2 AC Chair:

- a) Appointment of a Fellow as the Accreditation Committee Chair must occur through an EOI process, which will be supported by the College Office. Should there be more than one EOI received for the role of AC Chair, then an interview process will occur, to be chaired by Chair of ETC and involving one other ETC member. A RACMA Accreditation staff member will be in attendance to provide secretarial support.
- b) Following the interview process, the interview panel will recommend a new AC Chair to the ETC for their endorsement, then to the Board for approval of the appointment.

4.3 The CAC Chair, and/or the Candidate Representative of the Board will be formally invited by the AC Chair to join the AC.

¹ Subsequent JCTs refers to Co-JCTs and Deputy JCTs – where one or the other is appointed only one representative from each jurisdiction is required to attend any meeting.

5. Meetings

Frequency

5.1 Meetings are held at least six times annually via Zoom or an equivalent platform.

Agendas, minutes and action lists

5.2 All agendas, minutes, and action lists will be prepared and circulated to the AC by a dedicated member of staff.

5.3 Members of the Committee can request that an agenda item be added to an upcoming meeting agenda. The request is to be made in writing to the dedicated member of staff and the Chair.

5.4 Minutes of all meetings will be presented to the AC at the next meeting for endorsement of a true and accurate record of the meeting.

6. Reporting

6.1 Recommendations made by the AC regarding the Accreditation of a training post will be presented to the ETC for their approval, endorsement, or noting.

6.2 A RACMA Accreditation staff member will be responsible for preparing and circulating papers to the ETC. Decisions made by the ETC will be communicated to the AC via the RACMA Accreditation staff member.

6.3 Should the AC require a matter to be supported, discussed and/or approved by the ETC, the request is to be made to a RACMA Accreditation staff member. The RACMA Accreditation staff member is responsible for progressing the matter to the ETC, as well as advising the AC of any decisions made by the ETC.

7. Related documents

- Constitution
- Committee Charter
- Delegation of Authority Policy

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