

**Document Number:** CRMEC Policy 02

**Document Name:** Terms of Reference for Accreditation Committee

## Establishment

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The Accreditation Committee is established by Canberra Region Medical Education Council (CRMEC), a Ministerial Management Council.

## Role

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The overall goal of the CRMEC and its committees is 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. This goal is achieved through an accreditation approach, under the remit of the CRMEC Accreditation Committee, and through providing strategic advice across the ACT training region.

The accreditation approach will measure the performance of health services that deliver prevocational education and training programs (ETPs) against the Australia Medical Council's (AMC) *National Standards for Prevocational (PGY1 and PGY2) Training Programs and Terms* (the National Standards) and the national *Requirements for Prevocational (PGY1 and PGY2) Training Programs and Terms*. The CRMEC accreditation process encompasses evaluation of compliance, remediation or improvement processes following each evaluation and ongoing monitoring of compliance. The CRMEC Accreditation Committee will:

- Make recommendations to the Ministerial Council for the accreditation of prevocational (PGY1 and PGY2) training terms in health services. The CRMEC has overall authority for provision of accreditation decisions under contract to the ACT Medical Board.
- Provide advice and recommendations to the Ministerial Council on the CRMEC's accreditation processes.

## Membership

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Accreditation Committee members will be appointed by the CRMEC for terms of up to 3 years. Doctors in training will generally be appointed for up to two years to enable ongoing representation at the PGY1 and PGY2 level. Members have the option of applying for reappointment for consecutive terms.

Membership will reflect facilities within the ACT and linked training region that are delivering prevocational ETPs, where possible. The membership will include representatives from the following categories:

- At least one member of the Ministerial Council, who will be appointed by the Ministerial Council to take the role of Accreditation Committee Chair
- Senior clinical supervisors
- Medical educators
- Medical administrators
- Administration officers
- Registrar / Senior Registrar representatives
- Junior Medical Officers at PGY1 and PGY2 level
- Maximum of one consumer representative

A membership vacancy may occur when:

- 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 and secretariat.
- A member leaves employment in a health service within the ACT and SNSW regions (excepting where a member is an interstate appointment).

Responsibilities of the Accreditation Committee members:

- **Conduct:** Members must uphold the standards of conduct outlined in the ACT Public Service *Code of Conduct*. Members should seek to provide objective advice, comments and observations and make decisions based on application of the National Standards, national requirements and CRMEC's processes.
- **Training:** Members must be trained surveyors (e.g. through another prevocational medical council, a specialist college, the Australian Medical Council, or a training body accredited by the Australian Commission on Safety and Quality in Health Care). Where a member is not already trained, they must agree and commit to be trained. The CRMEC will provide opportunities for training at a minimum of every three years.
- **Conflict of Interest:** Members will identify any standing conflicts of interest on joining the Accreditation Committee, nominate any new conflicts of interest at the commencement of each meeting, and comply with the Chair's management of conflicts of interest, consistent with the CRMEC's Conflict of Interest policy.
- **Confidentiality:** Members will not disclose discussions or decisions outside the Accreditation Committee unless there is explicit agreement during a meeting, and it is noted in the minutes that this appropriate.

### Chair and Deputy Chair

The Chair will be a member of the CRMEC and will be appointed by the Ministerial Council. The Deputy Chair will be appointed by the Ministerial Council.

### Working Groups

The CRMEC Accreditation Committee and/or the CRMEC Secretariat on the Committee's behalf, may:

- 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 to obtain information relevant to the functions of the Committee.

## Functions

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- Provide advice to the Ministerial Council on matters relating to accreditation of prevocational medical training.
- Undertake accreditation processes and monitoring of prevocational PGY1 and PGY2 training terms, clinical units, health services, and networks that support these training terms using the National Standards and national prevocational ETP requirements.
- Receive and make decisions on applications and/or requests for the accreditation of new and/or changed prevocational PGY1 and PGY2 terms against the National Standards and national prevocational ETP requirements.
- Monitor and review the CRMEC's accreditation processes, ensuring relevance and effectiveness.
- Manage the recruitment and training of accreditation survey team members and leaders.
- Maintain awareness of other prevocational medical accreditation authorities and education providers to promote a continuum of learning, and to foster sharing of expertise and information.

- Work collaboratively with other CRMEC committees.
- Ensure that documentation accurately reflects Accreditation Committee decisions.

## Reporting mechanism

The CRMEC Accreditation Committee will, through its Chair, report to the Ministerial Council. The Accreditation Committee Chair will report at each Ministerial Council meeting on the status of ACT and linked regional network prevocational ETPs against the National Standards, their progress towards achievement of any agreed outcomes (i.e., proviso reporting), and on decisions and recommendation made by the Accreditation Committee relevant to the Council's activities.

## Powers

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The Ministerial Council is the accreditation authority for prevocational education and training in the ACT and linked regional areas and makes the ultimate decision on the accreditation status of ETPs. The Accreditation Committee is established to provide advice and recommendations to the Ministerial Council and to oversee the Council's accreditation responsibilities. The Accreditation Committee will:

- Review all accreditation survey visit reports, receive reports from the accreditation survey team and make a recommendation to the Ministerial Council on the accreditation status of the ETP.
- Review annual reports from health services and make a recommendation to the Ministerial Council on the ongoing accreditation status of the ETP.
- Review all applications for new ETPs or new training terms (e.g., change of circumstance requests) and make a recommendation to the Ministerial Council on endorsement or otherwise.
- Review all proviso reporting and minor requests for changes of circumstance and make decisions on compliance with National Standards, national requirements and CRMEC requirements. Where the Committee considers a report demonstrates that a proviso is fully or mostly met the Accreditation Committee may make the final decision on provisional to full accreditation. Where the Accreditation Committee considers that a proviso remains unmet or a change request is significant, the issue will be referred to the Ministerial Council with the Accreditation Committee's recommendation.

## Delegation of Powers

Decisions will be made at a meeting of the Accreditation Committee unless an accreditation issue requires a decision between scheduled meetings. In this event an out-of-session decision will be made by either Committee members (major changes), or the Accreditation Committee may delegate authority to its Chair and/or to the CRMEC Director and/or to the CRMEC Chair to make urgent decisions related to accreditation which are within the scope of the Committee's Terms of Reference.

Whenever either of the Chairs or the CRMEC Director exercises delegated powers, they should do so in circumstances where urgency or other considerations make such action reasonable. For example, this might include ensuring accreditation of adequate training positions and structure of an ETP at commencement of the training year. All decisions made under delegation should be subsequently tabled to the Accreditation Committee.

## Meeting Process

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The Accreditation Committee meets 4-5 times per year with extra meetings as needed.

Requests for agenda items and any accompanying papers are to be received by the Secretariat two weeks prior to the meeting. Papers will be circulated a minimum of 1 week prior to the meeting. Material which has not

been circulated with the meeting papers may be tabled at the meetings for information or discussion and will only be voted on with the approval of the Chair.

### Quorum

50% of membership + 1, including either the Chair or Deputy Chair and excluding the Secretariat.

## Secretariat

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Secretariat functions will be provided by ACT Health Directorate.

## Related Policies and Relevant Guidance

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- The AMC's *National Standards for Prevocational (PGY1 and PGY2) Training Programs and Terms*
- The AMC's national *Requirements for Prevocational (PGY1 and PGY2) Training Programs and Terms*
- ACT Public Service *Code of Conduct*. Available: [Conflict of Interest Policy \(act.gov.au\)](http://act.gov.au)
- CRMEC Accreditation Policies and Procedures
- CRMEC Accreditation Committee Chair Position Description
- CRMEC Policy 04: Conflict of Interest

## Version Control

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Review Date	Version	Updated by	Approved by	Changes made
Feb 2015	1.0	Director	CRMEC	
Feb 2017	2.0	Director	CRMEC	Meeting frequency
August 2017	2.1	Admin	Manager	Formatting
May 2018	3.0	Director	CRMEC	Reviewed and updated membership
May 2020	4.0	Director	Accreditation Committee	Reviewed and updated membership
June 2020	4.1	Admin	Director	Layout
Feb 2023	4.2	Admin	Director	Layout, included relevant training, added relevant guidance
Nov 2023	5.0	Director	Accreditation Committee	Updated for consistency with the new National Framework.