

Accreditation Committee

Terms of Reference

Area of College	Education, Learning and Assessment
Document Writer	Project Manager, Education Governance Review Implementation, Education Development and Improvement
Document Owner	Executive General Manager, Education, Learning and Assessment
Approved by	RACP Board (as per Board-approved Education Governance Review Board Proposal, June 2024)
Effective Date	29 May 2026
Next Review Date	February 2028
References/Legislation	<i>Corporations Act 2001 (Cth)</i>
Associated RACP Documents	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
Applicability	Aotearoa New Zealand and Australia

Note: This is a controlled document within the [RACP Policy Framework](#). The Framework covers all RACP policies, procedures, by-laws, terms of reference, guidelines, forms and so forth. Any new documents or amendments of existing documents or changes to approver, owner or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.

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1. INTRODUCTION

These Terms of Reference are to be read in conjunction with the Governance of College Bodies By-law. Both the Governance of College Bodies By-law and these Terms of Reference govern the College Body.

1.1. Established

The Accreditation Committee (College Body) is established under the authority of the College Education Committee (Parent Body) to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

1.2. Indigenous Object

The activities of the College Body will demonstrate a clear commitment to Indigenous aspirations and outcomes, guided by the Indigenous Objects set out in the [RACP Constitution](#). The College Body will actively support and advance initiatives that embed cultural safety across the RACP, for both members and staff.

2. PURPOSE

The College Body is the lead committee for the accreditation function across RACP training programs. Accreditation includes the oversight of accreditation policy and accreditation activity across all RACP training settings and training programs.

3. FUNCTIONS

The functions of the College Body are:

- a) Act as an expert body on accreditation and provide advice to the Parent Body and other College bodies involved in training setting and training program accreditation
- b) Ensure the College's accreditation function aligns with external regulatory requirements and standards, including those of the Australian Medical Council (AMC), Te Kaunihera Rata o Aotearoa | Medical Council of New Zealand, and the National Health Practitioner Ombudsman in Australia
- c) Lead the development and ongoing refinement of the accreditation policy for training settings and training programs. Approve minor and moderate policy changes and escalate major revisions to the Parent Body for formal approval. Drive consistency by ensuring standardised accreditation processes are applied across RACP training programs
- d) Consider relevant differences between the training and education programs of the Divisions, Faculties and Chapters including the differences between those delivered in hospital and non-hospital settings, and in rural and regional training settings
- e) Evaluate stakeholder feedback and proposed revisions to the AMC Model Standards and formulate recommendations for consideration by the Parent Body and facilitate submission of endorsed changes to the AMC

- f) Review recommendations from Training Program Committees or Accreditation Subcommittees relating to accreditation matters, and:
 - provide advice as required
 - review College Specific Requirements for RACP training programs for endorsement of the Parent Body and submission to the AMC
 - approve recommendations as delegated
 - endorse withdrawals of accreditation for approval of the Parent Body
- g) Monitor activity across the accreditation function, including potential breaches and training settings under Active Management, and ensure matters beyond delegation are reported to the Parent Body
- h) Identify emerging risks and issues in accreditation and escalate these to the Parent Body as required
- i) Monitor and evaluate the effectiveness of the accreditation function, implementing continuous improvements within delegation and recommending system-wide improvements to the Parent Body.

4. COLLEGE BODY PROHIBITIONS

The College Body must not:

- Enter into any agreement binding upon it or on the College; or
- Represent or imply in any way that the College Body is a body independent of the College.

5. MEMBER COMPOSITION

As an Australasian education and training committee, at least 20% of the membership should reside in Aotearoa New Zealand and at least 20% of the membership should reside in Australia.

The College Body shall comprise up to a maximum of 15 members, including:

5.1. Chair and Deputy Chair

- Chair of the College Body, selected through an open expression of interest process, approved by the Parent Body
- Deputy Chair, appointed from within the membership

5.2. Ex-officio Members

- Chair, or permanent delegate, of the Accreditation Subcommittee – Basic Training in Adult Medicine (Australia)

- Chair, or permanent delegate, of the Accreditation Subcommittee – Basic Training in Paediatrics and Child Health (Australia)

5.3. Appointed Members

- Six (6) members who hold Fellowship of one (1) of the College's Divisions, Faculties, or Chapters, and who have expertise in accreditation, including a minimum of two (2) years' experience as an accreditor:
 - One member will serve as the Rural and Regional Lead
 - One member will serve as the Non-Hospital-Based Training Lead
 - One member will serve as the Aotearoa New Zealand Lead
- Nominee of the Aboriginal and Torres Strait Islander Health Committee
- Nominee of the Māori Health Committee
- Nominee of the Consumer Advisory Group
- Basic Trainee from the Adult Medicine Division or Paediatrics & Child Health Division
- Advanced Trainee from the Adult Medicine Division, Paediatrics & Child Health Division, or from a Faculty or Chapter.

Members of the College Body must be RACP members, unless otherwise approved. Members may have multiple responsibilities and expertise covering different jurisdictions in Aotearoa New Zealand and Australia, including rural and regional areas, and across Divisions, Faculties, and Chapters training programs.

5.4. Co-opted Members

Co-opted members may be appointed for a particular purpose or term.

6. MEETING

This section is to be read in conjunction with the Governance of College Bodies By-law.

6.1. Number of Meetings

The College Body shall hold a minimum of two (2) meetings per calendar year and shall meet by teleconference or videoconference. One (1) face to face meeting may be held each year.

6.2. Chair

The Chair or their appointee will Chair all meetings.

6.3. Quorum

A quorum is one half of the total College Body membership.

6.4. Voting

Decisions will be made by consensus of the majority of members.

6.5. Secretariat

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

7. REPORTING

The College Body must report and make recommendations to the Parent Body as required.

8. DEFINITIONS

Term	Means
Board	The Board of Directors of The Royal Australasian College of Physicians
College	The Royal Australasian College of Physicians, an incorporated body limited by guarantee ACN 000 039 047
College Body	Has the same meaning as in the College Constitution
Conflict of Interest	Has the same meaning as the Governance of College Bodies By-law
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Member of a College Body	Has the same meaning as the Governance of College Bodies By-law
Member of the College	Has the same meaning as the Governance of College Bodies By-law
Parent Body	Has the same meaning as the Governance of College Bodies By-law

9. HISTORY

Commencement		
This document was developed in line with the Board-approved education governance committee structure, June 2024. Subsequent changes post-implementation, from June 2026 onwards, must be approved by the College Education Committee.		
Revision	Effective Date	Summary of Changes
0.1	N/A	Draft Terms of Reference in line with the Board-approved education governance structure (June 2024), incorporating feedback from staff during July-October consultation.
1.0	N/A	Approved by the College Education Committee on 7 November 2025.
1.1	29 May 2026	Document updated to include the Indigenous Object reference.