



The Royal Australasian  
College of Physicians

## **Terms of Reference**

### **Accreditation Review Working Group**

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF A  
WORKING GROUP OF THE COLLEGE TO BE KNOWN AS THE ACCREDITATION  
REVIEW WORKING GROUP**



The Royal Australasian  
College of Physicians

## CONTENTS

1. INTRODUCTION AND PURPOSE .....	3
2. ROLE AND RESPONSIBILITIES .....	3
3. EXTENT OF AUTHORITY .....	4
4. MEMBERSHIP .....	4
5. DURATION.....	5
6. REPORTING .....	5
7. DEFINITIONS .....	5



The Royal Australasian  
College of Physicians

## 1. INTRODUCTION AND PURPOSE

The College Education Committee (CEC) has established an Accreditation Review Working Group (**the Working Group**) to lead the development and implementation of the Accreditation Review recommendations and proposed model as approved by the CEC on 19 June 2015. It is not intended to be a representative group of all areas within education and training but an expert group acting on behalf of the College Education Committee.

## 2. ROLE AND RESPONSIBILITIES

1.1. The role and responsibilities of the Working Group are to:

- 1.1.1. develop a College accreditation system for physician training and phased implementation plan – including accreditation standards and governance model for the accreditation system changes;
- 1.1.2. include in the scope of accreditation networks, training unit and training setting with standards for both institutional and programmatic elements;
- 1.1.3. develop accreditation standards that support competency based curriculum;
- 1.1.4. ensure that standardisation of accreditation processes across all training programs is incorporated into the accreditation system;
- 1.1.5. include in the system the plan for recruiting, selecting and training the accreditation assessment team;
- 1.1.6. make recommendations to the College Education Committee in relation to the requirements of the accreditation system and implications of the changes; and
- 1.1.7. mitigate and report to the College Education Committee on risks associated with the Accreditation Review.

1.2. The Working Group will operate in accordance with:

- 1.1.1. these Terms of Reference;
- 1.1.2. the Governance of College Bodies By-Law, as amended from time to time;
- 1.1.3. the Nomination and Election Process for the Board of the College and its College Bodies By-Law, as amended from time to time;
- 1.1.4. all other by-laws of the College;
- 1.1.5. the Constitution;
- 1.1.6. all policies and procedures of the College; and
- 1.1.7. all directions of the Board.



The Royal Australasian  
College of Physicians

### **3. EXTENT OF AUTHORITY**

The Working Group is a development and recommending body only and it does not have authority to:

- 1.1. approve by-laws or terms of reference for any College body;
- 1.2. make any decisions that are not consistent with the Accreditation Review Scoping Paper recommendations approved by the College Education Committee on 19 June 2015;
- 1.3. enter into contractual relationships; or
- 1.4. represent or imply in any way that the Working Group is a body independent of the College.

### **4. MEMBERSHIP**

- 1.1. The Committee shall comprise up to 12 members. The members shall include:
  - 1.1.1. a Chair, appointed by the College Education Committee;
  - 1.1.2. a Deputy Chair, elected from within the membership;
  - 1.1.3. the Chair or delegate of the Basic Training Adult Medicine Accreditation Sub Committee;
  - 1.1.4. the Chair or delegate of the Basic Training Paediatrics & Child Health Accreditation Sub Committee;
  - 1.1.5. two Chairs or delegates from the Advanced Training Committees;
  - 1.1.6. two Trainees (one Basic, one Advanced), and alternates approved by the Committee;
  - 1.1.7. a member who is allocated responsibility for New Zealand accreditation activities;
  - 1.1.8. a Chair or permanent delegate of the Chapter Training Committees;
  - 1.1.9. a Chair or permanent delegate from the Faculty Training Committees.
  - 1.1.10. a member with expertise in prevocational medical education accreditation systems
  - 1.1.11. a member with expertise in managing training networks or consortia

Members may have multiple responsibilities.



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College of Physicians

## **5. DURATION**

The activities of the Working Group will cease on or before 31 December 2018 unless otherwise extended by the College Education Committee. The Working Group shall meet four times face to face with 2 teleconference meetings if required. Additional meetings will require approval from the CEC.

## **6. REPORTING**

- 1.1. The Working Group will report to the College Education Committee.
- 1.2. The Working Group shall provide the College Education Committee with a written report of its progress against its objectives and the progress of the development and implementation of the recommendations of the Accreditation Review generally at each College Education Committee meeting.

## **7. DEFINITIONS**

“Board” means the Board of Directors of the College.

“College” means The Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee.

Approved by the College Education Committee on 24<sup>th</sup> September 2015



The Royal Australasian  
College of Physicians

<b>Terms of Reference History</b>		
<b>Commencement of Terms of Reference</b>		
These Terms of Reference were approved by the College Education Committee on 24 <sup>th</sup> September 2015 and commenced on that date.		
<b>Subsequent amendments to Terms of Reference</b>		
Item	Amendment	Commenced