

Accreditation Subcommittee – Basic Training in Adult Medicine (Australia)

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)
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References/Legislation	<i>Corporations Act 2001</i> (Cth)
Associated RACP Documents	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
Applicability	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 Subcommittee – Basic Training in Adult Medicine (Australia) (College Body) is established under the authority of the College Education Committee, reporting to the Accreditation 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 will be responsible for the oversight of the Basic Training Accreditation in Adult Medicine in Australia.

3. FUNCTION

The functions of the College Body are, for the relevant training program accreditation, in accordance with College policies and procedures:

- a) Oversee implementation of accreditation standards and requirements in compliance with regulatory frameworks established by the Australian Medical Council / Te Kaunihera Rata o Aotearoa | Medical Council of New Zealand
- b) Conduct accreditation site visits and/or document reviews
- c) Make accreditation decisions for training settings, networks and programs
- d) Monitor accredited training settings, investigate and manage concerns, including potential breaches and settings under Active Management
- e) Recruit new accreditors.

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

The College Body shall comprise up to a maximum of 10 members, including:

5.1 Chair and Deputy Chair

- Chair, appointed by the Parent Body
- Deputy Chair, appointed from within the membership

5.2 Appointed Members

- One (1) Regional, Rural or Remote (RRR) representative (work locations will be classified using [Modified Monash Model 2-7](#))
- Up to four (4) other representatives from different jurisdictions
- Two (2) Trainee representatives
- One (1) Observer.

Members of the College Body must be RACP members, unless otherwise approved. Members may have multiple responsibilities.

5.3 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 agreed accreditation activity metrics, escalate emerging risks and issues and make recommendations to the Parent Body and other College Bodies 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
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		
Replacing the previous Terms of Reference, this document was developed in line with the Board-approved education governance committee structure in June 2024. Subsequent changes post-implementation, from June 2026 onwards, must be approved by the College Education Committee.		
Revision	Effective Date	Summary of Changes
1.0	1 April 2026	Document updated to align with new education governance structure approved by the Board in June 2024.
1.1	1 June 2026	Document updated to include the Indigenous Object reference.