

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	(Date to be confirmed – first meeting expected to be scheduled Q1 2026.)
Next Review Date	April 2026
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 and Aotearoa New Zealand

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.

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 programs and training providers.

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 committees involved in training provider 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), Medical Council of New Zealand | Te Kaunihera Rata o Aotearoa, and the National Health Practitioner Ombudsman in Australia.
- c) Lead the development and ongoing refinement of the accreditation policy for training providers 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. 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
 - endorse College Specific Requirements for RACP training programs for approval of the Parent Body and submission to the AMC

- approve recommendations as delegate
- endorse withdrawals of accreditation for approval of the Parent Body
- g) Monitor activity across the accreditation function, including active management of training providers and training programs and potential breaches, 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

The Accreditation Committee shall comprise of up to 15 members.

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.

5.1. Chair and Deputy Chair

- Chair appointed by the Parent Body through an expression of interest process
- Deputy Chair appointed by the committee from within its membership

5.2. Ex-officio Members

- Chair, Accreditation Subcommittee – Basic Training in Adult Medicine (Australia)
- Chair, Accreditation Subcommittee – Basic Training in Paediatrics and Child Health (Australia)
- Basic Trainee from the Adult Medicine Division or Paediatrics & Child Health Division nominated by the College Trainees' Committee.
- Advanced Trainee from the Adult Medicine Division, Paediatrics & Child Health Division, or from a Faculty or Chapter nominated by the College Trainees' Committee.
- Nominee of the Aboriginal and Torres Strait Islander Health Committee

- Nominee of the Māori Health Committee
- Nominee of the Consumer Advisory Group

5.3. Appointed Members

Six members who hold Fellowship within one of the College's Divisions, Faculties, or Chapters, and possess expertise in accreditation, including a minimum of two years' experience as an accreditor.

- One (1) appointed member will serve as the Rural and Regional Lead.
- One (1) appointed member will serve as the Non-Hospital-Based Training Lead.
- One (1) appointed member will serve as the Aotearoa New Zealand Lead.

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 meet two to four times per calendar year with one meeting face to face.

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. SUBCOMMITTEES AND WORKING GROUPS

The College Body may create time-limited specific purpose working groups related to the development and review of training program management policy, standards and procedures. The College Body must report these to the Parent Body annually.

8. INDIGENOUS OBJECT

Activity of the College Body will align with the RACP object to demonstrate a commitment to Indigenous aspirations and outcomes by:

- a) respecting and promoting the principles as enshrined in the [Uluru Statement from the Heart](#), [Te Tiriti o Waitangi](#), and the [United Nations Declaration on the Rights of Indigenous Peoples](#)
- b) advancing justice and equity in health care for Aboriginal and Torres Strait Islander and Māori communities
- c) acknowledge the world views, protocols and cultures of Aboriginal and Torres Strait Islander peoples and Māori.

The College Body supports all initiatives that embed cultural safety across the RACP including both members and staff.

9. REPORTING

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

The College Body is required to provide to the Parent Body each year:

- a new or updated Work Plan (Work Plans may be one or two years)
- a report against the preceding years' Work Plan.

10. DEFINITIONS

Term	Means
Board	The Board of Directors of The Royal Australasian College of Physicians
Working Group	The Diversity Lead Representative Working Group
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

11. 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 September 2026 onwards, must be approved by the Parent Body.		
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).
1.0	TBC	