



## Accreditation Committee

*A Committee of the Council of Education*

### 1. Introduction

These terms of reference are established under, and are subordinate to, the *Policy on College Entities* (the policy). Committee members should ensure they are familiar with the provisions and requirements of the policy.

These terms of reference include details of the following:

- matters specific to the Accreditation Committee (i.e. role and responsibility);
- membership specifications (including any variations to the policy permitted by the Council of Education (COE)); and
- where relevant, any variation of conduct of meeting requirements (if permitted by COE).

Otherwise, refer to the policy for details of all matters pertaining to the operation of the Committee.

### 2. Membership

The Accreditation Committee consists of the following members:

- Ex-officio members
  - Censor-in-Chief
  - Deputy Censor-in-Chief
- Up to 14 'ordinary' FACEM members (inclusive of the Chair and Deputy Chair) with the following regional representation:
  - three (3) FACEMs from each of the following regions:
    - New South Wales / Australian Capital Territory
    - Victoria / Tasmania
  - two (2) FACEMs from each of the following regions:
    - Aotearoa New Zealand
    - Queensland
    - Northern Territory / South Australia
    - Western Australia
- One (1) trainee member nominated by the Trainee Committee pursuant to College processes.
- One (1) health jurisdiction representative nominated by the Australian Health Ministers Advisory Council or a standing committee thereof and/or the New Zealand Ministry of Health.

*Of the members appointed pursuant to 2(b) above, no more than two (2) members of the Committee shall be new FACEMs with less than three (3) years post-Fellowship experience and no more than one (1) new FACEM shall represent any region.*

The following ACEM staff will attend and participate in meetings of the Committee; however, do not have voting rights in relation to matters being considered by the Committee:

- Deputy Chief Executive Officer
- Executive Director, Training
- Other staff as required.

### **Requirements of Membership**

FACEM members and the trainee member of the Committee are expected to participate in a minimum of two (2) ACEM site accreditation inspections annually.

Members are also expected to keep abreast of changes to and the requirements of the FACEM Training Program, as well as the *ACEM Accreditation Requirements* (AC549).

### **Office holders**

The Chair and the Deputy Chair of the Committee shall be nominated from and by the 'ordinary' FACEM members of the Committee.

## **3. Selection Criteria**

### **Essential**

- a thorough understanding of the requirements of the *ACEM Accreditation Requirements*
- currently working in the region which they will represent if appointed as a member of the Committee.

### **Desirable**

- actively involved in trainee education
- experience and/or interest in College processes
- demonstrated diligence and organisation skills
- previous experience as an ACEM accreditation inspector
- have served a period as Regional Censor, Regional Deputy Censor, COE member, Director of Emergency Medicine Training (DEMT) or Local WBA Coordinator
- a thorough understanding of the requirements of the FACEM Training Program
- for members appointed pursuant to 2(b), to have worked two (2) or more years in the applicable region.

## **4. Responsibilities and Authority**

The primary role of the Committee is to review and consider applications for accreditation as an ACEM training site for the purposes of the FACEM Training Program, whether as an emergency medicine placement or special skills placement; the ongoing accreditation status of such placements; and applications for reaccreditation. As such, the role of the Committee relates to operational matters. It does not have a strategic role.

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## 4.1 Responsibilities

The role of the Committee is to work with its associated entities, COE and ACEM staff to:

- (a) Advise and inform hospitals, emergency departments, sites and training providers on the requirements for ACEM accreditation as an emergency medicine placement or special skills placement, as applicable, within the FACEM Training Program.
- (b) Assess applications and inspect emergency departments, sites and individual placements in accordance with the College's Accreditation Standards and applicable policies and guidelines.
- (c) Review reports generated from inspections and determine the accreditation, including level of ACEM accreditation, of emergency medicine placements or special skills placements (as applicable) within the FACEM Training Program in accordance with the College's Accreditation Standards and all applicable policies and guidelines.
- (d) Provide advice and make recommendations to COE in relation to possible revisions to the College's accreditation processes and associated guidelines.
- (e) Provide advice, as requested, to COE on matters within the remit of the Committee and relating to the FACEM Training Program.
- (f) To discuss and make recommendations to COE regarding trainee complaints and hospital issues that relate to the accreditation of emergency departments and training posts.

## 4.2 Extent of Authority

Where a routine process/procedure is present, the Committee has delegated authority to make decisions in relation to the following matters:

- (a) The appointment of regional members of the Committee responsible for the approval of applications for provisional special skills category 'A' terms pursuant to College guidelines and policies.
- (b) The appointment of regional members of the Committee to be responsible for considering applications for special skills category 'T' terms pursuant to College guidelines and policies.
- (c) The appointment of individuals to the Panel of Accreditation Inspectors.
- (d) The accreditation, including level of ACEM accreditation, of emergency medicine placements or special skills placements (as applicable) within the FACEM Training Program.

Where there is none, the Committee shall provide recommendations to COE; the authority to approve or not to approve such recommendations rests solely with COE.

The Committee must not, however, exercise its decision-making authority in the following circumstances:

- if there is insufficient relevant information to enable it to make an informed decision
- if the Committee members are unable to reach a decision on a specific matter
- if the proposed decision relates to withdrawal of accreditation of a training site
- if the proposed decision would not conform with College regulations, policies or guidelines
- if the proposed decision relates to a matter for which no routine process/procedure exists
- if the matter has any bearing on governance or strategic issues
- if the matter involves a significant risk to the College

In all such cases, the matter should be referred to COE.

### 4.3 Line of Reporting



## 5. Meeting Requirements

The policy allows for variation of some of the meeting requirements, where this has been approved by COE. No such variations have been specified. As such,, refer to the policy for full details of meeting requirements.

## 6. Document Review

Timeframe for review:	every two (2) years, or earlier if required.
Document authorisation:	Council of Education
Document implementation:	Manager, Accreditation
Document maintenance:	Coordinator, Education and Training

## 7. Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Jun-2015	Approved by COE
v2	Dec-2015	Revisions following review of COE entities by COE.
v3	Mar-2016	Membership expanded to include supernumerary members; revisions to authority for decisions to grant accreditation or decrease level of accreditation.
v4	Apr-2017	Revisions to membership
v5	Feb-2019	Revisions to membership pursuant to a decision of the Board
v6	Jul-2019	Revisions to membership and referral of withdrawal of accreditation decisions to COE
v7	Nov-2019	Revisions to the requirements of membership to allow the community representative to attend one accreditation inspection annually as an observer
v8	Sep-2021	Revisions to staff titles and responsibility for document review
v9	Oct-2021	Revision to membership to remove Community Representative as per COE decision on 22/9/2021
v10	May 2023	Revision to membership to incorporate provisions for new Fellows, change to reporting line, and general administrative amendments throughout