

National Accreditation Committee Terms of Reference

1. Purpose

These Terms of Reference (TOR) establish and govern the National Accreditation Committee, its membership, powers, responsibilities, and proceedings.

2. Application

These TOR apply to the National Accreditation Committee.

These TOR are to be read together with the *RACGP Constitution, Education and Workforce Committee TOR*, the *Declaration of Interests Policy*, and the *Member Code of Conduct*.

3. Background

The RACGP has developed, evaluated and reviewed two sets of Standards – [Standards for General Practice](#) (practice standards) and [Standards for General Practice Training](#) (training standards). Accreditation against these standards assures high quality training of GP registrars within practice environments that provide safe systems for doctors, staff, and patients. All training practices must meet the practice accreditation standards. Accreditation as a training practice against the RACGP Standards for General Practice training is therefore a marker of excellence.

Accreditation of training sites and supervisors against the RACGP Standards for general practice training ensures that:

- the practice environment is safe, supports the registrar and is safe for patients
- the training site provides quality training for the achievement of training outcomes
- the context of the training site is suitable for the training needs and
- the supervision is matched to the training needs and competence of the registrar.

Accordingly, GPs who complete the training program and achieve fellowship can practice unsupervised anywhere in Australia and meet the highest standards of quality and safety expected by the Australian community.

The RACGP is recognised and accredited by the [Australian Medical Council](#) (AMC), and is recognised by the profession and the community as the body responsible for developing and maintaining the standards of training for general practice in Australia. The RACGP undergoes formal accreditation, assessment, and regular review to ensure it continues to meet these required standards.

The AMC is a national standards and assessment body for medicine. Its purpose is to ensure that standards of education, training and assessment of the medical profession promotes and protects the health of the Australian community.

When the AMC decides to grant accreditation, the AMC provides its accreditation report to the [Medical Board of Australia](#), which decides to approve or refuse the accredited program of study as providing a qualification for the purposes of registration to practise medicine.

The RACGP utilises quality improvement, research, and evaluation to monitor systems against the training standards to better support registrars. This ensures the training standards are being applied consistently and appropriate quality supervision in supportive learning environments is being provided nationally. This also meets the RACGP's accreditation requirement with the AMC and provides a continuous quality improvement cycle.

4. Establishment

The committee is established by the Education and Workforce Committee to monitor and report on matters related to accreditation of training sites and supervisors, and the accreditation of organisations delivering training towards Fellowship of RACGP or the International Conjoint Fellowship.

Training site and supervisor accreditation is overseen nationally by the National Accreditation Committee. The committee meets quarterly to review summaries and reports on training site and supervisor accreditations, critical incidents, and adverse events significant to training site monitoring, evaluation of remote supervision processes, discuss any issues and evaluate all training accreditation systems.

This committee is governed by these Terms of Reference (TOR) and ensures appropriate implementation of accreditation systems nationally. The committee evaluates effectiveness, manages issues arising and ensures alignment with the training standards and RACGP accreditation requirements with the AMC.

5. Function

The committee's purpose is to oversee and monitor training accreditation related activities by reviewing reports provided by Regional accreditation Teams. Critical incidents and adverse events significant to training sites are reviewed and monitored. Use and suitability of the National Accreditation Framework will be evaluated. The committee reports to the Education and Workforce Committee and communicates decisions and advice to the regional accreditation teams.

Responsibilities

The committee will:

1. Review and advise on management of training site and supervisor accreditation matters. This includes review of reports on training site and supervisor accreditation, critical incidents and adverse events
2. Oversee the accreditation of training providers supporting those working towards Fellowships awarded by the RACGP
3. Review the evaluation of the remote supervision processes
4. Review the evaluation of the accreditation systems
5. Review the evaluation and application of the National Accreditation Framework (NAF) to ensure it is fit for purpose
6. Review and make recommendations to improve the functional effectiveness of accreditation policies, systems and procedures
7. Provide quarterly reports to the Education and Workforce committee and recommendations for quality improvement.

6. Duties

The committee, in performing its functions must:

- (a) ensure that its recommendations and advice are consistent with RACGP standards and policies, AMC accreditation requirements, requirements of any other regulatory or government agencies and legal obligations in the wider community
- (b) consider RACGP member input.

7. Membership

7.1 Committee composition

The committee will consist of:

1. The National Clinical Lead Practice and Supervisor Accreditation who will act as Chair
2. National Clinical Lead – Education Governance and Development
3. Censor in Chief
4. National Accreditation Manager
5. Training Accreditation Lead
6. Representative from the Rural faculty nominated by the Chair, Rural faculty
7. Representative from the GPiT faculty, nominated by the Chair, GPiT faculty
8. Representative from the National Faculty of Aboriginal and Torres Strait Islander Health, nominated by the Chair, Aboriginal and Torres Strait Islander faculty
9. Supervisor Liaison Officer from AGPT
10. Supervisor Liaison Officer from FSP
11. Representative from the Fellowship Support Program, nominated by the Chief General Practice Training Officer
12. National Clinical Lead Performance Management
13. National Clinical Lead – Supervisor and Practice Support & Education

The Chief General Practice Training Officer, Chief Education Officer, National Director of Training and National Deputy Director of Training have a standing invitation to attend.

8. Proceedings

Meetings

- (a) The committee meetings may be held by means of any technology that gives the members a reasonable opportunity to participate.
- (b) A quorum for the committee is a majority of the membership.
- (c) Meetings are scheduled at least quarterly.
- (d) If at any meeting the Chair is not present within 10 minutes after the time appointed for the holding of the meeting, the members present may choose one of their number to chair the meeting.
- (e) Recommendations arising at any meeting are decided by a majority of votes. In the case of an equality of votes, the recommendation is lost.

The Chair

The Chair's responsibilities are to ensure:

- (a) the committee's deliberations are consistent with RACGP policies and with these terms of reference
- (b) members receive a minimum of 14 days of notice of each meeting
- (c) members receive an agenda and the pre-reading at least 5 business days prior to each meeting
- (d) meetings are carried out in a fair and impartial way allowing each member to contribute to the discussions with a view to the committee arriving at a consensus on an issue
- (e) a full and frank discussion takes place about the matters under deliberation
- (f) the record of outcomes and the report are approved by the members present at the meeting
- (g) outcomes are recorded and a report is provided to the Education and Workforce committee within 2 weeks after each meeting.
- (h) bring issues of importance to the attention of the National Accreditation Committee between meetings.

9. Confidentiality

Committee members will receive or have access to Confidential Information. Committee members must only use or disclose such information to the extent necessary to satisfy their duties and responsibilities.

If there is uncertainty as to whether any information is confidential, such information is deemed confidential and not within the public domain.

Committee members must safeguard Confidential Information received by adopting and maintaining reasonable precautions.

Committee members must not make any press or other announcements or releases in connection with any deliberations, outcomes or decisions of the committee.

10. Conflicts of Interest and Duty

Committee members must not place themselves in a position of conflict of interest whereby their obligations to satisfy their duties and responsibilities are compromised, potentially compromised, or perceived to be compromised.

No committee member may use their position, their authority or any information received to obtain an advantage for themselves or detriment for others.

Committee members must comply with the RACGP *Declarations of Interest Policy*.

Committee members must not compromise their professional judgment because of bias, conflict of interest or the undue influence of others. In such circumstances, they must not continue performing their duties and promptly notify the Chair and the RACGP as appropriate.

11. Amendment of these Terms of Reference (TOR)

The Education and Workforce Committee may make amendments to these TOR at any time.

12. Responsibilities

Education and Workforce Committee Responsible for approval of TOR.

National Accreditation Committee Must comply with the TOR.

13. Glossary

Confidential Information

Includes any information:

- the subject of a confidentiality provision or confidentiality deed under a contract to which the RACGP is a party
- generated in Board proceedings which the Board deems to be confidential
- which is subject to the *Privacy Act 1988* (C'th) or any equivalent state-based legislation such as the *Privacy and Data Protection Act 2014* (Vic) or the *Health Records Act 2001* (Vic)
- trade secrets
- which would give rise to a legal obligation of confidentiality, or
- information gained by virtue of occupying a position as an employee, member, director or contractor of the RACGP which is of its nature confidential at law.

Does not include:

- any information in the public domain, or
 - any information which would be confidential to another party where that party has explicitly agreed to the information no longer being confidential
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14. Related Documents, Legislation and Policies

[RACGP Constitution](#)

[Declaration of Interests Policy](#)

[Education and Workforce Committee TOR](#)

[Member Code of Conduct.](#)

Compliance

N/A

Guidance

N/A

15. TOR Review and Currency

These TOR will be reviewed every 2 years from the last approval date.

Version History

Release Notice			
Version	Date of effect	Amendment details	Amended by
1	16 May 2023	Committee Members updated	Noelene Cooper on behalf of NAC
2	August 2023	Committee Members updated	Noelene Cooper on behalf of CiC
3	October 2023	Committee Members updated	Noelene Cooper on behalf of CiC
Policy owner:	Education and Workforce Committee		
Approved by:	Education and Workforce Committee	Approved on: 1 September 2022	To be completed
Next Review Due:	May 2025		