

# Terms of Reference for the National Accreditation Committee

## 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 two sets of Standards – [Standards for General Practice](#) (practice standards) and [Standards for General Practice Training](#) (training standards). All training practices must meet both sets of standards.

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

- the practice training environment is physically and psychologically 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 utilises continuous quality improvement, and evaluation to monitor performance against the training standards. This ensures nationally consistent application of the training standards and appropriate, quality supervision in supportive learning environments is being provided. This also meets the RACGP's accreditation requirement with the AMC and provides a continuous quality improvement cycle.

## 4. Establishment

The committee has been established by the Education and Workforce Committee to:

- Monitor the RACGP's accreditation of training sites and supervisors via the regional accreditation panels, and in accordance with the RACGP Standards for general practice training.
- Oversee and monitor the RACGP's accreditation of organisations delivering training towards Fellowship of RACGP and the International Conjoint Fellowship.
- Oversee and monitor the RACGP's accreditation program in accordance with the Australian Medical Council's (AMC) Standards for Assessment and Accreditation of Specialist Medical Programs.
- Review identified risks associated with the accreditation program and recommend actions to mitigate the risks.

## 5. Function

The committee's responsibilities are to:

1. Oversee the monitoring of training site and supervisor accreditation for all RACGP training programs to maintain the RACGP Standards for general practice training.
2. Support and monitor the national consistency of accreditation processes and decision making to ensure the delivery of a quality program that supports continuous improvement.
3. Assess the need for the development of novel or pilot programs designed to meet practice and supervision accreditation requirements and workforce needs, ensuring accreditation standards are met.
4. Provide oversight and monitoring of international colleges and training organisations supporting those working towards fellowships awarded by the RACGP.
5. Provide strategic oversight and monitor the implementation of priority projects
6. Oversee and monitor the RACGP's accreditation program in accordance with the Australian Medical Council's (AMC) Standards for Assessment and Accreditation of Specialist Medical Programs (Standard 8), including enhanced monitoring of conditions and recommendations identified by the AMC.
7. Provide quarterly reports to the Education and Workforce committee.

## 6. Duties

The committee, in performing its functions must:

1. ensure that its recommendations and advice are consistent with the RACGP standards and policies, AMC accreditation requirements, requirements of any other regulatory or government agencies and legal obligations in the wider community.
2. consider the input of RACGP members, training sites and supervisors (where appropriate).

## 7. Membership

### 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, Strategy and Development
3. National Clinical Lead – Fellowship Support Program or representative
4. Education, Workforce Committee representative
5. National Director, Education & Training Operations or proxy
6. National Director of Training or proxy
7. Head of RACGP Rural or proxy
8. National Planner GP Training Workforce or proxy
9. Representative of the Aboriginal and Torres Strait Islander Faculty or proxy

Proxies attending on behalf of members must have the skills and experience to contribute to the discussions.

The Committee may co-opt additional members as required to fulfill its functions.

### In attendance

- Head of Education, Governance and Development
- National Accreditation Manager (secretariat)

## 8. Proceedings

### Meetings

1. Meetings may be held by means of any technology that gives the members a reasonable opportunity to participate.
2. A quorum for the committee is a majority of the membership.
3. Meetings are scheduled at least quarterly.
4. 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 nominate an alternate member to chair the meeting.
5. Decisions are reached based on a majority of members in attendance.

### The Chair

The Chair's responsibilities are to ensure:

1. the committee's deliberations are consistent with RACGP policies and with these TOR
2. members receive a minimum of 14 days of notice of each meeting
3. members receive an agenda and the pre-reading at least 5 business days prior to each meeting
4. 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
5. a full and frank discussion takes place about the matters under deliberation
6. the record of outcomes and the report are approved by the members present at the meeting
7. outcomes are recorded and a report is provided to the Education and Workforce Committee within 2 weeks after each meeting
8. issues of importance are brought 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

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	<p>includes any information:</p> <ul style="list-style-type: none"><li>the subject of a confidentiality provision or confidentiality deed under a contract to which the RACGP is a party</li><li>generated in Board proceedings which the Board deems to be confidential</li><li>which is subject to the <i>Privacy Act 1988</i> (C'th) or any equivalent state-based legislation such as the <i>Privacy and Data Protection Act 2014</i> (Vic) or the <i>Health Records Act 2001</i> (Vic)</li><li>trade secrets</li><li>which would give rise to a legal obligation of confidentiality, or</li><li>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.</li></ul> <p>does not include:</p> <ul style="list-style-type: none"><li>any information in the public domain; or</li><li>any information which would be confidential to another party where that party has explicitly agreed to the information no longer being confidential.</li></ul>
Conflict of Interest	<p>A situation in which it is reasonable to conclude that an individual's or group of individuals' personal interests' directly conflict with the best interests of the Panel or where individuals' actions may be influenced by their personal interests rather than education and training outcomes. A Conflict of Interest includes, but is not limited to, when:</p> <ol style="list-style-type: none"><li>close personal friends or family members are involved,</li></ol>

	<ul style="list-style-type: none"> <li>ii. an individual or their close friends or family members may make financial gain or gain some other form of advantage, and</li> <li>iii. an individual is bound by prior agreements or allegiances to other individuals or agencies that require them to act in the interests of that person or agency or to take a particular position on an issue.</li> </ul>
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## 14. Related Documents, Legislation, Policies and Guidelines

- [RACGP Constitution](#)
- [Member Code of Conduct](#)

### Compliance

- [Conflict of Interests and Related Party Transactions Policy](#)
- [Disputes, Reconsideration and Appeals Policy;](#)
- [Gifts, Benefits and Hospitality Policy](#)
- [Privacy Policy](#)
- [Risk Management and Risk Management Framework](#)

## 15. TOR Review and Currency

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

## Version History

Release notice			
Version	Date of effect	Amendment details	Amended By
1.0	2 September 2022	Committee established	Education and Workforce Committee
1.1	16 May 2023	Committee Members updated	Noelene Cooper on behalf of NAC
1.2	August 2023	Committee Members updated	Noelene Cooper on behalf of CiC
1.3	October 2023	Committee Members updated	Noelene Cooper on behalf of CiC
1.4	May 2024	Titles of Committee Members updated	Noelene Cooper on behalf of CiC
2.0	February 2025	Purpose and committee members reviewed	Noelene Cooper on behalf of CiC
Policy owner:	Education and Workforce committee		
Approved by:	Education and Workforce committee	March 2025	
Next review due:	March 2027		