

CPD Homes Accreditation Advisory Committee

Terms of reference, membership and operations

Diversity and inclusion are considered essential to the AMC's continued success. The AMC values diversity of thought and experience and believes that an inclusive and collaborative culture underpins the accreditation and assessment of medical education. We celebrate and promote diversity as a key strength of our organisation.

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1. Purpose

The Continuing Professional Development (CPD) homes Accreditation Advisory Committee has been established by the Australian Medical Council (AMC) to oversee the processes for assessment and accreditation of CPD homes, and to perform functions in connection with standards of medical education and training specifically continuing professional development.

2. Terms of reference

2.1 Role

The Continuing Professional Development (CPD) homes Accreditation Advisory Committee role relates to the following objects of the AMC:

- A. to improve health through advancing the quality and delivery of medical education and training associated with the provision of health services in Australia and Aotearoa New Zealand;
- B. to develop criteria, policies and procedures, for the administration of continuing professional development for registered medical practitioners in Australia
- C. to assess the providers of continuing professional development administration services to determine whether they meet approved criteria;
- D. to act as an external accreditation entity for the purposes of the Health Practitioner Regulation National Law;
- E. to advise and make recommendations to Federal, State and Territory governments, the Australian Health Workforce Advisory Council, the Australian Health Practitioner Regulation Agency, the Medical Board of Australia and State and Territory boards of the Medical Board of Australia, and any other state and territory medical regulatory authorities in relation to:
 - (i) matters concerning accreditation or accreditation standards for the medical profession
 - (ii) matters concerning the registration of medical practitioners.
- F. to do all such matters as are ancillary to, convenient for or which foster or promote the advancement of matters that are the subject of these objects.

2.2 Responsibilities

The CPD Homes Accreditation Advisory Committee:

- (i) Reviews and, as required, recommends development of criteria and procedures for accreditation of CPD homes. It:
 - monitors the application of the approved accreditation criteria for CPD homes and recommends to Directors amendment to accreditation criteria and procedures
 - contributes to the development of guidelines and templates for accreditation processes.
- (ii) Oversees the AMC's accreditation activities for CPD homes. It:
 - considers submissions from organisations seeking initial accreditation as a CPD home and makes recommendations on accreditation to AMC Directors

- considers applications for reconsideration of initial accreditation decisions
 - appoints AMC assessment teams
 - considers data and information gathered by AMC staff on feedback from AMC assessment teams and organisations following each AMC accreditation assessment
 - considers reports and data in relation to the operation and application of the accreditation criteria and procedures and recommendations by AMC staff to improve processes and criteria
 - considers reports of findings by AMC teams, and reports and makes recommendations to the Directors on accreditation, revocation of accreditation, review and management of progress by continuing professional development (CPD) homes
 - monitors the continuing compliance of accredited CPD homes with the approved accreditation criteria.
- (iii) Provide advice to the Medical Council of New Zealand to inform its accreditation decisions of recertification programs for Aotearoa New Zealand registered practitioners.
- (iv) Supports improvement in medical continuing professional development in Australia and Aotearoa New Zealand. It:
- Provides advice, sponsors and undertakes activities that promote improvement in medical continuing professional development in response to evolving health needs and practices, and educational and scientific developments
 - cooperates and consults with AMC standing committees on matters of mutual interest.

2.3 Governance

The Committee will conduct business according to AMC policies, accreditation procedures approved by Directors, and the *Australian Medical Council Code of Conduct*.

The Committee:

- reports and makes recommendations to AMC Directors as required under section 1.2
- reports on its activities to each general meeting of the Members of the Council.

2.4 Delegated authority

The committee has authority to:

- (1) appoint accreditation assessment teams
- (2) complete routine monitoring of accredited CPD homes.

The chair of the Committee has authority to:

- (1) recommend to Directors short administrative extensions to accreditation of programs that meet the accreditation standards for periods of up to three months
- (2) approve the membership of a panel for selection of a committee member
- (3) appoint substitute members of accreditation assessment teams.

3. Membership

The CPD Homes Accreditation Advisory Committee consists of those persons (not less than nine in number) from time to time appointed by the Directors.

The term of office of a member of the Committee (other than the chair, in that capacity) may not exceed four consecutive years. The term of office of the chair of the committee may not exceed four consecutive years.

If the Directors are satisfied that it is in the best interests of the Australian Medical Council, the Directors may permit the chair or a member of the committee to hold office for a period or periods of more than four consecutive years, but in any event no more than 8 consecutive years.

The appointment takes effect from the date Directors make the appointment.

A member's term of office ends at the annual general meeting of the Council for the relevant year.

4. Chair

AMC Directors appoint the chair and deputy chair of the Committee.

The chair of the Committee may nominate a member to be the deputy chair. The appointment as deputy chair ends when that member's term on the Committee ends. Appointment as deputy chair does not lead automatically to appointment as chair.

5. Operations

5.1 Appointment of members

The membership provisions and appointment processes are shown in Appendix A.

For a position that is filled after seeking recommendations from a nominating body, the AMC will seek nominations at least three months before the term of office ends. The AMC asks nominating bodies to provide at least two and desirably three nominations for each vacant position, to enable the AMC to appoint a committee with appropriate diversity.

For other positions, AMC staff will establish an open selection process, involving an invitation to submit expressions of interest, and short listing and interview by a selection panel, if required.

Aboriginal and/or Torres Strait Islander peoples will be involved in appointment processes.

5.2 Meetings

AMC staff will set dates for Committee meetings in consultation with Committee members and based on the accreditation work program.

AMC staff will, in discussion with the Committee chair, cancel meetings for which there is insufficient decision-making items to warrant a meeting.

The Committee will meet as required by a mix of face-to-face meetings and meetings by videoconference (or another technology-enhanced platform).

Papers will be distributed electronically by the AMC's portal for distribution of papers.

A member who wishes to have a matter discussed at a Committee meeting should advise AMC staff ten days before the meeting (the deadline for agenda items). Sufficient background information must be provided to allow for adequate discussion.

5.3 Quorum

The quorum of the Committee is the whole number which is the next number after dividing the total number of appointed members by two. Members present in person includes participation in the meeting through any electronic means approved by the chair of the meeting.

5.4 Determination of decisions/recommendations

Voting: Where voting on an item is required, decisions will be based on a simple majority of members present with abstentions not counted in the total number of votes. Voting will be by show of hands, with alternate provisions for members participating by teleconference.

Items dealt with out of session by circular resolution: If the Committee needs to make a decision outside a regular meeting, AMC staff will circulate the resolution and background papers to members. A deadline for response to the resolution will be provided. Where there is no response by the deadline, and no indication that the member is unavailable to respond, it will be assumed the resolution is agreed. Decisions will be made on the basis of a simple majority of members.

5.5 AMC secretariat

The AMC will select a staff member to support the Committee, who will be the contact point for members of the Committee. This AMC staff member is responsible for:

Supporting good practice and efficient decision making

- providing training and induction on AMC systems and processes
- managing communication with the Medical Board of Australia, Medical Council of New Zealand and CPD homes
- managing the flow of information and decision items between AMC committees

Organising meetings

- scheduling meetings and notifying Committee members
- inviting specialists/subject experts to attend meetings when agreed by the chair
- issuing notices of meeting

Agenda papers

- consulting the chair on agendas
- preparing agendas and supporting documentation
- distributing the agenda and meeting materials five working days prior to the meeting

Meeting reports and follow-up actions

- taking notes of proceedings and preparing minutes of meetings
- distributing the minutes no more than four weeks after the meeting.

A separate document sets out the AMC administrative responsibilities for organising travel and accommodation, and payment of fees.

6. Declarations of interest

Members of AMC committees must complete AMC standing notices of interest and must update these regularly.

AMC staff will make declarations of interest available at each meeting of the committee and will list in the agenda conflicts identified.

The agendas for AMC committee meetings will begin with a 'declaration of interests', in which members are requested to declare any additional personal or professional interests which might, or might be perceived to, influence their capacity to undertake impartially their roles as members of the committee.

Members will not vote on matters on which they have a declared personal or professional interest. The AMC will provide guidelines to each committee on the management of other common interests (e.g. faculty member or fellow of an accredited education provider in the field of specialty practice or a related specialty). The Committee will decide how each member's interest in a particular item will be managed, for example by exclusion from the meeting or from discussion of the relevant item, within AMC guidelines.

All declared interests will be recorded in the Committee minutes, as will the Committee's decision in relation to the interest.

Where the chair is the subject of the conflict of interest, the deputy chair or a temporary chair appointed for that purpose will lead the discussion on the relevant item(s) of business.

7. Evaluation and review

The Committee will establish a regimen for review and acting on outcomes.

The Committee will report annually to Directors on outcomes of its evaluation and review processes.

The role and function of the Advisory Committee will be reviewed after three years of operation.

APPENDIX A: Membership of CPD Homes Accreditation Advisory Committee

Members may fill more than one category of membership.

Membership category	Selection process: Nominations/Expression of interest (EOI)/Direct appointment
Chair – appointed by AMC Directors	EOI (initially from the Specialist Education Accreditation Committee's CPD home Sub Group)
Deputy Chair	Member of the Committee appointed by AMC Directors on advice of the Chair
At least one member of the Council	Identified by Chair from among the members of Council based on the needs of the Committee at the time
At least one Aboriginal and/or Torres Strait Islander member	EOI
At least one Māori member	EOI
A medical educationalist with experience in continuing professional development	Nominations by the Medical Deans Australia New Zealand
At least two members with expertise in accreditation of CPD homes	EOI (initially from the Specialist Education Accreditation Committee's CPD home Sub Group) and then broadly, as/if required)
At least one member with experience in assessment and accreditation of recertification programmes in Aotearoa New Zealand	Nominations by the Medical Council of New Zealand
At least one member with a background in, and knowledge of, health consumer issues	EOI
One member with experience in continuing professional development in a non-medical health discipline	EOI
Two medical practitioner members representing CPD home members' interests in Australia and Aotearoa New Zealand	EOI
At least two members with expertise in administering a CPD program in an accredited CPD home	EOI

