

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.

Refer to Appendix A for the membership of the Committee.

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.

Refer to Appendix B for management of declared interests.

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

APPENDIX B: Management of declared interests - CPD Homes Accreditation Advisory Committee

Members of AMC committees must complete AMC standing notices of interest and must update these as soon as possible after a change has occurred. Members must declare any relevant personal or professional interest that may be perceived to conflict with their obligations to the AMC and the work of the CPD homes Accreditation Advisory Committee.

This management process relates to the following items for the Committee's consideration:

- Accreditation reports
- Recommendations on periods of accreditation
- Accreditation extension submissions
- Annual monitoring submissions
- Appointing assessment team members
- Accreditation correspondence
- Complaints
- AMC policy

Conflict of Interest Categories	
Category 1. Relevant employment or CPD home roles:	<p>This includes:</p> <ul style="list-style-type: none"> • Current employee of the CPD home or a related entity (e.g., a holding or parent company), whether or not their employment is related to the CPD home's function. • Member of the board of directors of a CPD home or a related entity • Member of a permanent committee of CPD home or of a temporary committee concerned with matters relevant to the work of the CPD homes Accreditation Advisory Committee • Holding a consultant or advisory role at the CPD home related to CPD <p><i>This actual or perceived conflict is deemed to be unmanageable within the scope of the Committee's work. Members who accept employment at a CPD home or a role related to a CPD home's functions must declare this conflict and step down from the Committee.</i></p>
Category 2. Recent employment or CPD home roles:	<p>This includes:</p> <ul style="list-style-type: none"> • Past employment at the CPD home within the last two years, regardless of whether it was related to the CPD home's functions. • Membership on the CPD home's board of directors or a related entity within the past year. • Membership within the last year on a permanent or temporary committee concerned with matters relevant to the work of the CPD homes Accreditation Advisory Committee • Involvement as a consultant or adviser related to the CPD home in the past year.
Category 3. Relevant CPD home association:	<ul style="list-style-type: none"> • Current member of the CPD home • Fellow of a medical college that is accredited as a CPD home • Immediate family is a member/employee/role holder of the CPD home
Category 4. Other:	<p>Current employment, memberships or roles with other organisations or committees that may have an interest in the work of the CPD homes Accreditation Advisory Committee or the wider work of the AMC (including other roles within the AMC).</p>

Management of conflicts of interest – Committee meetings and their materials

Committee members must notify the AMC of any change in their circumstances that may affect their declaration of interests as soon as reasonably practicable (and not wait until the next committee meeting). AMC staff will list conflicts identified at the time the agenda is prepared in the agenda.

Members who have a potential conflict of interest identified in Category 2 will not receive access to the item and/or attachments in the agenda papers.

Members who have a potential conflict of interest identified in Category 2 will leave the meeting (with an option to be placed into a waiting room for Zoom video meetings).

Members who have a potential conflict of interest identified in Category 3 will leave the meeting (with an option to be placed into a waiting room for Zoom video meetings), where matters related to accreditation status are being considered.

Members who have or identify other potential conflicts of interest (Category 4) are asked to raise these in advance with AMC staff and the Chair. The Chair will consult the Committee and determine whether there is a conflict, and if so the management of the conflict using the following options:

- **Stay:** Member to remain in the meeting; no participation in discussion or voting.
- **Leave:** Member to leave the meeting either by exiting a physical room or being placed in a separate video conference room.

AMC staff will make declarations of interest available at each meeting of the committee, and members will be asked to confirm the potential conflicts identified within the agenda and to notify of any new ones. All declared interests, and the decision on handling any potential conflict, will be recorded in the minutes.

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.

Agenda Item	Category 1: Relevant employment or CPD home roles (E.g. Current employee of the CPD home or a related entity, or holds roles at the CPD home)	Category 2: Recent employment or CPD home roles (E.g. Previous employee of the CPD home)	Category 3: Relevant CPD home association (E.g. Member of CPD home, College Fellow)	Category 4: Other (E.g. Current employment, memberships or roles with other organisations or committees)
Accreditation reports	Members who accept employment at a CPD home or a role related to a CPD home's functions must declare this conflict and step down from the Committee.	Leave	Leave	Stay/Leave
Recommendations on periods of accreditation		Leave	Leave	Stay/Leave
Accreditation extension submissions		Leave	Leave	Stay/Leave
Annual monitoring submissions		Leave	Stay	Stay/Leave
Assessment team membership		Leave	Stay	Stay/Leave
Accreditation correspondence		Leave	Stay	Stay/Leave
Complaints		Leave	Stay	Stay/Leave

Management of conflicts of interest – Out of Session

Before an item is provided to the Committee, members will be notified of its purpose and asked to disclose any new potential conflicts of interest that have not been previously raised. AMC staff will list in the item the conflicts identified.

Members who have a potential conflict of interest identified in Category 2 will not receive access to the out of session item and/or attachments.

Members who have a potential conflict of interest identified in Category 3 will not receive access to the out of session item and/or attachments, where matters related to accreditation status are being considered.

Members who identify other potential conflicts of interest (Category 4) are asked to raise these with the AMC staff and the chair to discuss management of the item.

All declared interests, and the decision on handling any potential conflict, will be recorded.

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.



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