

# Progress Monitoring Sub Committee

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Terms of reference, membership and operations

Diversity and inclusion are 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 Progress Monitoring Sub Committee (PMSC) is established to support the Specialist Education Accreditation Committee (SEAC) (to which it reports) in the monitoring of accredited specialist medical programs of Australian and Australasian specialist medical colleges.

## 2. Terms of reference

- (1) Review monitoring submissions and accreditation extension submissions of specialist medical colleges benchmarking against AMC accreditation standards and taking into account past accreditation reports
- (2) Report to the Specialist Education Accreditation Committee on whether specialist medical colleges are progressing and satisfying conditions on accreditation.
- (3) Provide advice to the Specialist Education Accreditation Committee on whether the accreditation standards continue to be met for each accredited specialist medical program.
- (4) Raise areas of significant concern with the Specialist Education Accreditation Committee for further consideration.
- (5) Provide advice on process improvements and development of reporting templates.

## 3. Membership

The membership of the Progress Monitoring Sub Committee includes representation from jurisdictions, specialist medical colleges, doctors-in-training, health consumers, the Medical Council of New Zealand and other necessary expertise as determined by the Specialist Education Accreditation Committee.

The members are:

- Chair

### ***Nominated by SEAC***

- One member of SEAC
- One nominee experienced in accreditation processes
- One health consumer experienced in accreditation processes
- One nominee experienced in medical education
- One nominee with current jurisdictional responsibility
- At least one nominee who is Aboriginal and/or Torres Strait Islander
- At least one nominee who is Māori

### ***Nominated by stakeholders***

- One nominee with current jurisdictional responsibility nominated by Health Chief Executives Forum
- Two nominees of the Council of Presidents of Medical Colleges
- One doctor in training nominated by the AMA Council of Doctors in Training
- One nominee of the Medical Council of New Zealand

## Appointment and Term of Membership

- Members are appointed by the Specialist Education Accreditation Committee. A term of membership is a four year period. If the Specialist Education Accreditation Committee are satisfied that it is in the best interests of the Australian Medical Council, it may permit 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 Chair is appointed by AMC Directors and is an ex-officio member of the Specialist Education Accreditation Committee.
- The Specialist Education Accreditation Committee may appoint further members of the Sub Committee apart from those indicated above.
- The Sub Committee will elect a deputy chair from amongst its members. The role of the Deputy is to deputise for the chair should they be unavailable for a Sub Committee or Specialist Education Accreditation Committee meeting.

## Attributes and qualifications of members

Appointment of members will take into account the following factors:

- Experience in supporting professional accreditation and development of the process;
- Awareness of current issues in medical education and health care delivery;
- Support for innovation and evolution in medical education and practice;
- Capacity to constructively share information and experience for program improvement.
- Ability to analyse monitoring submissions to make determinations against accreditation standards
- Ability to lead reviews of monitoring submissions during Sub Committee meetings.

# 4. Meetings

The Progress Monitoring Sub Committee will meet two to three times per year face to face and, as required, by videoconference. The Sub Committee undertakes its work in accordance with AMC policies. Conflicts of interest are managed in accordance with AMC policy.

**Quorum:** A quorum for a meeting is a majority of members. If at any time a quorum is not present, the Sub Committee may meet only for discussion purposes.

**Voting:** Questions arising at a meeting of the Sub Committee are decided by a majority of votes of members present with abstentions not being counted in the total number of votes. The Chair has a casting vote in addition to a deliberative vote where there is an equality of votes. For electronic votes, questions are decided in the affirmative if at least 75% of all voting members (other than members on leave of absence or abstaining in writing) vote in favour.

# 5. Summary of Operating Procedures

The AMC process of reviewing and reporting on monitoring and accreditation extension submissions is as follows:

- An AMC reviewer (generally a member of the accreditation team that last assessed the college's training program) will review and provide commentary on a monitoring or accreditation extension submission.

- Once the AMC reviewer has completed the review, the Progress Monitoring Sub Committee meets to consider all accreditation extension and monitoring submissions, commentary by the AMC reviewer and supplementary information.
- The Progress Monitoring Sub Committee reports to the Specialist Education Accreditation Committee on its findings in relation to each college. Any matters that may affect the accreditation status of a college will be reported in full.

For accreditation extension submissions only

- The AMC will request additional information through submission from stakeholders and the college trainee committee to supplement the review of the submission.
- Following recommendation by the Specialist Education Accreditation Committee, the accreditation extension submission review will be considered by AMC Directors for an extension of accreditation period.

## 6. References

[Procedures for Assessment and Accreditation of Specialist Medical Programs by the Australian Medical Council](#)

- Conflicts of interest policy and confidentiality *Page 7 to 8*
- AMC monitoring of accredited programs *Page 21 to 24*

