

# Medical School Accreditation Committee





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## 1.2 Responsibilities

The Medical School Accreditation Committee:

- (i) Develops, monitors and reviews standards and procedures relating to the accreditation of medical programs and the assessment of programs and their education providers. It:
  - recommends to AMC Directors review of the approved accreditation standards and the terms of reference and scope of such reviews.
  - recommends to AMC Directors amendment to accreditation standards and procedures.
  - contributes to AMC staff reviews of guidelines and templates for accreditation processes.
- (ii) Oversees the AMC's accreditation activities for primary medical programs. It:
  - appoints AMC assessment teams.
  - considers data and information gathered by AMC staff on feedback from AMC assessment teams and education providers following each AMC accreditation assessment.
  - considers reports and data in relation to the operation and application of the accreditation standards and procedures and recommendations by AMC staff to improve processes and standards.
  - considers reports of findings by AMC teams and reports and makes decisions on accreditation, revocation of accreditation, and review and management of progress by accredited programs and their providers.
  - monitors the continuing compliance of accredited programs and their providers with the approved accreditation standards.
  - provides reports to Directors on accreditation work program, and related policy issues and risks.
- (iii) Supports improvement in medical education in Australia and Aotearoa New Zealand. It:
  - reviews and reports to AMC Directors on achievement, performance and quality improvements in medical education and training.
  - contributes to and advises the AMC on national and international developments and discussions concerning medical education.
  - sponsors and undertakes activities that promote improvement in medical education that respond to evolving health needs and practices, and educational and scientific developments.
  - cooperates and consults with other AMC standing committees on matters of mutual interest.

## 1.3 Governance

The committee will conduct business according to AMC policies, accreditation procedures approved by AMC Directors, and the Accreditation Code of Conduct.

The committee:

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

## 1.4 Delegated authority

The committee has authority to:

- (1) appoint accreditation teams.
- (2) appoint members of any subcommittees.
- (3) approve changes to any subcommittees' terms of reference.
- (4) make decisions on accreditation, revocation of accreditation, and review and management of progress by accredited providers and programs.
- (5) complete routine monitoring of providers and programs.

In the course of its activities, the committee may ask AMC staff to consult as needed with education providers, community organisations, professional organisations and student/trainee organisations. The committee may also ask staff to undertake formal public consultation when required.

The chair of the committee has authority to:

- (1) approve the membership of a panel for selection of a committee member.
- (2) appoint substitute members of accreditation teams.

## 2. Membership

The Medical School Accreditation Committee consists of those persons (not less than 14 in number) from time to time appointed by the AMC 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 AMC Directors are satisfied that it is in the best interests of the Australian Medical Council, the AMC 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.

An appointment to an established position on the committee takes effect from the date of the vacancy in the position. For a new position, appointment takes effect from the date AMC Directors make the appointment.

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

## 3. Chair

AMC Directors appoint the chair of the committee, who becomes ex officio a Director of the AMC. The AMC Directors will choose the chair through an open selection process.

The chair of the committee may nominate a member to be the deputy chair of the committee. 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.

# 4. Operations

## 4.1 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. Nominating bodies are asked 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 against a position description, and short listing and interview by a selection panel chosen by the chair.

## 4.2 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 teleconference (or other 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

#### 4.5 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

Where the chair is the subject of the conflict of interest, the deputy chair





