

## Accreditation Managers Sub-committee Terms of Reference

The Accreditation Managers Sub-committee is a Sub-committee of the Health Professions Accreditation Collaborative Forum (the Forum) and will meet as required to provide an opportunity for interprofessional discussion, cooperation, collaboration and sharing regarding accreditation processes, practices and procedures.

### 1. Committee Name

The Accreditation Managers Sub-committee of the Health Professions Accreditation Collaborative Forum.

### 2. Purpose

The Accreditation Managers Sub-committee provides a forum for interprofessional exchange, discussion, cooperation, collaboration and sharing regarding accreditation processes, practices and procedures. The Sub-committee will respond to tasks requested by the Forum.

### 3. Membership

3.1 The Accreditation Managers Sub-committee comprises one nominated representative (Director/Manager or nominee) of each member authority of the Health Professions Accreditation Collaborative Forum.

3.2 The Chair will be selected by the Forum OR a majority of the members of the Accreditation Managers Sub-committee and a recommendation made to the Forum.

3.3 The Chair will hold office for up to two years, and will be eligible for re-nomination for a further one year.

3.4 Declaration of Interest – the Forum secretariat keeps a register of Members “standing notice of interests”.

3.4.1 Sub-Committee members are asked to declare any personal or professional interest that may be perceived to conflict with their ability to consider impartially any agenda item.

3.4.2 It is the responsibility of each Member to keep this information up to date.

### 4. Scope

The Accreditation Managers Sub-committee is a discussion forum and information exchange for the development of best practice in accreditation processes and procedures.

The Accreditation Managers Sub-committee will respond to tasks requested by the Forum and may make recommendations or provide advice for consideration by the Forum.

### 5. Reporting

The Accreditation Managers Sub-committee reports to the Health Professions Accreditation Collaborative Forum following each meeting of the Sub-committee.

## **6. Meetings**

6.1 The Accreditation Managers Sub-committee will meet either by telephone/video conference or face-to-face.

6.2 The Accreditation Managers Sub-committee will meet approximately four times with a minimum of two times per year.

6.3 A quorum is at least half the membership number plus one. If the Chair is unavailable, the membership will appoint an Acting Chair for the meeting.

6.4 A recommendation to go forward to the Forum must be supported by half plus one of the membership number.

6.5 The Forum Secretariat will provide the Secretariat and administrative support of the Accreditation Managers Sub-committee.

6.6 Costs of attendance/participation for a representative will be met by each respective authority

6.7 Meetings shall be hosted by member authorities on a rotating basis, including provision of facilities and catering.

## **7. Review**

The Forum will review the performance of the Accreditation Managers Sub-committee against the Terms of Reference once a year.

***Approved 23 March 2018***