

**Raising Standards – Protecting Patients**



## TERMS OF REFERENCE

<b>Name</b>	Cosmetic Surgery Training Program: Accreditation Panel Committee	
<b>Type</b>	Committee	
<b>Date</b>	August 2024	
<b>Review/ cessation date</b>	<b>Review</b> <input type="checkbox"/>	<b>Cessation</b> <input type="checkbox"/>
<b>Overview</b>	<p>The Accreditation Panel Committee is made up of two (2) members of the BOC for the purpose of undertaking a practice visit and determining the accreditation outcome for that practice. The Accreditation Panel Committee is supported by the Education Manager.</p>	
<b>Aim</b>	<p>The aim of the Accreditation Panel Committee is to review accreditation practice applications and renewals and undertake virtual practice visits to determine the accreditation outcome for the practice (met, partially met, or not met) against the criteria in the accreditation policy and procedure.</p>	
<b>Objectives</b>	<p>The Accreditation panel committee is responsible for:</p> <ol style="list-style-type: none"> <li>1. Reviewing practice accreditation applications</li> <li>2. Liaising with Education Manager to determine suitable days / times for undertaking a practice visit</li> <li>3. Conducting the practice visit, whether in-person or virtually, for all practices that the Preceptor rotates trainees through</li> <li>4. Asking questions and obtaining additional detail, as appropriate, during the practice visit</li> <li>5. Ensuring all elements of the accreditation report are addressed in sufficient detail to make an informed decision regarding practice accreditation</li> <li>6. Participating in discussion and decision-making regarding practice accreditation with their fellow panel member</li> <li>7. Determining, for all criteria, whether they have been met, partially met, or not met by the practice by completing the accreditation assessment report.</li> <li>8. Signing the accreditation report and returning the completed report to the Education Manager</li> </ol>	
<b>Scope</b>	Activities are subject to scope limitations as outlined below.	

	<ol style="list-style-type: none"> <li>1. Determination that there are no conflicts of interest (e.g., BOC members are not eligible to assess practices where they practice)</li> </ol>
<b>Reporting arrangements</b>	<p>The Accreditation panel committee will:</p> <ul style="list-style-type: none"> <li>• Report to the BOC</li> </ul>
<b>Liaison and links</b>	<ol style="list-style-type: none"> <li>1. ACCSM Board of Censors.</li> <li>2. ACCSM staff, including the Education Manager</li> <li>3. Preceptors</li> </ol>
<b>Membership</b>	<p>The Accreditation panel committee shall be comprised of six (6) members, two (2) of whom will be convened to conduct a practice visit.</p> <p>Each member of the Committee must be a Fellow of the College.</p> <p>The Accreditation panel committee is supported by the Education Manager; however, the Education Manager does not make any accreditation decisions.</p>
<b>Terms of membership</b>	<p><b>Member Terms</b></p> <p>The term of the members of the Accreditation panel committee is two years.</p> <p>Accreditation panel committee members do not face any restrictions on how many terms they may serve on the Accreditation panel committee. However, they may not assess practices in which they practice.</p>
<b>Meetings</b>	<p><b>Meeting frequency</b></p> <p>The Accreditation panel committee will meet whenever a new practice is seeking accreditation, or whenever an accredited practice is seeking renewal of accreditation.</p> <p>Notice of a meeting shall specify the details of the practice seeking accreditation and any other pertinent information.</p> <p><b>Administrative support</b></p> <p>Administrative support is provided by the ACCSM Education Manager.</p> <p><b>Resolutions</b></p> <p>Decisions regarding practice accreditation are made by the two (2) members of the Accreditation panel committee who are convened to conduct the practice visit and assessment.</p> <p>The Accreditation panel committee members are responsible for asking the Preceptor for any additional evidence or information needed to make an informed decision during the practice visit. They will then complete and</p>

	<p>sign the accreditation report, and return it to the Education Manager, within a week of the practice visit.</p>
<p><b>Quorum</b></p>	<p>A quorum of two (2) BOC members from the Accreditation panel committee is needed for each practice visit.</p>
<p><b>Election of Members</b></p>	<p>All members of the BOC are members of the Accreditation panel committee.</p>
<p><b>Responsibilities of Council Members</b></p>	<p><b>Conflict of Interest</b></p> <p>Any recognised or potential conflict of interest is to be declared prior to practice visits commencing; members with any recognised or potential conflict of interest will not be eligible to convene or conduct practice visits.</p> <p><b>Disputes</b></p> <p>Preceptors will receive draft accreditation reports and be given the opportunity to provide feedback on factual errors within the report, which will be reviewed and revised by the Accreditation panel committee as appropriate.</p> <p><b>Meeting Attendance</b></p> <p>All members are to confirm their attendance with the Education Manager, or send their apologies, as early as possible following notification of the scheduling of the meeting.</p> <p><b>Confidentiality</b></p> <p>Members must keep matters relevant to individual members or specific cases of patient care confidential. Council members are required to maintain confidentiality in line with the ACCSM Confidentiality Policy.</p> <p><b>Conduct</b></p> <p>Members of the Accreditation panel committee are required to:</p> <ol style="list-style-type: none"> <li>1. Attend meetings and actively participate in discussions at these meetings.</li> <li>2. Read practice accreditation applications.</li> <li>3. Act with care and diligence and in the best interests of the college.</li> <li>4. Make informed accreditation decisions.</li> <li>5. Assist in the training and mentoring of all new Accreditation panel committee members.</li> </ol>