



AOAC Accreditation Committee

Terms of Reference

1. Purpose

To oversee the processes involved in granting accreditation to, and monitoring, programs that lead to the eligibility of people for registration as an osteopath in Australia.

2. Membership

The Accreditation Committee will comprise of a minimum of 5 and maximum of 7 members as determined by the AOAC Board of Directors. Members will be appointed for 3-year terms, and consecutive terms are permissible.

2.1 The composition of the Accreditation Committee will be:

- a) At least one (1) member will be a director
- b) At least one (1) member will be an osteopath eligible for unconditional registration with the Osteopathic Board of Australia (OsteoBA)
- c) At least one (1) layperson who has the relevant skills and background
- d) At least one (1) member who has current involvement in osteopathic education
- e) At least one senior academic from outside the field of osteopathy that is currently engaged in a teaching program

A member can fill more than one of the above criteria and therefore, there can be more than one (1) member from each of the above criteria.

2.2 The Board will appoint:

- a) A Chairperson who must be a Director; and
- b) A Deputy Chairperson

The Board of Directors will consider succession planning when making appointments in order to ensure continuity of purpose and maintain institutional knowledge.

2.3 Selection of members will ensure that the following skills and experience are available to the committee:

- (a) Experience in osteopathic accreditation assessment, mentoring or preceptorship
- (b) High level academic experience in the area of education and clinical assessment
- (c) Understanding of the Australian health care system
- (d) Current involvement in osteopathic education in Australia

3. Functions

The role of the Accreditation Committee is to:

- (a) Advise and make recommendations to the AOAC Board relating to the accreditation status to be granted to an osteopathic program
- (b) Develop, review and maintain accreditation standards and procedures to assess osteopathic programs and make recommendations to the Board
- (c) Appoint accreditation assessment teams as required
- (d) Maintain a schedule of accreditation status
- (e) Monitor each accredited program and report to the Board, including review and follow up of Annual Reports and Periodic Reports from institutions
- (g) Recommend to the AOAC Board of Directors on the suitability of osteopathy programs undergoing accreditation and graduates being qualified for registration in Australia
- (h) Ensure ongoing review and development of the accreditation procedures to ensure they remain robust, defensible, and equitable and make recommendations to the Board as required.
- (i) Ensure that 'equivalency' as per the Trans-Tasman Mutual Recognition Agreement, is maintained
- (j) Manage the relevant appeals process

The Chairperson shall ensure the Committee reviews the Terms of Reference annually and makes recommendations to the Board of Directors.

4. Reporting

The Accreditation Committee will report to the Executive Committee quarterly and Board of Directors at each meeting and to the members at the AOAC Annual General Meeting, or as required.

Meetings

The Committee will meet at least four times per year (by teleconference or in person) or as required. The Accreditation also have the ability to make decisions via email –through a Circular Resolution process between formal meetings.

The quorum necessary for the transaction of the business of the Accreditation Committee is a majority of the members in office at the time.