

# Course Accreditation Team

## Terms of Reference

### PURPOSE

1. Eligible education providers can apply for assessment of a course of study against the requirements the ANZCP has set, in the Course Accreditation Standards, for establishing that graduates of a course will have the knowledge, skills and professional attributes required to practise as a Clinical Perfusionist in Australia and New Zealand.
2. The purpose of the Course Accreditation Team is to evaluate the compliance of a course and the education provider against the requirements of the Course Accreditation Standards and report the findings of its evaluation to the ANZBP, with a recommendation on whether the course should be granted:
  - (a) Pre-Accreditation;
  - (b) Provisional Accreditation; or
  - (c) Full Accreditation,or should not be Accredited.

### MEMBERSHIP

3. A Course Accreditation Team will be made up of no less than three members all of whom must:
  - (a) be trained in Accreditation, or otherwise experienced in course accreditation;
  - (b) have knowledge of issues relevant to registration (for AHPRA-regulated professions) or certification (for self-regulated professions) of health professionals in Australia or New Zealand;
  - (c) have significant investigative and leadership skills, balanced with superior interpersonal skills (including negotiation and conflict resolution) skills; and
  - (d) have demonstrated experience in high-level problem solving and decision-making.
4. At least two members of the Course Accreditation Team must have:
  - (a) knowledge of practical aspects of competency standard development and competency assessment; and
  - (b) demonstrated expertise in professional education, ideally in Australia or New Zealand.
5. It is highly desirable that one member of the Course Accreditation Team will be a current Certified Clinical Perfusionist but, due to the small size of the profession, this may not be possible.
6. The ANZBP will appoint one member of a Course Accreditation Team to act as Team Leader for the purposes of the Accreditation evaluation.

## **APPOINTMENT**

7. The ANZBP will establish a Course Accreditation Team on an ad hoc basis when it receives an application for Accreditation or Re-Accreditation, or when a course is required to be reviewed against the Course Accreditation Standards due to:
  - (a) a change proposed or implemented by the education provider which may affect whether the course continues to meet the Course Accreditation Standards; or
  - (b) the ANZCP having amended the Course Accreditation Standards.
8. The ANZBP may establish a pool of potential Course Accreditation Team members from which to establish a Course Accreditation Team, when the need arises.
9. The ANZBP will advise each proposed Course Accreditation Team member, when establishing the Team, of the education provider and course which are to be considered for Accreditation, and whether the proposed appointment will be remunerated and, if so, upon what basis. The Executive Committee will determine the terms of any remuneration.
10. A Course Accreditation Team member holds their position on a Course Accreditation Team for as long as required to complete the Accreditation evaluation, and respond to any requests for further information, feedback or an appeal in respect of that evaluation process.
11. There is no limit to the number of times a person can be appointed as a member of a Course Accreditation Team.

## **TERMS OF APPOINTMENT**

12. Each Course Accreditation Team member must:
  - (a) Declare any and all conflicts of interest as described in Clauses 14-15 of these Terms of Reference;
  - (b) Ensure they have reviewed the most recent set of Course Accreditation Standards, application forms, guidelines and any other supporting ANZCP documentation, before commencing work on an Accreditation evaluation process;
  - (c) Commit to completing the Accreditation evaluation process, aside of any unforeseen or unpreventable events which make that impracticable or impossible for them to see out the appointment; and
  - (d) Always uphold the highest standards of professionalism and ethics;
  - (e) Be clear in communications with the education provider that the ANZBP makes Accreditation decisions and that the Course Accreditation Team makes a recommendation to the ANZBP to help inform that decision-making process; and
  - (f) Not hold themselves out to represent the ANZCP, or ANZBP, beyond the scope of their appointment unless they also hold some other ANZCP role.

## **CONFLICTS OF INTEREST**

13. A Course Accreditation Team member must declare any real, apparent or perceived conflict of interest in an Accreditation evaluation process to the ANZBP, when the Course Accreditation Team is established and on an ongoing basis should any such conflict later arise during the evaluation process.

14. The ANZBP will liaise with the Executive Committee regarding any conflicts declared under Clause 11. The Executive Committee will determine whether a declaration justifies removal of the member from the Course Accreditation Team, or any other action to protect the integrity of the Accreditation evaluation process.

### **TEAM LEADER**

15. The Course Accreditation Team member nominated as Team Leader is responsible for:
  - (a) Developing a project plan for the Accreditation process, ensuring that the Accreditation evaluation is conducted in a way which is robust and and prioritising timeliness;
  - (b) Setting the agenda for Course Accreditation Team meetings;
  - (c) Act as the primary liaison between the Course Accreditation Team and the education provider;
  - (d) Reporting, on behalf of the Course Accreditation Team, to the ANZBP periodically throughout the evaluation process;
  - (e) Providing the final report to the ANZBP, which will include the Team's recommendation on the outcome of the Accreditation evaluation, findings and feedback (including any rectifications the Team believes are required for Accreditation of the course);
  - (f) Promptly responding to any queries from the ANZBP on the Accreditation evaluation process that the Course Accreditation Team has been tasked with completing;
  - (g) Ensuring minutes are kept of Course Accreditation Team meetings, and appropriate records of the Team's actions throughout the evaluation process, and interactions with the education provider, are made and lodged with the ANZBP at the conclusion of the Accreditation evaluation process; and
  - (h) Meeting with the education provider, with a representative of the ANZBP, to work through feedback if the Accreditation process results in an adverse finding for the education provider (i.e. a finding of 'not Accredited', or of Provisional Accreditation where the course had Full Accreditation but was subsequently found not to meet the Course Accreditation Standards)

### **MEETINGS**

16. Course Accreditation Team meetings may be conducted electronically.
17. The Course Accreditation Team will meet as required for the dispatch of its business and may adjourn and otherwise regulate its meetings.

### **RECOMMENDATIONS**

18. The Course Accreditation Team will come to a decision on the Accreditation evaluation recommendation by simple majority. If the finding is not unanimous, that must be noted in the report on the evaluation submitted by the Team Leader to the ANZBP under Clause 15(e).
19. Each Course Accreditation Team member is entitled to one vote.
20. If the Course Accreditation Team has an even number of members, the Team Leader will have the casting vote.
21. The Course Accreditation Team may make decisions and formulate recommendations by

communicating electronically.

## DELEGATED AUTHORITY

22. The Course Accreditation Team is delegated by the Executive Committee to:
- (a) Conduct evaluations of courses and education providers against the requirements of the Course Accreditation Standards;
  - (b) Make recommendations to the ANZBP on the outcome of an Accreditation evaluation; and
  - (c) Make recommendations to the ANZBP on changes to the Course Accreditation Standards, and any associated policies or documents.

## REPORTING

- (c) The Chair:
  - (a) represents the ANZBP at Executive Committee meetings; and
  - (b) must send the agenda and minutes of all ANZBP meetings to the President of the College, to support statutory record-keeping requirements and for inclusion in the Executive Committee agenda.

## REVIEW OF THESE TERMS OF REFERENCE

- (d) These Terms of Reference will be reviewed, as required, but must be reviewed at least every three years from implementation, and whenever the Course Accreditation Standards change.

## DEFINITIONS

- (e) Where a term is defined in Term 22 of these Terms of Reference as having a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.
- (f) In this the following definitions apply:

**Accreditation** means the process of accrediting a course of education against the Course Accreditation Standards;

**ANZBP** means the Australian and New Zealand Board of Perfusion established by the ANZCP Rules;

**Clinical Perfusionist** means a member of the clinical perfusion profession;

**Course Accreditation Standards** means the ANZCP document of that name;

**Full Accreditation** has the same meaning as that term in the Course Accreditation Standards;

**Pre-Accreditation** has the same meaning as that term in the Course Accreditation Standards;

**Provisional Accreditation** has the same meaning as that term in the Course Accreditation Standards;

**Re-Accreditation** means the process of being reassessed against the Course Accreditation Standards.