# Terms of Reference Committees

| ENAC | Enrolled Nurses Accreditation Committee |
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| MAC | Midwife Accreditation Committee |
| NPAC | Nurse Practitioner Accreditation Committee |
| RNAC | Registered Nurses Accreditation Committee |
| Approved by Chief Executive Officer ANMAC: | |

| Terms of Reference |
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| **Purpose** |
| The Accreditation Committee will provide recommendations to ANMAC regarding the functions of accreditation and monitoring of Nursing and Midwifery programs as per the National Law: <br>• Accredit programs of study as provided for in section 48 of the National Law <br>• monitor programs of study as provided for in section 50 of the National Law <br>The Committee will act impartially and in the interests of public safety. |
| **Key Activities and Deliverables:** |
| • To review the reports and recommendations from accreditation assessment teams and ensure that there is sufficient evidence that a program being assessed meets the relevant accreditation standards. <br>• To make recommendations to the CEO concerning whether accreditation should be granted, granted conditionally or not granted. <br>• To review, ratify and provide advice on substantial complaints and monitoring reports. <br>• Review standards and explanatory notes on an ad hoc basis. <br>• Chair: The Chair will direct the meeting, summarising key decisions and recommendations from each member. <br>• Deputy Chair: The Deputy Chair will carry out the duties of the chair in their absence. |
| **Interactions with Key Stakeholders:** |
| • Australian Nursing and Midwifery Accreditation Council <br>• Education Providers <br>• Assessment Team representatives |

| Meeting Protocols |
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- The Committees will meet monthly. Additional meetings may be called by Director Accreditation Services as and when required
- Papers for the committee meetings will be distributed eight working days before the committee meeting
- Additional items may be included at late notice if approved by the Director Accreditation Services
- Relevant papers to be reviewed before committee meeting
- Program questions for Associate Directors to be sent to Administration Officer three days before the meeting
- Attendance at committee meetings via Zoom
- Out of session recommendations may be made by circular resolution
- A quorum will consist of half the members plus one (1).
- If absent with apology, member to email comments regarding items on the agenda to the Secretariat

| Membership: |
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The Accreditation Committee will consist of seven members which will include:
- One nursing/midwifery (as appropriate to the Committee) academic with extensive experience in tertiary nursing/midwifery education in Australia who will act as Chair of the committee
- Three nursing/midwifery academics with particular skills, knowledge and experience in curriculum development and assessment methods for nursing and or midwifery entry to practice programs
- One practising nursing /midwifery clinician with experience in clinical education
- One member with expertise in interprofessional learning, assessment or accreditation from a non-nursing or midwifery profession*
- One member who identifies as Aboriginal and/or Torres Strait Islander with demonstrated connection to Country and community

Notes:

Nursing/midwifery members must be registered with NMBA

*On NPAC the member must be from pharmacy profession

*On MAC it is desirable that the member has experience of midwife prescribing

| Attendees: |
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The following personnel will be in attendance at each accreditation meeting Director Accreditation Services Accreditation Services (Secretariat).

The following personnel may be requested to attend for clarification of any issues related to the assessment.
- Associate Director responsible for the accreditation assessments to be reviewed by the Committee.
- Assessment Team Chair responsible for the accreditation assessments to be reviewed by the Committee.

| Term: |
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Chair / Deputy Chair will be appointed for a period of two years with an option of a second term of up to two years at the discretion of the CEO.

Members will be appointed for a period of two years with the possibility of extension at the discretion of the CEO.