

Enrolled Nurse Accreditation Committee (ENAC) - Terms of Reference

Date of Issue: 24 October 2024

Enrolled Nurse Accreditation Committee (ENAC) - Terms of Reference

Name of Document	Enrolled Nurse Accreditation Committee (ENAC) - Terms of Reference
Description	<p>The ENAC is a committee of the Australian Nursing and Midwifery Accreditation Council (ANMAC). This Committee provides recommendations to the ANMAC Board and the ANMAC Chief Executive Officer (CEO), in accordance with the ANMAC Board delegations, on matters related to the accreditation and monitoring of education programs that lead to registration as an Enrolled Nurse, as well as related education programs. These functions are performed as per sections 48 and 50 of the Health Practitioner Regulation National Law Act, as enforced in each state and territory.</p> <p>The members, proceedings and conduct of meetings are determined by the Chief Executive Officer.</p>
Category	Accreditation Committee
Audience	ANMAC Board, Accreditation Services and Committee Members
Status	Existing
Version History:	
Version 1.3	24 October 2024
Version 1.2	2 July 2024
Version 1.1	23 July 2021
Version 1.0	15 August 2012
Next Review	July 2025
Amendment	Aligning with the ANMAC Terms of Reference structure
Version Control	1.3

Endorsed by	Director, Accreditation Services	Date: 24 October 2024
Responsible Officer	Director, Accreditation Services	
Author	Manager, Accreditation Services	
Approved by	Chief Executive Officer	Date: 24 October 2024
Signed		

1. Purpose

The ENAC is a committee of the Australian Nursing and Midwifery Accreditation Council (ANMAC). This Committee provides recommendations to the ANMAC Board and the ANMAC Chief Executive Officer (CEO), in accordance with the ANMAC Board delegations, on matters related to the accreditation and monitoring of education programs that lead to registration as an Enrolled Nurse, as well as related education programs. These functions are performed as per sections 48 and 50 of the Health Practitioner Regulation National Law Act, as enforced in each state and territory.

2. Role

The Accreditation Committee will:

1. evaluate and monitor Enrolled Nurse education programs, review accreditation reports and recommendations from ANMAC's Accreditation Assessment teams and assess whether sufficient evidence exists to reasonably determine if an education program meets the relevant approved Accreditation Standards.
2. make recommendations to the ANMAC Board and to the ANMAC CEO, in accordance with the ANMAC Board delegations, concerning whether an education program should be accredited, accredited with condition/s, or to refuse/revoke accreditation.
3. where it is determined that the education program should be accredited with condition/s, agree conditions that will ensure that the education program meets the Accreditation Standards within a reasonable time.
4. review, provide advice and recommend (as necessary) on conditions, monitoring, complaints, and risk assessment related to education providers and/or education programs.
5. support the review of relevant Accreditation Standards and Evidence guides, as necessary.
6. provide advice or support on any other industry, professional or ancillary matters related to the above.

3. Structure and Composition

3.1 Membership

The Accreditation Committee will consist of up to seven members, including:

- Enrolled Nurse academics with particular skills, knowledge and experience in curriculum development and assessment methods for nursing entry to practice programs.
- At least one clinically practicing Enrolled Nurse with experience in clinical education.
- One Enrolled Nurse member who identifies as Aboriginal and/or Torres Strait Islander with demonstrated connection to Country and community.

3.2 Appointment

Members will be appointed for a term of up to three years with the possibility of extension for up to two terms at the discretion of the CEO.

The ANMAC CEO may remove an Accreditation Committee member if:

- the member is absent, without leave first being granted by the Chair, from three or more consecutive meetings of the Accreditation Committee; or
- the member has been found guilty of an offence that, in the opinion of the CEO, renders the member unfit to continue to hold the office of member; or
- the member who is required to be a registered health practitioner ceases to be registered; or moves to the non-practising register; or
- the member changes their employment or professional circumstances that changes the criteria against which they were appointed; or
- the member has engaged in misconduct or has failed or is unable to properly exercise the member's functions as a member in accordance with ANMAC approved policies and guidelines.

3.3 Chair and Deputy Chair

The Chair and Deputy Chair of the Accreditation Committee shall be appointed for up to three years with the possibility of extension for up to one term at the CEO's discretion.

The Deputy Chair will carry out the duties of the Chair in their absence.

3.4 Defects in appointment of members

A decision of the Accreditation Committee is not invalidated by any defect or irregularity in the appointment of any member of the Accreditation Committee.

4. Operation of the Committee

4.1 Secretariat support

The Accreditation Services team will provide the Accreditation Committee secretariat support.

The agenda papers for the Accreditation Committee meetings will be distributed five working days before the Accreditation Committee meeting. Additional items may be included at late notice if approved by the ANMAC Director Accreditation Services.

4.2 Frequency of meetings

The Accreditation Committee will meet as necessary, usually monthly, online. Additional meetings may be called by the ANMAC Director Accreditation Services as and when required.

4.3 Decisions

While it is preferred that the Accreditation Committee reaches decisions by consensus, if this is not possible, a decision supported by a majority of the votes cast at a meeting, at which a quorum is present, is the decision. In the event of an equality of votes, the chair of the Accreditation Committee has a second or casting vote. A dissenting position may be recorded.

A record of the decisions and outcomes of the Accreditation Committee meeting will be recorded by the Accreditation Committee secretariat support. Recommendations will be confirmed within the meeting and other outcomes confirmed at the following Accreditation Committee meeting.

4.4 Out of session decisions

The Accreditation Committee can agree a decision out of session, without a meeting being held if a majority of the total number of members approve in writing that they agree to the decision.

4.5 Attendance at meetings

The ANMAC Director Accreditation Services (or their delegate) and Accreditation Committee secretariat support, will attend all Accreditation Committee meetings.

The following ANMAC personnel may attend Accreditation Committee meetings:

- Associate Director responsible for the accreditation assessments to be reviewed by the Accreditation Committee.
- Assessment Team Chair (or delegate) responsible for the accreditation assessments to be reviewed by the Accreditation Committee.
- The ANMAC CEO.

4.6 Quorum

The quorum for the Accreditation Committee is a majority of the members of the Committee.