


# Strategic Accreditation Advisory Committee (SAAC) - Terms of Reference

**Date of Issue:** 24 October 2024

# Strategic Accreditation Advisory Committee (SAAC) - Terms of Reference

<b>Name of Document</b>	Strategic Accreditation Advisory Committee (SAAC) - Terms of Reference
<b>Description</b>	<p>The SAAC is a committee of the Australian Nursing and Midwifery Accreditation Council (ANMAC) that provides high level strategic advice to the ANMAC Chief Executive Officer (CEO) in all areas related to the accreditation functions of ANMAC.</p> <p>The members, proceedings and conduct of meetings are determined by the Chief Executive Officer.</p>
<b>Category</b>	Advisory Committee
<b>Audience</b>	CEO, Accreditation Services team and ANMAC Accreditation Committees
<b>Status</b>	Existing
<b>Version History:</b>	
<b>Version 1.2</b>	October 2024
<b>Version 1.0</b>	August 2012
<b>Next Review</b>	October 2025
<b>Amendment</b>	Review and aligning with the ANMAC Terms of Reference structure
<b>Version Control</b>	1.2

<b>Endorsed by</b>	Director, Accreditation Services	Date: 24 October 2024
<b>Responsible Officer</b>	Director, Accreditation Services	
<b>Author</b>	ANMAC Chief Executive Officer	
<b>Approved by</b>	Chief Executive Officer	Date: 24 October 2024
<b>Signed</b>		

## 1. Purpose

The SAAC is a committee of the Australian Nursing and Midwifery Accreditation Council (ANMAC) that provides high level strategic advice to the ANMAC Chief Executive Officer (CEO) in all areas related to the accreditation functions of ANMAC.

## 2. Role

The SAAC will:

- provide high level advice to the CEO of ANMAC in relation to the accreditation functions of the organisation, which may include:
  - the development of Accreditation Standards for the nursing profession and the midwifery profession
  - issues in relation to accreditation functions, and
  - issues in relation to regulation in accreditation and education.
- assist ANMAC in understanding and responding to external policies that impact on ANMAC's functions including:
  - changes in government policy that may or will impact on health professional regulation in accreditation and education
  - changes within the university sector that impact on nursing education and midwifery education, and
  - changes within the vocational education and training sector that impact on nursing education and midwifery education.
- provide a forum for debate and discussion in relation to professional issues that are relevant to nursing education and midwifery education including:
  - research and best practice in accreditation and education, and
  - international issues related to accreditation and education.

## 3. Structure and Composition

### 3.1 Membership

The SAAC will consist of the following:

- Nursing and/or Midwifery government representative
- VET Sector member
- a member that identifies as Aboriginal and/or Torres Strait Islander
- ANMF Senior Federal Professional Officer
- CDN member - Nursing
- CDN member - Midwifery
- Chair, Enrolled Nurse Accreditation Committee
- Chair, Midwife Accreditation Committee
- Chair, Nurse Practitioner Accreditation Committee
- Chair, Registered Nurse Accreditation Committee
- other relevant members as determined by the ANMAC CEO.

Note: Other person/s or representatives including consumers may be invited to attend on a case-by-case basis. The Deputy Chair of the relevant Accreditation Committee may attend if the Chair is an apology.

### 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.

Membership of the Chairs of the Accreditation Committees will coincide with their term as Chair.

The ANMAC CEO may remove a SAAC member if:

- the member is absent, without leave first being granted by the CEO, from three or more consecutive meetings of the SAAC; 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 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.

#### **4. Operation of the Committee**

##### **4.1 Secretariat support**

The Accreditation Services team will provide the SAAC secretariat support.

The agenda papers for the SAAC meetings will be distributed five working days before the meeting. Additional items may be included at late notice if approved by the CEO.

##### **4.2 Frequency of meetings**

The SAAC will meet as necessary, usually quarterly, online, with annual face to face meetings at the discretion of the CEO.

##### **4.3 Attendance at meetings**

The following ANMAC personnel may attend SAAC meetings:

- ANMAC CEO
- Director Accreditation Services, ANMAC
- Associate Director/s and Accreditation Operations Manager
- Other relevant ANMAC staff, and
- Administration Officer, Accreditation Services, ANMAC.