

# Terms of Reference

<b>ENAC</b>	Enrolled Nurses Accreditation Committee
<b>MAC</b>	Midwife Accreditation Committee
<b>NPAC</b>	Nurse Practitioner Accreditation Committee
<b>RNAC</b>	Registered Nurses Accreditation Committee
Director Accreditation Services: Dr Margaret Gatling	

<b>Terms of Reference</b>
<b>Purpose / Objectives:</b>
To promote and protect the health of the community by reviewing the assessment outcomes of nursing and midwifery programs of study leading to registration/endorsement undertaken by appointed ANMAC assessment teams and make recommendations regarding the accreditation to the CEO.
<b>Key Activities and Deliverables:</b>
<ul style="list-style-type: none"> <li>• 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.</li> <li>• To make recommendations to the CEO concerning whether accreditation should be granted, granted conditionally or not granted.</li> <li>• To review, ratify and provide advice on substantial complaints and monitoring reports.</li> <li>• Review standards and explanatory notes on an adhoc basis.</li> </ul> <p>Chair:</p> <ul style="list-style-type: none"> <li>• The Chair shall direct the meeting, summarising key decisions and recommendations from each member.</li> </ul> <p>Deputy Chair:</p> <ul style="list-style-type: none"> <li>• The Deputy Chair shall carry out the duties of the chair in their absence.</li> </ul>
<b>Performance Measures:</b>
<ul style="list-style-type: none"> <li>• A review of the Committee's performance, of the collective and individuals (non-identified), will be conducted on an annual basis for quality improvement.</li> <li>• All assessment activities will be conducted in accordance with Committee Governance.</li> </ul>
<b>Interactions with Key Stakeholders:</b>
<ul style="list-style-type: none"> <li>• Australian Nursing and Midwifery Accreditation Council</li> <li>• Education Providers</li> <li>• Assessment Team representative</li> </ul>

<p><b>Meeting Protocols:</b></p> <ul style="list-style-type: none"> <li>• The Committees will meet monthly (NPAC meets Bimonthly). Additional meetings may be called by Director Accreditation Services as and when required.</li> <li>• Papers for the committee meetings will be distributed eight days before the committee meeting.</li> <li>• Additional items may be included at late notice if approved by the Director Accreditation Services.</li> <li>• Relevant papers to be reviewed before committee meeting.</li> <li>• Program questions for Associate Directors to be sent to Administration Officer three days before the meeting.</li> <li>• Attendance at committee meetings via Zoom (circular resolutions, Face to Face).</li> <li>• A quorum will consist of half the members plus one (1).</li> <li>• If absent with apology, to email comments regarding items on the agenda</li> </ul>
<p><b>Membership:</b></p> <p>All Committee Members must be a Registered Nurse or Midwife with NMBA.</p> <ul style="list-style-type: none"> <li>• Academic Experts with particular skills, knowledge and experience in curriculum development.</li> <li>• Clinicians (or clinical managers) with expertise relevant to Committee</li> <li>• Senior education experts with particular skills, knowledge and experience in curriculum development.</li> </ul> <p>NPAC: Academic / clinician expert with expertise relevant to Pharmacy. MAC: Academic / clinician expert with expertise relevant to Prescribing.</p>
<p><b>Attendees:</b></p> <ul style="list-style-type: none"> <li>• Associate Director responsible for the accreditation assessments to be reviewed by the Committee.</li> <li>• Assessment Team Chair responsible for the accreditation assessments to be reviewed by the Committee.</li> <li>• Director Accreditation Services.</li> <li>• Administration Officer, Accreditation Services.</li> </ul>
<p><b>Term:</b></p> <p>Chair / Deputy Chair will be appointed for a period of two years with an option of a second term of up to three years at the discretion of the CEO.</p> <p>Members will be appointed for a period of two years with an option of a second term of up to three years at the discretion of the CEO.</p>