



SA IMET Accreditation Subcommittee

Terms of Reference

Purpose

SA IMET is a Health Advisory Council established to improve the quality of education, training and welfare for trainee medical officers within South Australia and to make recommendations for the accreditation of trainee medical officer positions in the State's health services.

The Accreditation Subcommittee is responsible for an efficient and effective accreditation process taking into account jurisdictional requirements, national program developments, and the needs of trainee medical officers in postgraduate training.

Reporting

The Accreditation Subcommittee will, through the Executive and/or Council of SA IMET, make recommendations on the accreditation status of intern positions to the Medical Board of South Australia (or its successor), and of other postgraduate trainee positions to the Department of Health and the Minister for Health.

The Chair will report, at each SA IMET Council meeting, progress towards achievement of agreed outcomes.

The Chair will report, at each Subcommittee meeting, progress towards achievement of agreed outcomes and on decisions of Council relevant to the Subcommittee's activities.

Functions

The Accreditation Subcommittee will operate in a manner consistent with the SA IMET Health Advisory Council rules and will undertake functions defined by those rules and as determined by the Council. These will include:

- Development of processes, guidelines and standards for postgraduate medical training accreditation which are consistent with national accreditation guidelines and frameworks as set down by the Medical Board of South Australia (or its successor), the Confederation of Postgraduate Medical Education Councils, the Australian Medical Council and other relevant bodies.
- Assessment of applications for accreditation of positions against current standards by document review and site audits as appropriate.
- In the case of intern positions, ensuring rotations allocated by hospitals for intern training are consistent with registration requirements.
- Development and maintenance of training and credentialing programs for surveyors representing the Accreditation subcommittee.
- Implementation of directions and requests from SA IMET Council and evaluation for report to Council on the progress and outcome of these processes.
- Communication with and requesting opinion from the SA IMET JMO forum in matters relevant to that forum, either through JMO forum representatives on the Subcommittee or directly.

Proceedings of the Subcommittee

The proceedings of the subcommittee will be governed by the rules of the Health Advisory Council (Part 3), excepting that:

- The Sub-committee will meet as necessary in accordance with accreditation activity.
- There will be a maximum time allocation of 2 hours for each meeting.
- Material which has not been circulated in accordance with the Health Advisory Council rules may be tabled at meetings only for information or discussion and may only be voted on with the approval of the Chair.

Powers

The Subcommittee will have the power to:

- seek advice from external experts;
- co-opt members to the Subcommittee as required;
- establish working groups to perform activities relevant to its functions
- liaise and work with other SA IMET Council Subcommittees and working groups;
- consult appropriately in order to obtain information relevant to the functions of the Subcommittee;
- liaise with SA IMET Council, the Medical Board of South Australia (or its successor) and other key stakeholders.

Membership

The membership of the Accreditation Subcommittee will be as follows:

- Chairperson appointed by SA IMET Council who will be a member of the SA IMET Council;
- Clinician/Term Supervisor
- Medical Administrator;
- DCT representative or equivalent;
- MEO representative or equivalent;
- SA IMET JMO Forum members (2 positions);
- SA IMET nominee.

Members will be recruited for a 3 year term. Members have the option of being reappointed for a consecutive term.

Support

The Subcommittee will be supported by the SA IMET secretariat to carry out its functions.

Review

The Terms of Reference will be reviewed by the SA IMET Council annually.

Next Review Date

June 2011