


<i>To serve the community by fostering safety and quality patient care in anaesthesia, perioperative medicine and pain medicine</i>		
	ANZCA Training Accreditation Committee (TAC) Terms of Reference	Version No: 3 (amended)
		Date of issue: 14 July 2020

PURPOSE

The Training Accreditation Committee (TAC) implements council policy in relation to the accreditation of training sites. Rotations (i.e. the groups of hospitals that together can meet the volume of practice and specialised study units required to complete training) are approved by the New Zealand National Committee and the Australian regional committees. TAC reports to the ANZCA Council, and provides advice and feedback to the Education Executive Management Committee (EEMC).

TERMS OF REFERENCE

The TAC roles are to:

1. Provide advice to the EEMC and the ANZCA council on policy regarding accreditation of training sites.
2. Implement EEMC approved policy on accreditation of training sites, such policy to be notified to the ANZCA council.
3. Confirm the approval of individual training sites and rotational training programs in anaesthesia, in line with approved policy. Recommendations about withdrawal of accreditation require the approval of ANZCA council.
4. Arrange and oversee the inspection of individual training sites.
5. Develop and ensure quality assurance of procedures used in inspecting training sites.
6. Assist CICM to approve sites for anaesthesia experience in intensive care medicine training.
7. Oversee the Provisional Fellowship Subcommittee.

The roles of the TAC do NOT include:

1. Inspecting or approving intensive care units (which is the role of CICM).
2. Accrediting units for training in multidisciplinary pain medicine (which is the role of the Faculty of Pain Medicine, FPM).
3. Accreditation of retrieval sites (which is the role of ACEM and CICM).
4. Accreditation of EMAC sites (which is the role of EMAC subcommittee).
5. Accreditation of Diving and Hyperbaric Medicine training sites (which is the role of DHM subcommittee).

The following are delegated roles from the ANZCA council:

1. Arrangement and oversight of training site inspections.
2. Reaccreditation of approved training sites.
3. Approval of new training sites.
4. Making recommendations to training sites about accreditation requirements.

The following require approval of the EEMC:

1. Changes in education policy affecting accreditation.

The following require approval of council:

1. Appointment of committee members.
2. Withdrawal of accreditation from an approved training site, on recommendation from the TAC.

The important groups for coordination/communication for the TAC are:

1. Council (governance and approval of decisions as above).
2. The Education Executive Management Committee (approval of new education policy regarding accreditation, to note implementation issues and quality processes, recommendations about accreditation including changes to the status of training sites and strategic issues in accreditation).
3. Regional/National Committees through the regional/national accreditation officers (for advice, information and communication of TAC activity in the respective areas.)
4. The ANZCA Trainee Committee and Regional/National Trainee Committees (for information and advice as needed).
5. The Faculty of Pain Medicine Training Unit Accreditation Committee (TUAC, for collaboration and information sharing).
6. The Provisional Fellowship Subcommittee (PFSC) (for advice and information).
7. The Director of Professional Affairs representative (for advice and information).
8. The Education Unit (administrative support, accreditation process management).

MEMBERSHIP

1. The membership of TAC is defined in ANZCA regulation 2 and there are terms of reference for the chair, members and regional/national accreditation officers.
2. Appointment of members will be made in each odd numbered year, for a two year period.
3. Appointment of members will take into account the following factors:
 - a. Knowledge of College policy and regulations;
 - b. Ability to lead and participate in training site accreditation inspections;
 - c. Diversity in practice type and geographical location.
4. Other members as needed with consideration given to:
 - a. FPM representation;
 - b. Trainee representation;
 - c. PFSC representation;
 - d. EEMC chair.

MEETINGS

The TAC will meet at least four times per year face-to-face and as required, by teleconference.

A quorum for a meeting will be a majority of the voting members, noting that in committees with an even number of voting members, this is half plus one. If at any time the number of members is less than a quorum, the TAC Committee may meet only for discussion purposes.

Questions arising at a meeting of the committee (either in person, by teleconference or webinar) are decided by a majority of votes of voting members present and voting, with abstentions not being counted in the total number of votes. The chair has a casting vote in addition to a deliberative vote where there is an equality of votes.

For an electronic vote, questions are decided in the affirmative if at least 75% of all voting members (other than any member on a leave of absence or any member abstaining in writing) vote in favour.

The discussions of each ANZCA committee, subcommittee and working group are confidential to its members.

Conflicts of interest will be managed in accordance with the ANZCA conflict of interest policy. Conflicts of interest will be managed in accordance with the ANZCA conflict of interest policy.

The members of the Training Accreditation Committee will undertake their work in accordance with relevant ANZCA policies. Bullying, discrimination and harassment will be managed, as relevant, in accordance with the ANZCA Policy on Bullying, Discrimination and Harassment for Fellows and Trainees Acting on behalf of the College or undertaking College functions (available at www.anzca.edu.au/resources/corporate-policies), and staff policies (available by contacting the CEO at ceo@anzca.edu.au).

REPORTING

Meetings will be minuted with the minutes being forwarded to council. Decisions made electronically will be recorded in the minutes of the next TAC meeting.

ADMINISTRATIVE SUPPORT

Administrative support for the TAC will be from the Education Unit.

FINANCIAL REPORTING AND PLANNING

1. Each ANZCA committee and subcommittee will have ‘financial report’ as a standing agenda item and will receive regular financial reports from the relevant staff member.
2. The roles of the subcommittee include to:
 - a. develop an annual activity plan and report
 - b. support ANZCA management in decision making, in order to ensure the best possible financial outcome.
3. The roles of the committee do not include the day-to-day financial management of the College (which is the role of ANZCA management).

CHANGE CONTROL REGISTER

Version	Author	Reviewed by	Approved by	Changes
1	Moloney, Roberts, Leslie	TAC	Council	Creation
1 (amended)	L Roberts	Executive	Council Oct 2011	Addition of confidentiality & conflict of interest clauses
1 (amended)	L Roberts	Executive	Council Nov 2011	Addition of bullying, harassment policy etc.
1 (amended)	L Sorrell	Executive	Council Feb 2012	Addition of financial reporting and planning
1 (amended)			August 2013	Educational restructure, clarifying reporting lines
2	L Roberts, M Reeves	TAC	Council April 2014	Revision and inclusion of TAC in the new educational committee structure, add CICM role. Amended definition of quorum and financial reporting.
2 (amended)	L Roberts	Executive	Council April 2015	Amendment to “membership”

2 (amended)		ETAEC Oct 2017	Council Nov 2017	Education committee review – change in name for ETAEC to EEMC and ETADC to EDEC. ETAMC has been disbanded. Administrative support provided by Education Unit.
3	V Beavis	TAC	EEMC	Purpose, Terms of Reference, Membership, Meetings

Date of next review	2020
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