

**ADC Guidelines
Second Specialist Accreditation Assessor**

February 2015

Version 1.1

1 RATIONALE FOR POLICY

The Australian Dental Council (ADC) has developed a process for accreditation/re-accreditation of specialist programs wherein a specialist specific practitioner relevant to the discipline is part of any Site Evaluation Team (SET). The ADC will provide the specialist SET assessor with training, the preliminary material prior to the visit, and they will be included in SET meetings and discussions. The ADC will also cover the costs of travel, accommodation to the site and pay a sitting fee.

Some specialist professions may choose to have a second specialist practitioner to support the SET specialist assessor and to enable discussion specific to the specialist discipline. While this second specialist assessor is not a member of the ADC SET, they will receive the programs accreditation submission prior to the visit and, where indicated, may attend the site as an observer.

The costs of the second specialist assessor will not be met by the ADC.

The following guidelines are specific to the second specialist assessor.

2 ARRANGING THE SECOND SPECIALIST ASSESSOR

A second assessor may be nominated by the relevant Academy or Society or by the ADC specialist specific practitioner who will be involved in the SET. The second assessor does not have to be on the ADC Register of Assessors. Approval for a second assessor must be sought and received from the ADC Chief Executive Officer (CEO) at least six weeks prior to the site visit. The CEO will consult with the program provider, the Chair of the SET and the Chair of the Accreditation Committee when approving a second assessor.

The second assessor is subject to the same conditions as the ADC assessors. In no case will an individual be accepted if they have an actual or perceived conflict of interest with respect to the institution being visited where such a conflict could impact on the SET (any member) in performing their role as assessors.

Nominated second assessors must declare any interests relevant to the program being assessed. The ADC will determine whether such an interest presents a conflict which would impact upon the work of the SET.

All second assessors must sign a Confidentiality Agreement prior to involvement in a program accreditation/re-accreditation. Second assessors would not normally attend the site during the accreditation unless there is a particular reason and prior approval has been given by the ADC CEO. Should attendance at the site visit be required then this advice must be provided at the time the second assessor is seeking approval.

The program provider receives the names of all site visit persons prior to the visit and is given the opportunity to object (within set parameters) to any particular person.

3 INVOLVEMENT WITH ACCREDITATION SUBMISSIONS

Program providers are required to submit their accreditation submission (self-assessment) at least three months prior to a scheduled accreditation site visit. The submission is immediately sent to the SET members who will scrutinise the material prior to a teleconference to discuss areas of weakness, need for more information or aspects to be focused upon during the site visit.

If a second assessor has been approved and signed the Confidentiality Agreement then the material will also be passed onto them and they may discuss the material with the ADC SET specialist assessor and also be present at the teleconference but any views they may wish to present would normally be via the ADC SET specialist assessor.

4 CONDUCT OF SECOND ASSESSORS AT A SITE EVALUATION

All communications regarding the program should be made through the ADC's approved SET specialist assessor and not directly with the program provider, interviewees or other SET members.

Second assessors will meet their own costs related to assessment and/or attendance to the site visit.

The ADC encourages second assessors who are observers to become familiar with the Accreditation Standards and Guidelines so as to understand the process they will be witnessing.

Second assessor observers may attend all meetings and discussions that the ADC specialist assessor attends unless directed otherwise by the SET Chair.

Second assessor observers do not have authority to act as an ADC SET assessor. Activities that second assessor observers must not engage in include (but are not limited to):

- asking questions of, or to make comments to, program provider representatives;
- influencing a review through the sharing of privileged information not obtained at the site visit or via the preliminary material;
- all recording, note-taking or in any other manner capturing content of the Review is subject to the conditions in the Confidentiality Agreement;
- providing interpretations of the Accreditation Standards or Guidelines to the SET or the program provider;
- participating in processes such as report writing and finalisation of Team recommendations.

A second assessor observer should not carry out any personal business or any business on behalf of their organisation in a manner that would distract or impede the SET in undertaking its review.

5 CONFIDENTIALITY

- All aspects of the accreditation process (including the visit where applicable) must be regarded as STRICTLY CONFIDENTIAL.
- Second assessors must not divulge information about the content of the program provider's accreditation submission, any accreditation issues or recommendations to anyone other than members of the Team.
- Second assessor must sign two copies of the Confidentiality Agreement prior to the visit and provide one copy to the ADC office.
- Any material that the ADC provides to a second assessor regarding a program must remain STRICTLY CONFIDENTIAL. Upon completion of the visit, these materials should be returned to the ADC/Team Chair or destroyed in a secure manner.
- Should the Academy or Society choose to undertake a peer review outside of the ADC accreditation process then no material or information obtained by the ADC specialist assessor or the second assessor during the ADC accreditation process may be used unless explicit approval to do so has been provided by the ADC and the university.

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