

Joint Australian Dental Council/Dental Council (New Zealand) Accreditation Committee Charter

1. Purpose

The Accreditation Committee is a standing committee of the Australian Dental Council (ADC) and the Dental Council - New Zealand (DC[NZ]) that makes recommendations to the Governing Board of the ADC and the DC(NZ) Council on matters within the scope of its Terms of Reference.

While the ADC and the DC(NZ) retain jurisdictional authority for the accreditation of programs in their respective countries they have adopted a joint Australian and New Zealand accreditation process and have established a joint ADC/DC(NZ) Accreditation Committee as an expert committee to advise the Councils on accreditation related matters.

This Charter operates in conjunction with the Joint Australian Dental Council/Dental Council (New Zealand) Accreditation Committee Criteria for appointment of members.

2. Preamble

The Accreditation Committee meets several times each year and makes recommendations to the respective Councils. It considers *inter alia*:

- Accreditation submissions in relation to new and existing programs
- Accreditation reports
- Accreditation Standards and Guidelines
- Monitoring of accredited programs via annual reports and other periodic reports regarding accreditation conditions, recommendations and program changes

In Australia

The ADC will comply with the accreditation function requirements outlined under the *Health Practitioner Regulation National Law Act 2009*, and the agreed *Quality Framework for the Accreditation Function* developed under the National Registration and Accreditation Scheme, in relation to standards development, application and reporting.

In order to keep the ADC Governing Board fully informed, the minutes in their entirety are included in the Board's agenda and any relevant documents are made available to the Board.

External communication such as notification to the Dental Board of Australia (DBA) and universities on accreditation go out from ADC under the signature of the President.

In New Zealand

The DC(NZ) is the statutory body constituted in New Zealand under the *Health Practitioners Competence Assurance Act 2003* with the function of prescribing the qualifications for registration in dental scopes of practice and for that purpose accrediting and monitoring New Zealand education providers and degrees, courses of study or programs.

In order to fully inform the Dental Council in their accreditation related decisions, the minutes of the accreditation committee meetings, and all documentation associated with the accreditation and monitoring of New Zealand accredited programs are included in their entirety in the Council's agenda.

External communication to education providers offering New Zealand accredited programs, such as notification on accreditation related decisions or updates to accreditation related standards or guidelines, will be issued by the DC(NZ) Secretariat.

2. Terms of Reference

The purpose of the Accreditation Committee is to:

- i. Develop, review and consult, where appropriate, on Accreditation Standards for Australian and New Zealand dental practitioner programs¹ and submit for endorsement by the ADC following which the ADC submits the new Standards and amendments to the DBA for approval. DC(NZ) approves the Standards for New Zealand programs.
- ii. Develop, review and consult, where appropriate, on Professional Attributes and Competencies for Australian and New Zealand dental practitioner graduates and submit for approval to the ADC and the DC(NZ).
- iii. Evaluate and monitor Australian and New Zealand dental practitioner programs; consider reports of Site Evaluation Teams concerning dental practitioner programs; consider annual and other reports submitted by the program providers as required; and consider recommendations for improvements to dental practitioner programs;
- iv. Assess dental practitioner programs against the Accreditation Standards to ensure competent graduates for registration in the relevant scope of practice and make recommendations regarding accreditation outcomes to the ADC and DC(NZ);
- v. Appoint assessors to the ADC/DC(NZ) Assessor Register and evaluate the performance of assessors;
- vi. Establish and review accreditation guidelines and processes on a regular basis;
- vii. Report on matters referred to it by the ADC and DC(NZ).

3. Composition

Membership of the Accreditation Committee shall not exceed ten (10) members, two of whom will be from New Zealand, and will comprise the following:

a) Dental Practitioners

- Two or three experienced dental practitioners holding current registration (without conditions relating to conduct) as a dental practitioner within Australia and/or New Zealand and holding membership of at least one dental professional association.

b) Dental Academics

- Two or three senior dental academics, working in either Australia or New Zealand.

c) Other

- Four other persons comprising:
 - a public sector dental practitioner;
 - a final year student of a dental program; and,
 - two community representatives.

4. Appointment

- i. All appointments and the process for appointment will be approved by the respective Councils, to reflect the Committee composition as detailed above.
- ii. All appointees must meet the Joint Australian Dental Council/Dental Council (New Zealand) Accreditation Committee Criteria for appointment of members.
- iii. The Councils reserve the right to withdraw any appointment as seen fit.
- iv. The ADC Governing Board will appoint the following:
 - the Chair of the Committee, who will be an ADC Governing Board member

¹ Dental practitioner programs include programs leading to registration in the following professions: dentists, dental specialists, dent hygienists, dental therapists, prosthetists (in Australia) and clinical dental technicians (in New Zealand); oral health therapists (in Australia) and dental technology (in New Zealand).

- the two community representatives
 - the final year student in an accredited dental practitioner program
 - other positions as indicated.
- v. The DC(NZ) will appoint the following:
- two persons within the categories a) and b).
- vi. In making appointments to the Committee, the ADC and the DC(NZ) will consult each other to ensure that the composition of the Committee:
- has a balance of dental academics and dental practitioners, taking account of the background of the Chair of the Committee;
 - covers key stakeholder groups;
 - covers all areas within the dental practitioner health profession;
 - has an appropriate gender balance.
- vii. Where ADC vacancies occur, nominations for membership of the Committee may be sought from:
- the Australian Dental Association
 - the Australian Dental and Oral Health Therapists Association
 - the Australian Dental Prosthetists Association
 - the Australian Dental Students Association
 - the Dental Hygienists Association of Australia
 - the public dental sector
 - the Australasian Council of Dental Schools
 - dental practitioners (through an expression of interest)
 - senior academics with experience in accreditation and education processes from within the dental practitioner profession (through an expression of interest)
 - members of the community (through an expression of interest).
- vii. The selection process begins following a call for applications. Applications must address the key criteria and include a current curriculum vitae and references. All applicants are advised of their appointment or otherwise. The ADC will activate and use the Nominations Panel Procedure.
- viii. Appointments to the Committee will be made for a period of three years. Committee members will be eligible for re-appointment on one occasion (a maximum of six years in total).
- ix. DC(NZ) will issue a call for expressions of interest for any vacancies.

5. Meetings

- i. The Committee shall meet a minimum of three times per year face-to-face for one-to-two days as required.
- ii. Other meetings will usually be by teleconference on a needs basis.

6. Authority and Responsibilities

The Accreditation Committee will conduct its affairs under the Charter, policies and guidelines approved by the ADC and DC(NZ).

Upon receipt of a recommendation regarding accreditation from the Accreditation Committee, the respective Council may request that the Accreditation Committee give further consideration to any relevant matters or take further action.