Accreditation Committee Charter

1. Purpose

The purpose of charter to outline the terms of reference for the Accreditation Committee of the Australian Dental Council (ADC).

2. Overview

The Accreditation Committee ('the Committee') is a standing committee of the Australian Dental Council that makes decisions and/or recommendations to the ADC Board of Directors (the ADC Board) on matters within the scope of its terms of reference.

The ADC is appointed by the Dental Board of Australia (DBA) to carry out accreditation functions for the dental professions under the Health Practitioner Regulation National Law Act 2009 ('the National Law'). These functions include developing accreditation standards for the approval of the National Board and assessing programs of study to determine whether they meet those standards. In carrying out these accreditation functions, the ADC complies with the requirements of the National Law and the agreed '*Quality Framework for the Accreditation Function*' developed under the National Registration and Accreditation Scheme.

3. Scope

This Charter applies to all staff, Committee members and members of the Board of Directors.

4. Terms of reference

The Committee's terms of reference are to:

a) develop, review and consult on Accreditation Standards for dental practitioner programs for approval by the National Board;

b) develop, review and consult, where appropriate, on Professional Competencies of the newly qualified dental practitioner for approval by the ADC Board;

c) evaluate and monitor dental practitioner programs, consider reports of Accreditation Teams concerning dental practitioner programs, consider annual and other reports submitted by program providers as required and consider recommendations for improvements to dental practitioner programs;

d) assess dental practitioner programs against the Accreditation Standards to ensure competent graduates for the purpose of registration or endorsement of registration as a dental practitioner and make decisions and/or recommendations regarding accreditation outcomes to the ADC Board;

e) establish and review accreditation policies and processes on a regular basis;

f) consider reports and advice from Working Parties; and

g) undertake any other task referred to it by the ADC Board.

Membership

The Committee will comprise a maximum of nine members including:

- A Chair who will be appointed by the ADC Board.
- A minimum of one member who holds directorship of the ADC.
- A minimum of one member who identifies as Aboriginal and/or Torres Strait Islander.
- A minimum of one member who is a senior academic currently teaching into a dental practitioner program.
- A minimum of one member who is an experienced dental practitioner currently working in clinical practice.

The membership will comprise:

- Six members who are registered dental practitioners including:
  - at least one member who is a dentist,
  - at least one member who is a dental therapist, dental hygienist, oral health therapist or dental prosthetist; and
  - at least one member who is a dental specialist.
- One member who is a current student completing an accredited program which leads to eligibility to apply for general registration as a dental practitioner.
- Two community members.

In appointing members to the Committee, the ADC Board will seek to ensure that the Committee benefits from a diverse range of skills, experience, and perspectives relevant to its role. Specifically, members with relevant skills and experience in one or more of the following areas will be sought:

- Dental education and/or practice across the range of registration divisions.
- Expertise in accreditation standards and processes including from outside of the dental professions.
- Representation and/or advocacy of community and/or consumer interests.
- Employment of dental practitioners in the private and public sectors.

Where the Accreditation Committee considers it requires specific expert input that is not available on the Committee it may invite a suitable person to join the Committee for a defined and limited period.

Appointment

Appointments to the Committee (with the exception of the student member from an accredited program) are made by the ADC Board in accordance with the membership outlined above, and on recommendation from the People and Culture Committee in consultation with the ADC CEO and Committee Chair.

The student member of the Committee will be filled by asking an appropriate student association or other organisation to nominate a suitable individual for membership. The approach to filling the position may vary from time-to-time and any significant changes will be agreed by the ADC Board, on the recommendation from the People and Culture Committee. In order to ensure the Committee benefits from the perspective of a current student, this member will only be eligible to serve a maximum of one year of office and will only be able to hold membership of the Committee whilst they continue to be a student.

Meetings

- The Committee will meet as required, face-to-face or by videoconference.
- The Committee will meet at least three times per year.
- The quorum of the Committee is a majority of the members and must include a minimum of three registered dental practitioners.

- The Committee may establish working parties as required, with the agreement of the Chair and the ADC CEO.
- There is a standing invitation for other ADC Board Members to attend the Committee meetings.
- The Committee will invite members of management and any other persons deemed appropriate to attend meetings and provide pertinent information.
- The Committee Chair may devote time in any agenda for the purpose of confidential open discussion with members of the Committee.
- The CEO and members of the ADC's Accreditation Team shall attend by standing invitation and the Accreditation Team will fulfil the role of secretariat.
- Meeting agendas will be prepared and provided at least 1 week in advance to members along with appropriate briefing materials.
- Draft minutes will be distributed to the Chair and Committee members within 2 weeks after the meeting.
- At a subsequent meeting, the minutes will be checked and endorsed by the Committee, as an accurate record of the meeting.

Cultural Safety Commitment

The Committee is committed to embedding cultural safety and advancing a health system free from racism in decision-making. Recognising the impact that cultural safety has on the wellbeing of individuals and communities, the Committee is dedicated to actively contributing to an inclusive and culturally safe environment where every individual feels respected, valued and supported.

Reporting requirements

The minutes of and any relevant document from the Committee meetings are to be included in the agenda of the next available Board meeting, and the Committee Chair will brief the Board on all significant matters discussed at the Committee meetings.

Evaluating effectiveness

The Committee will:

- Evaluate its performance on an annual basis;
- Obtain feedback from the Board on the Committee's effectiveness; and
- Review this Charter every three years and discuss any required changes with the Board and ensure that the Charter is approved or re-approved by the Board.

Conflicts of interest

All Committee members will declare any conflicts of interest when they join the Committee. The Register of Interests for Committees form will be completed and submitted to the secretariat. Any changes will be reported to the secretariat. Conflicts of interest are reported at each Committee meeting.

At the commencement of each meeting the Chair will invite Committee members present to declare any conflict of interest within the agenda.

The absence or declaration of a conflict will be recorded in the minutes of the meeting.

Should a conflict of interest be declared by a Committee member, the Chair will ascertain the nature of the conflict and propose to the meeting that one of the following be carried out when that item is reached on the agenda:

(a) The member will contribute in full to discussion of the item and participate in any vote that may arise;

(b) The member will contribute in full to discussion of the item but refrain from any vote that may arise;

(c) The member will refrain from discussion of the item and from any vote that may arise; or

(d) The member will leave the room for the duration of the agenda item.

Should the other Committee members accept a recommendation from the Chair that a Committee member with a material personal interest be able to vote and be present for the discussion, then a resolution must be made to that effect. This resolution will be recorded in the minutes of the meeting.

Circulating Resolution

The preferred mode of decision making is in a formal meeting. It is recognised that immediate or urgent action and/or resolution and these matters may be solved via a circulating resolution.

Any circular resolution must have 100% affirmation from all Committee members.

A matter requiring decision may be disseminated to all Committee members with the relevant attached information. This may be disseminated via email or an electronic voting platform.

The resolution must be clear and all Committee Members are required to respond. Following the receipt of Committee Members votes, a confirmation will be forward to confirm to the resolution to the Committee that will be ratified at the next formal meeting.

Details of the circulating resolution will be minuted at the next formal meeting to formally record and ratify the resolution.

Authority

The Committee will conduct its business under the Charter, policies and guidelines approved by the ADC.

Upon receipt of a recommendation or advice from the Committee, the ADC Board may request that the Committee gives further consideration to any relevant matters or takes further action as they may specify.

5. Document information

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*unless otherwise indicated, this policy will continue to apply beyond the review date