AUSTRALIAN DENTAL COUNCIL INTERNATIONAL

International Accreditation Committee Charter

Purpose

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

Overview

The ADCI Accreditation Committee ('the ADCI Committee') is a standing committee of the Australian Dental Council that makes decisions and/or recommendations to 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'). The ADC has extensive expertise in accreditation of education and training programs in the dental sector. The ADC accredits all dental programs that lead to registration in Australia, including undergraduate dentistry programs and postgraduate specialist dental programs.

The ADC offers accreditation services to education providers delivering dental education and training programs outside of Australia and New Zealand under its brand ADC International. ADCI can assist across a range of activities including:

- the development and review of quality assurance standards, policies and process to ensure their alignment with best practice
- the accreditation of international dental practitioner programs, benchmarking them against Australian standards.

Scope

This Charter applies to the CEO, Company Secretary, Committee members and members of the Board of Directors.

Terms of reference

The ADCI Committee's terms of reference are to:

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

b) assess dental practitioner programs against Accreditation Standards and make decisions and/or recommendations regarding accreditation outcomes to the ADC Board.

c) when requested, provide input and expert advice on the development and review of quality assurance standards, policies and processes for international clients to ensure their alignment with best practice

d) provide advice to ADC on the establishment and review of international accreditation policies and processes as requested

e) consider reports and advice from Working Parties; and

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

Membership

The ADCI Committee will comprise a maximum of seven members including:

- the ADC Chief Executive Officer (CEO)
- a minimum of one member who is a member of the ADC Accreditation Committee.
- at least one member who has experience in accreditation in an international context, not necessarily a dental practitioner
- at least three members who are registered dental practitioners including:
    - at least one member who is a general dentist
    - and
    - at least one member who is a dental specialist.

The Chair will be appointed by the ADC Board of Directors.

In appointing members to the ADCI Committee, the ADC Board will seek to ensure that the ADCI 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
- expertise in program accreditation in international contexts
- employment of dental practitioners in the private and public sectors.

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

Appointments

Appointments to the ADCI Committee 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 ADC International Accreditation Committee Chair.

Meetings

- The ADCI Committee will meet as required, face-to-face or by videoconference
- The ADCI Committee will meet at least once annually
- The quorum of the ADCI Committee is a majority of the members
- The ADCI Committee may establish working parties as required, with the agreement of the ADCI Chair and the ADC CEO

- There is a standing invitation for other ADC Board Members to attend the ADCI Committee meetings
- The ADCI Committee will invite members of management and any other persons deemed appropriate to attend meetings and provide pertinent information
- The ADCI Committee Chair may devote time in any agenda for the purpose of confidential open discussion with members of the ADCI Committee
- 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 ADCI Chair and ADCI Committee members within 2 weeks after the meeting
- At a subsequent meeting, the minutes will be checked and endorsed by the ADCI Committee, as an accurate record of the meeting

Cultural Safety Commitment

The ADC is committed to cultural safety. While the ADCI does not assess international programmes against Australian cultural safety standards, it is 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 documents from the ADCI Committee meetings are to be included in the agenda of the next available ADC Accreditation Committee meeting, and the ADC Accreditation Committee member that sits on the ADCI Committee will brief the ADC Accreditation Committee on all significant matters discussed at the ADCI Committee meetings.

The minutes of and any relevant documents from the ADCI Committee meetings will also be included in the agenda of the next available ADC Board meeting, the ADC CEO will brief the ADC Board on all significant matters discussed.

Evaluating effectiveness

The ADCI Committee will:

- evaluate its performance on an annual basis
- obtain feedback from the ADC Board on the ADCI Committee's effectiveness.
- 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 ADCI Committee members will declare any conflicts of interest when they join the ADCI 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 ADCI Committee meeting. At the commencement of each meeting the ADCI Chair will invite ADCI 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 an ADCI Committee member, the ADCI 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.

The Chair will make a recommendation to the Committee that will be approved or not approved by resolution. The outcome of the decision of the Committee from the proposed resolution will be recorded for the minutes.

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 ADCI Committee members. A matter requiring decision may be disseminated to all ADCI 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 ADCI Committee Members are required to respond. Following the receipt of ADCI Committee Members votes a confirmation will be forwarded to confirm to the resolution to the ADCI 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 and responsibilities

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

The ADC Board may request that the ADCI Committee gives further consideration to any relevant matters or takes further action may specify.

Meeting minutes are included in the agenda of the ADC Accreditation Committee and the ADC Board meetings and any relevant documents are made available.

Document information

Policy Owner:	CEO
Approved by:	Board of Directors
Approval date:	12 March 2026
Effective date:	12 March 2026
Date for review*:	12 March 2027
Version:	2.0

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