



australian
pharmacy
council

Accreditation Committee By-Law

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List of Abbreviations

Abbreviation	Term
APC	Australian Pharmacy Council
CEO	Chief Executive Officer
CPD	Continuing Professional Development
ITPs	Intern Training Programs
PCNZ	Pharmacy Council of New Zealand
PharmBA	Pharmacy Board of Australia

Accreditation Committee By-Law

1. Purpose

The Accreditation Committee (the Committee) is an operational committee of the Australian Pharmacy Council Ltd (APC). This By-Law, as per Section 24 of the APC Constitution, sets out the objectives and role of this committee. In the event of any inconsistency between the APC Constitution and this By-Law, the APC Constitution prevails.

2. Preamble

The Accreditation Committee is an operational committee of the Australian Pharmacy Council to inform and advise the CEO of accreditation decisions arising from their meetings.

The Committee has responsibility for accreditation decisions in accordance with policies set by the Board.

The Committee's structure draws upon relevant expertise across the pharmacy profession, academia and the community to enable the Committee to make decisions that are robust and defensible.

The Committee is not intended to take the place of any stakeholder consultation required as part of the accreditation functions of the APC.

Formal external communication with the PharmBA, PCNZ and education providers relating to accreditation and examination matters will normally come from APC under the signature of the Executive Director Professional Services.

3. Terms of Reference

The purpose of the Accreditation Committee is to:

- i. Decide and monitor the accreditation of Australian university pharmacy programs and providers, ITPs and CPD accrediting bodies against the relevant Accreditation Standards
- ii. In accordance with contractual agreement between PCNZ and APC, decide and monitor the accreditation of New Zealand pharmacy programs and providers against the relevant Accreditation Standards and make recommendations regarding accreditation to the Pharmacy Council of New Zealand for consideration.
- iii. Work closely with the APC Examination Team in the identification of examination issues of mutual or strategic interest
- iv. Work closely with the APC Moderation Group in the identification of examination issues of mutual or strategic interest
- v. Undertake any other task referred to it by the APC

4. Members

The Accreditation Committee is a skills-based operational committee, and the members of the Committee will be appointed by the CEO following a selection process.

A skills matrix setting out the attributes and competencies required for each member is attached in Appendix A. Members of the Committee may also be APC Directors.

The Chair will be appointed by the APC Board in accordance with the skills, experience and terms described in this By-Law. The Chair will not be an APC Board Director.

The Committee shall be comprised of up to eight individuals, at least one of whom will be an APC Director, including:

1. One pharmacy academic with extensive experience in tertiary pharmacy education in Australia or New Zealand who will act as Chair of the committee
2. One pharmacy academic with experience in tertiary pharmacy education in Australia or New Zealand, particularly in the area of curriculum design
3. One pharmacy academic with experience in tertiary pharmacy education in Australia or New Zealand, particularly in the area of pharmacy competency standards and assessment, and clinical education and training
4. One practising pharmacist with experience in hospital pharmacy and clinical education
5. One practising pharmacist with experience in community pharmacy and the supervision of intern pharmacists
6. One member with expertise in interprofessional learning, assessment or accreditation
7. One community representative member

The Committee shall elect one member to be the Deputy Chair.

A quorum at every meeting shall be formed by five members of the Committee, one of whom must be the Chair or Deputy Chair.

5. Committee Member obligations and roles

Accreditation Committee members are expected to undertake their responsibilities:

1. In good faith
2. With care and diligence and
3. With an awareness of actual, potential or perceived conflicts of interest.

Accreditation Committee members are expected to

- Review and carefully consider agenda papers and other information provided to them so as to make informed decisions
- Contribute actively to discussions and decision-making
- Abide by the policies of the APC, including the Conflict of Interest Policy and the Code of Conduct
- Sign the APC Confidentiality Deed
- Keep themselves informed of trends, issues and developments within the pharmacy profession and higher educational and assessment sectors.
- Abstain from participation on Site Evaluation Teams (SET teams) or act as application reviewers

6. APC obligations

To assist Committee members in their duties, the APC will:

1. Provide agenda papers to members with adequate time for reading and reflection,
2. Provide additional information if requested,

3. Provide training and induct members into APC processes and structures,
4. Provide venues and/or teleconferencing facilities as and when required,
5. Provide a sitting fee
6. Cover transport and accommodation costs as required.

7. Appointment Process and Term Limits

1. Vacant positions on the Committee will be advertised publicly.
2. A selection panel will be appointed by the CEO.
3. The selection panel may interview shortlisted candidates and make recommendations for appointment to the CEO.
4. The Chair or members can be appointed for a maximum of three terms (consecutive or non-consecutive) and the duration of each term will be a maximum of three years

8. Meetings

The Accreditation Committee will meet up to 6 six times a year.

At least two of these meetings will be face-to-face meetings and no more than four will be held *via* teleconference (or other technology-enhanced platform).

Additional meetings will be held by teleconference should circumstances require.

Decisions can also be made by the Committee via the APC Email Resolution Policy.

Papers will be distributed electronically in advance of each meeting.

9. Authority and Responsibilities

The Accreditation Committee will conduct its affairs under the By-Law, and according to policies and guidelines approved by the Board.

Any decision to revoke accreditation of a provider must be referred to the Board for review and decision.

Upon receipt of a decision regarding accreditation from the Accreditation Committee, the Board may request that the Accreditation Committee give further consideration to any relevant matters.

The Board will advise the PharmBA of accreditation decisions and the PCNZ of accreditation recommendations within New Zealand.

10. Related documents/ Links

[Conflict of Interest Policy](#)

[Code of Conduct for Committee Members](#)

Appendix A: Skills Matrix for the Accreditation Committee

One pharmacy academic with extensive experience in tertiary pharmacy education in Australia or New Zealand who will act as Chair of the committee

Skills and attributes relevant for this position include:

- a) A minimum of 10 years significant demonstrable experience in a leadership role of an Australian/New Zealand pharmacy program
- b) Proven experience and knowledge of university academic committee and board processes and structures;
- c) Substantial experience and knowledge of university administrative processes and structures;
- d) Experience in chairing committees, panels or boards in the academic, educational or not-for-profit sectors
- e) Extensive knowledge of committee process and procedures,
- f) Ability to synthesise complex information and build consensus in a group setting

One pharmacy academic with experience in tertiary pharmacy education in Australia or New Zealand, particularly in the area of curriculum design and assessment methods

Skills and attributes relevant for this position include:

- a) A minimum of 5 years as a university pharmacy academic;
- b) Proven experience with and knowledge of university curriculum design and implementation;
- c) Experience serving on a university Teaching and Learning Committee (or equivalent);
- d) Proven experience with, and knowledge, of assessment methodology and moderation
- e) Experience on decision-making committees
- f) Ability to synthesise complex information and formulate a decision contemporaneously

One pharmacy academic with experience in tertiary pharmacy education in Australia or New Zealand, particularly in the area of pharmacy competency standards and workplace training

Skills and attributes relevant for this position include:

- a) A minimum of 5 years as a university pharmacy academic;
- b) Proven experience with and knowledge of the National Competency Standards Framework for Pharmacists in Australia or New Zealand
- c) Proven experience and knowledge of the processes, assessments and structures of experiential learning and workplace training
- d) Experience on decision-making committees
- e) Ability to synthesise complex information and formulate a decision contemporaneously

One practising pharmacist with experience in hospital pharmacy and the supervision of student and intern pharmacists

- a) Current general registration as a pharmacist in Australia or New Zealand
- b) A minimum of 5 years' experience as a senior clinical pharmacist, clinical educator or Director of Pharmacy;

- c) Proven experience with and knowledge of the National Competency Standards Framework for Pharmacists in Australia or New Zealand
- d) Proven experience and knowledge of the processes, assessments and structures of intern training programs and supervised practice requirements
- e) At least three years' experience and involvement with the supervision and mentoring of pharmacy interns and early-career pharmacists in a hospital setting;
- f) Demonstrated understanding of adult learning principles for post-registration or continuing professional development education
- g) Experience of effective outcomes in working across interprofessional teams
- h) Experience on decision-making committees
- i) Ability to synthesise complex information and formulate a decision contemporaneously

One practising pharmacist with experience in community pharmacy or primary care settings, and experience in the supervision of student and intern pharmacists

- a) Current general registration as a pharmacist in Australia or New Zealand
- b) A minimum of 5 years' experience as a community pharmacist;
- c) Proven experience with and knowledge of the National Competency Standards Framework for Pharmacists in Australia or New Zealand
- d) Proven experience and knowledge of the processes, assessments and structures of intern training programs and supervised practice requirements
- e) At least three years' experience and involvement with the supervision and mentoring of pharmacy interns and early-career pharmacists in a community pharmacy setting;
- f) Demonstrated understanding of adult learning principles for post-registration or continuing professional development education
- g) Experience with working across interprofessional teams;
- h) Experience on decision-making committees or professional bodies;
- i) Ability to synthesise complex information and formulate a decision contemporaneously;

One interprofessional assessment or accreditation expert

- a) Current or previous experience as a non-pharmacist health practitioner
- b) An appreciation of the role of accreditation bodies within National Registration and Accreditation Scheme
- c) A minimum of 5 years' experience in the accreditation or quality assurance of another registered health profession
- d) Proven ability and experience with the application of educational standards at a national level
- e) Experience on decision-making committees or professional bodies, particularly dealing with quality assurance or compliance;
- f) Ability to synthesise complex information and formulate a decision contemporaneously;

One community member

- a) A minimum of 5 years' experience as a community representative on a health, regulatory or accreditation decision-making body

- b) An appreciation of the role of accreditation bodies within National Registration and Accreditation Scheme
- c) An understanding of the higher education sector
- a) Proven ability to bring a consumer focus to decision-making
- b) Ability to provide a national perspective on accreditation decisions
- c) Ability to synthesise complex information and formulate a decision contemporaneously.

