

1. Terms of reference

1.1 Role

The Specialist Education Accreditation Committee is a standing committee of the Australian Medical Council (AMC), established under the Constitution of the Australian Medical Council Limited to perform functions in connection with the standards of medical education and training, specifically specialist medical education, education and training for endorsement of registration, continuing professional development, and specialist international medical graduate assessment.

The committee's role relates to the following objects of the Company:

- (a) to improve health through advancing the quality and delivery of medical education and training associated with the provision of health services in Australia and Aotearoa New Zealand;
- (b) to develop accreditation standards, policies and procedures for medical programs of study based predominantly in Australia and Aotearoa New Zealand, for prevocational supervised practice

- reviews and reports to Directors on achievement, performance and quality improvements in medical education and training
- contributes to and advises the AMC on national and international developments and discussions concerning medical education
- sponsors and undertakes activities that promote improvement in medical education that respond to evolving health needs and practices, and educational and

The chair of the committee has authority to:

- (1) recommend to Directors short administrative extensions to accreditation of programs for endorsement of registration (of medical practitioners for acupuncture) and their providers or CPD homes that meet the accreditation standards for periods of up to three months
- (2) approve the membership of a panel for selection of a committee member
- (3) appoint substitute members of accreditation teams.

2. Membership

The Specialist Education Accreditation Committee consists of those persons (not less than 14 in number) from time to time appointed by the Directors.

The term of office of a member of the committee (other than the chair, in that capacity) may not exceed four consecutive years. The term of office of the chair of the committee may not exceed four consecutive years.

If the Directors are satisfied that it is in the best interests of the Australian Medical Council, the Directors may permit the chair or a member of the committee to hold office for a period or periods of more than four consecutive years, but in any event no more than 8 consecutive years.

An appointment to an established position on the committee takes effect from the date of the vacancy in the position. For a new position, appointment takes effect from the date Directors make the appointment.

A member's term of office ends at the annual general meeting of the Council for the relevant year.

The Committee will also include a senior employee from the Australian Government Department of Health with an understanding of health workforce issues, as technical advisor. The role of technical advisor is agreed between the AMC and the Department of Health and may be reviewed from time to time as, required. The technical advisor is not a voting member.

3. Chair

AMC Directors appoint the chair of the committee, who becomes ex officio a member of the committee. The chair of the committee shall be a person who is not a Director and who is not a member of the Council.

Organising meeting

- scheduling meetings and notifying committee members
- inviting specialists/subject experts to attended meetings when agreed by the chair
- issuing notices of meeting

APPENDIX A: Membership of the Specialist Education Accreditation Committee

Members may fill more than one category of membership.

Membership category	Selection process: Nominations/ Expression of interest (EOI)
Chair – appointed by AMC Directors	EOI
Deputy Chair – appointed by AMC Directors on advice of the Chair	Chosen by Chair from among the members
At least one member of the Council	Identified by Chair from among the members of Council based on the needs of the Committee at the time
Chair, Recognition of Medical Specialties Sub Committee	EOI
Chair, Progress Reports Sub Committee	EOI
Aboriginal and Torres Strait Islander member	EOI
M ori member	EOI
One member with experience in setting professional standards drawn from the medical profession	Nominations by the AMA
Three members from the specialist medical education and training phase of medical education	Nominations by the Council of Presidents of Medical Colleges
One member with experience of delivery of specialist medical education and training in Aotearoa New Zealand	Nominations by the Medical Council of New Zealand
A member on behalf of the state /territory health jurisdictions	Nominations by the Health Chief Executives Forum
A medical educationalist	Nominations by the Medical Deans Australia New Zealand
A member with expertise in graduate (non-medical) education	Nominations by Universities Australia
A senior specialist medical trainee	Nominations by the AMA Council of Doctors in Training
Two members with a background in, and knowledge of, health consumer issues	EOI
Two members who hold senior positions at a health service in Australia and Aotearoa New Zealand	EOI

