

Regional Accreditation Panels Terms of Reference

1. Purpose

The panel is the decision making authority responsible for regional accreditation decisions and a forum to discuss workforce needs and issues arising, related to its responsibility for accreditation of training sites and supervisors in its region, against the RACGP Standards to deliver the Australian General Practice Training (AGPT) program.

2. Application

These TOR apply to the Regional Accreditation Panels.

These TOR are to be read together with the *RACGP Constitution, Education and Workforce Committee TOR*, the *Declaration of Interests Policy*, and the *Member Code of Conduct*.

3. Background

The RACGP has developed, evaluated, and reviewed two sets of Standards – [Standards for General Practice](#) (practice standards) and [Standards for General Practice Training](#) (training standards). Accreditation against these standards assures high quality training of GP registrars within practice environments that provide safe systems for doctors, staff, and patients. All training practices must meet the practice accreditation standards, hospital sites must be accredited by the relevant equivalent authority. Accreditation as a training practice against the RACGP Standards for General Practice training is therefore a marker of excellence.

Accreditation of training sites and supervisors against the RACGP Standards for general practice training (3rd edition) ensures that:

- the practice environment is safe and supports the achievement of training outcomes
- the training site provides quality training for the registrar and is safe for the patients
- the context of the training site is suitable for the training needs and
- the supervision is matched to the training needs and competence of the registrar.

Accordingly, GPs who complete the training program can practice unsupervised anywhere in Australia and meet the highest standards of quality and safety expected by the Australian community.

The RACGP is recognised and accredited by the [Australian Medical Council](#) (AMC), the profession and the community as the body responsible for developing and maintaining the standards of training for general practice in Australia. The RACGP undergoes formal accreditation, assessment, and regular review to ensure it continues to meet these required standards.

The RACGP utilises quality improvement, research, and evaluation to monitor systems against the standards to better support registrars. This achieves the RACGP's accreditation requirement with the AMC and provides a continuous quality improvement cycle. This ensures that the standards are being

applied consistently and appropriate quality supervision in supportive learning environments is being provided nationally.

4. Establishment

Regional Accreditation Panels, established in 2023 have regional decision-making authority and are accountable to the RACGP National Accreditation Committee through their reporting to the National Accreditation Unit.

These panels are governed by these Terms of Reference (TOR) and ensures appropriate implementation of accreditation systems regionally. The panels manage regional issues arising and ensures alignment with the standards.

Function

The panel's purpose is to oversee, monitor and make decisions in relation to accreditation related activities within its region.

Responsibilities

The panels will:

1. Ensure a consistent and transparent approach to accreditation of training sites and supervisors within the region
2. Discuss and plan regional workforce strategies based on review of workforce need
3. Formally approve new accreditations and establish appropriate provisional conditions as applicable
4. Evaluate regional systems to ensure they align to national requirements
5. Liaise closely with and consider feedback from local teams
6. Discuss and consider management of any concerns or issues raised through dynamic monitoring of sites and supervisors including remote supervision locations
7. Discuss underperforming training sites and supervisors, plan remedial actions and potential conditions
8. Review previously applied conditions
9. Discuss high performing training sites and supervisors and flag suitable locations for potential registrar remediation
10. Review regional management of critical incidents and adverse events with regards to identification of red flags. Share relevant information with ACRRM where the site also holds ACRRM accreditation.

5. Duties

The panels, in performing their functions must:

- (a) ensure that its recommendations and advice are consistent with RACGP standards and policies, AMC accreditation requirements, requirements of any other regulatory or government agencies and legal obligations in the wider community
- (b) consider RACGP member input.

6. Membership

6.1 Committee composition

The panel membership will consist of:

1. Regional Accreditation Coordinator,
2. Regional Senior Medical Educator Accreditation or nominee,
3. Regional Director of Training,
4. Supervisor Liaison Officer, or supervisor representative
5. Registrar Liaison Officer or registrar representative
6. Regional Workforce and Distribution Manager
7. Regional Operations Manager

The Training Accreditation Lead may be invited to attend if a process matter is being discussed. Local Team members may attend if relevant to an issue being discussed and external persons or organisations may from time to time be invited to provide input or advice to the panel. National Censor-Faculty for Aboriginal and Torres Strait Islander Health and National Rural Censor should also be invited to attend where there are issues relevant to their role. State Censors, have a standing invitation to attend.

Members of the Accreditation Panel will ensure that all actual, potential or perceived conflicts of interest are declared and documented appropriately.

7. Proceedings

Meetings

- (a) The panel meetings may be held by means of any technology that gives the members a reasonable opportunity to participate.
- (b) A quorum for the panel is five panel members and must include the Chair.
- (c) Meetings are scheduled at least quarterly or more often if required.
- (d) Where an urgent matter arises and a meeting is not possible to arrange, documents may be forwarded to panel members for review and return, and a subsequent consensus reached. This process should be overseen by the Chair.
- (e) A quorum of three panel members is required for decisions on urgent matters and must include the Chair – Regional Senior ME - Accreditation or delegate, Regional Accreditation Coordinator, and Regional Director of Training or delegate. If a conflict of interest has been identified, an alternative representative may be used as a delegate.
- (f) Recommendations arising at any meeting are decided by a majority of votes of those personally present. In the case of an equality of votes, the recommendation is lost.

The Chair

The panel will be chaired by the Regional Senior ME - Accreditation or nominee, whose responsibilities are to ensure:

- (a) the committee's deliberations are consistent with RACGP policies and with these terms of reference
- (b) members receive a minimum of 14 days of notice of each meeting
- (c) members receive an agenda and the pre-reading at least 5 business days prior to each meeting
- (d) meetings are carried out in a fair and impartial way allowing each member to contribute to the discussions with a view to the committee arriving at a consensus on an issue
- (e) a full and frank discussion takes place about the matters under deliberation
- (f) documentation of the minutes, agendas and action items will be undertaken by the Regional Accreditation Coordinator
- (g) the record of outcomes and the report are approved by the members present at the meeting
- (h) outcomes are recorded and a report on training site and supervisor accreditations, monitoring issues and flags, and the evaluation of remote supervision processes and accreditation systems is provided to the National Accreditation Unit within 2 weeks after each meeting.

8. Confidentiality

Panel members will receive or have access to Confidential Information. Panel members must only use or disclose such information to the extent necessary to satisfy their duties and responsibilities.

If there is uncertainty as to whether any information is confidential, such information is deemed confidential and not within the public domain.

Panel members must safeguard Confidential Information received by adopting and maintaining reasonable precautions.

Panel members must not make any press or other announcements or releases in connection with any deliberations, outcomes or decisions of the committee.

9. Conflicts of Interest and Duty

Panel members must not place themselves in a position of conflict of interest whereby their obligations to satisfy their duties and responsibilities are compromised, potentially compromised, or perceived to be compromised.

No panel member may use their position, their authority or any information received to obtain an advantage for themselves or detriment for others.

Panel members must comply with the RACGP *Declarations of Interest Policy*.

Panel members must not compromise their professional judgment because of bias, conflict of interest or the undue influence of others. In such circumstances, they must not continue performing their duties and promptly notify the Chair and the RACGP as appropriate.

10. Amendment of these Terms of Reference (TOR)

The National Accreditation Committee may make amendments to these TOR at any time. The Regional Accreditation Panels can make recommendations to amend these TOR to the National Accreditation Committee for consideration.

11. Responsibilities

Education and Workforce Committee		Responsible for approval of TOR.
Regional Panels	Accreditation	Must comply with the TOR.
National Committee	Accreditation	Responsible for reviewing TOR

12. Glossary

Confidential Information	Includes any information: <ul style="list-style-type: none"> the subject of a confidentiality provision or confidentiality deed under a contract to which the RACGP is a party generated in Board proceedings which the Board deems to be confidential which is subject to the <i>Privacy Act 1988</i> (C'th) or any equivalent state-based legislation such as the <i>Privacy and Data Protection Act 2014</i> (Vic) or the <i>Health Records Act 2001</i> (Vic) trade secrets which would give rise to a legal obligation of confidentiality, or information gained by virtue of occupying a position as an employee, member, director or contractor of the RACGP which is of its nature confidential at law. <p>Does not include:</p> <ul style="list-style-type: none"> any information in the public domain, or any information which would be confidential to another party where that party has explicitly agreed to the information no longer being confidential
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13. Related Documents, Legislation and Policies

[RACGP Constitution](#)

[Declaration of Interests Policy](#)

[Member Code of Conduct.](#)

Compliance

N/A

Guidance

N/A



Healthy Profession.
Healthy Australia.

14. TOR Review and Currency

These TOR will be reviewed every 2 years from the last approval date.

Version History

Release Notice			
Version	Date of effect	Amendment details	Amended by
1.0	1 September 2022		Noelene Cooper
1.1	August 2023		Noelene Cooper, approved by the National Accreditation Committee
1.2			
Document owner:	Censor in Chief		
Approved by:	Education and Workforce Committee	Approved on: 1 September 2022	To be completed
Next Review Due:	1 September 2024		