

# Terms of Reference

## PMAQ Accreditation Committee

### Purpose

The Medical Board of Australia (MBA) has accredited the Queensland Department of Health (Department) as an intern training accreditation authority.

The Department undertakes the accreditation functions, including monitoring and reporting, for Queensland medical intern Training Programs through Prevocational Accreditation Queensland (PMAQ). The Department is committed to administering an accreditation review process that is transparent, impartial and fair.

The purpose of PMAQ is to administer:

- a standardised approach to the accreditation of intern education and training programs in Queensland ensuring compliance with the Australian Medical Council Intern Training Framework
- accreditation processes that are reliable, impartial, transparent and clearly communicated
- a system of accreditation that enables quality assurance and continuous quality improvement principles to Queensland intern education and training programs
- a system that maintains compliance with the Australian Medical Council Intern Training - Domains for assessing accreditation authorities

### Governance

The Department administers the accreditation function through PMAQ, a unit within Prevention Division.

PMAQ administers a system of accreditation that ensures quality education and training for medical interns, provides quality assurance and promotes quality improvement, through the review of prevocational medical education and training programs that enables the provision of safe patient centred care.

The PMAQ Accreditation Committee (Committee) has been established to develop, monitor and evaluate the standards, processes and procedures that support the system of intern accreditation and decide on activities related to and the outcomes of these accreditation activities. The Director-General has authorised the Accreditation Committee to make accreditation decisions on behalf of the Department. The Committee reports to the Chief Health Officer and Deputy Director-General, Prevention Division.

Decisions made by the Committee may only be overturned through formal review. The PMAQ Governance Structure is included as **Appendix 1**.

# Functions

The functions of the Committee are to:

1. Decide whether to accredit, accredit with conditions, or not accredit facilities as intern training facilities.
2. Critically assess and actively monitor recommendations made by PMAQ assessment teams regarding the accreditation of intern education and training facilities in Queensland including:
  - a. Review of assessment methodology
  - b. Analysis of evidence, based on survey team reports
  - c. Specific conditions identified and recommended outcomes
3. Ensure all decisions are made in accordance with the Department's published [Accreditation Policy](#)
4. Monitor the continued compliance of accredited facilities including associated processes and outcomes.
5. Receive and assess applications for the accreditation of new intern posts against the Queensland Intern Medical Accreditation Standards (the Standards)
6. Prepare an annual work plan for the following year on or before 31 August each year with timelines for all PMAQ accreditation activity.
7. Establish and maintain a schedule that sets out PMAQ accreditation activities over the four-year PMAQ accreditation cycle.
8. Review and endorse PMAQ's accreditation Policy, Standards and processes, as required, to ensure their relevance, effectiveness and their alignment with the Australian Curriculum Framework and the AMC National Internship framework.
9. Review and endorse the PMAQ procedures, guidelines and tools developed to support accreditation activity.
10. Provide summary reports after each meeting to the Chief Health Officer and Deputy Director-General.
11. Establish and maintain a risk register and escalate any high risks that are unable to be resolved through established processes to the Chief Health Officer
12. Establish and maintain a quality improvement register for use in informing regular evaluations of PMAQ including the Accreditation Committee.
13. Annually, in March, review the composition and capacity of the list of assessors to ensure ongoing viability of accreditation processes.
14. As required, consider reforms on the national agenda that are relevant to intern accreditation.
15. Endorse administrative recommendations for the composition of accreditation assessment teams.
16. Provide input into the establishment and terms of reference for the:
  - a. Directors of Clinical Training / Medical Education Officer Forum Executive Committee
  - b. Junior Medical Officers Forum Queensland Executive Committee

## Membership

The membership of the Committee will comprise the following members:

1. Chair, PMAQ Committee (Accreditation expert external to health industry)
2. Medical Workforce Manager
3. Assessor Representative
4. General Practitioner representative
5. Assessor Representative (regional)
6. Chair, Executive Director of Medical Services Forum
7. Chair, Director of Clinical Training / Medical Education Officer Forum Executive Committee
8. Deputy Chair, Director of Clinical Training / Medical Education Officer Forum Executive Committee
9. Chair, Junior Medical Officer Forum Queensland (JMOFQ) Executive Committee
10. Interstate representative
11. Private Hospital Representative
12. Consumer Representative (external to Queensland Health)
13. Medical School Representative

Note: The committee will transition to this revised membership in mid-2020.

## Chair & Deputy Chair

The Department of Health will determine the appointment of the Chair through a formal selection process.

The Chair will be an accreditation expert external to the health industry. A position description for the role of Chair is attached which summaries the specific skills, experience and personal attributes required for this position (**Appendix 2**).

The Committee will nominate members for the position of Deputy-Chair from within the membership of the Committee to the Chief Health Officer and Deputy Director-General for decision.

## Committee Members

PMAQ departmental staff in conjunction with the Chair will be responsible for short-listing committee nominees. Short-listed nominees will be referred to the Chief Health Officer and Deputy Director-General for decision. Prospective members will require the support of the relevant Hospital and Health Service Chief Executive (or equivalent) and be assessed according to:

1. Alignment of skills with PMAQ's strategic direction
2. Individual technical and behavioural competencies – experience, skills, attributes and capabilities
3. Cultural fit
4. Committee composition

## Consumer Representative

The Committee recognises that consumers have a key role in the planning, design, delivery, monitoring and evaluation of health services. PMAQ has identified the requirement for consumer involvement at a number of levels of the accreditation process including during the development and review of our policies and procedures, as interviewees during facility assessment processes and as a standing member of the Committee. PMAQ will prepare a position description for the role of Consumer Representative as part of the Committee's initial recruitment process for this position.

## Committee Responsibilities

### Chair

The roles and responsibilities of the Committee Chair are to:

1. Chair the Committee in the interests of PMAQ ensuring PMAQ standards and procedures are implemented and adhered to. This may involve strategic oversight of the processes for managing PMAQ assessors (including their experience & the number of individuals available) and other sub-groups of the committee.
2. Represent the Committee as required at accreditation forums.
3. Approve the circulation to members of draft committee meeting minutes within ten working days of each meeting.
4. Assume responsibility for orientating new committee members.
5. Provide advice to PMAQ on behalf of the committee.

### Committee Members

The roles and responsibilities of Committee members are to:

1. Ensure they are thoroughly prepared for meetings and actively contribute to the agenda and papers
2. Respect the role of the Chair as leader of meetings and abide by their rulings in relation to meeting procedure
3. Demonstrate fairness and a commitment to in-depth examination of the matters under review
4. Provide advice in the interests of PMAQ
5. Test and challenge recommendations made to the committee
6. Circulate the approved Committee communique to each of the groups represented on the Committee
7. Facilitate the sharing of information between stakeholders and PMAQ, including appropriate consultation as required

The Committee are also authorised to:

1. seek advice from external experts
2. establish working groups to perform activities relevant to its functions
3. consult appropriately in order to obtain information relevant to the functions of the Committee.

## Tenure

The term of the Chair and Deputy-Chair positions is three years. An individual may undertake two terms in succession for each position.

Members of the Committee will be formally appointed for a period of up to three years, as specified in the offer of membership. Members may undertake a second term at the invitation of the Chair. Extensions of tenure will be managed through an expression of interest process with appointment determined based on:

- previous performance (including committee participation and contribution), and
- the skills and attributes set out at 4 above.

The Chair will convene a sub-group comprised of the Chair, Deputy Chair and Manager PMAQ to review all applications for membership (including extension of tenure). This group's recommendations will then be provided to the Committee for decision.

## Vacancies

A membership vacancy may occur when a:

1. member's term of office expires
2. member resigns by giving three months' notice in writing to the Chair of the Committee
3. member is absent for three or more Committee meetings, in a calendar year, without prior notification to the Chair
4. individual has been appointed to the Committee in a membership category and they are no longer in that position or eligible to represent the stakeholder group.
5. Member has breached the Committee's confidentiality requirements as defined at 8 (below)
6. Member has not disclosed an interest as defined at 7 (below).

## Conflict of interest

Members are required to disclose any interests which may give rise to a conflict of interest, whether actual, potential, apparent, or likely to arise in accordance with PMAQ's Conflict of Interest Guideline.

The Chair must ensure that conflicts of interests are managed in accordance with PMAQ's Conflict of Interest Guideline.

Members are required to comply with the Code of Conduct for the Queensland Public Service and other relevant employment related legislation when performing their duties on the Committee.

## Confidentiality

Members shall take all steps necessary to preserve the confidentiality of information pertaining to the Committee's deliberations and any information known to the member through performance of Committee functions.

Members shall not disclose Committee discussions or decisions outside the Committee unless there is explicit Committee authorisation to do so which has been noted in the minutes and complies with all other confidentiality obligations. Members must maintain confidentiality of information after their membership of the committee ceases.

## Quorum

A quorum must be reached for each Committee meeting. No decisions can be made without the presence of a quorum. A quorum is achieved when 50% of eligible members (including the Chair) plus one are in attendance for a meeting.

## Review of Committee decisions

The Review of decisions made by the PMAQ Committee will be managed through the PMAQ [Accreditation Review Procedure](#).

## Other participants

The Chair of the Committee may invite or approve, in advance, other people attending meetings. These people do not assume membership.

## Attendance

Members will participate in as many meetings as feasible. Members who are absent without prior notification for three or more meetings per year may be ineligible for ongoing membership.

At the discretion of the chair, members may nominate a proxy. One individual must be nominated as the proxy for the duration of the member's tenure. Proxy's assume the same rights and responsibilities as permanent members of the committee.

## Frequency

The Committee will convene a minimum of eight times per calendar year unless otherwise notified. The Chair of the Committee can review meeting timeframes as required.

The Committee's meeting schedule for the following year will be finalised on or before 31 August each year.

## Meeting Arrangements

### Secretariat

PMAQ will assume the secretariat role for the purposes of recording and preparing minutes, agendas, correspondence and other relevant administrative tasks.

## Submission of Agenda Items

Agenda items and briefing papers shall be submitted to PMAQ no less than seven working days prior to the next scheduled meeting. Where emergent issues arise, these will be addressed at the discretion of the Chair.

## Meeting Procedure

In conjunction with PMAQ, the Chair is to:

1. Actively contribute and manage meeting agendas and background papers to ensure committee priorities are met
2. Ensure timely advice is provided to members regarding meeting times, dates and venues
3. Ensure members receive meeting agendas and papers no less than 5 working days prior to meetings
4. Control the volume of papers submitted to the committee
5. Conduct meetings in a timely manner ensuring order and focus of meeting priorities is maintained
6. Ensure there is agreement on future actions to be taken either by consensus or majority vote
7. Manage and appropriately deal with any grievances and complaints arising between members or within committee sub-groups
8. Manage the following procedural matters at each meeting:
  - a) Confirm that a quorum is present
  - b) Declare the meeting open
  - c) Welcome new members and list/call for apologies
  - d) Request that Committee members:
    - Declare any possible conflicts of interest
    - Request that the committee members approve the Agenda
    - Request that the committee members confirm the minutes from the previous meeting
    - Ensure any formal resolutions are appropriately debated and approved
    - Close the meeting and note when the next meeting is scheduled

## Meeting Out-of-Session

All decisions shall be made at a meeting of the Committee unless an issue requires a decision between scheduled meetings. In this event, at the discretion of the Chair, the Committee will be asked to make an out-of-session decision with the outcome noted at the next scheduled Committee meeting.

- Out-of-session decisions will be coordinated by PMAQ.
- Where a response has not been received by the due date from a member for an out-of-session paper it will indicate non-endorsement of the recommendations

## Remuneration

The Chair and external members of the Committee may be remunerated by PMAQ in accordance with Queensland Government policy.

Committee members who are also employees of the Department or a Hospital and Health Service are required to seek approval for release from their duties from the respective Hospital and Health Service Chief Executive.

Travel and accommodation expenses for all members will be reimbursed in accordance with the Department of Health's Travel Policy.

## Committee Effectiveness

The Committee will coordinate an effectiveness review through a process of annual self-assessments and three yearly independent committee effectiveness reviews and evaluations.

The process and timeline for conducting annual evaluations will be agreed by the Committee each year.

The Committee will also be responsible for:

- determining the scope and appointing an independent assessor for the three yearly (tri-annual) Committee effectiveness evaluations
- reviewing the results of the Committee self-assessments and independent assessments and
- implementing any recommendations.

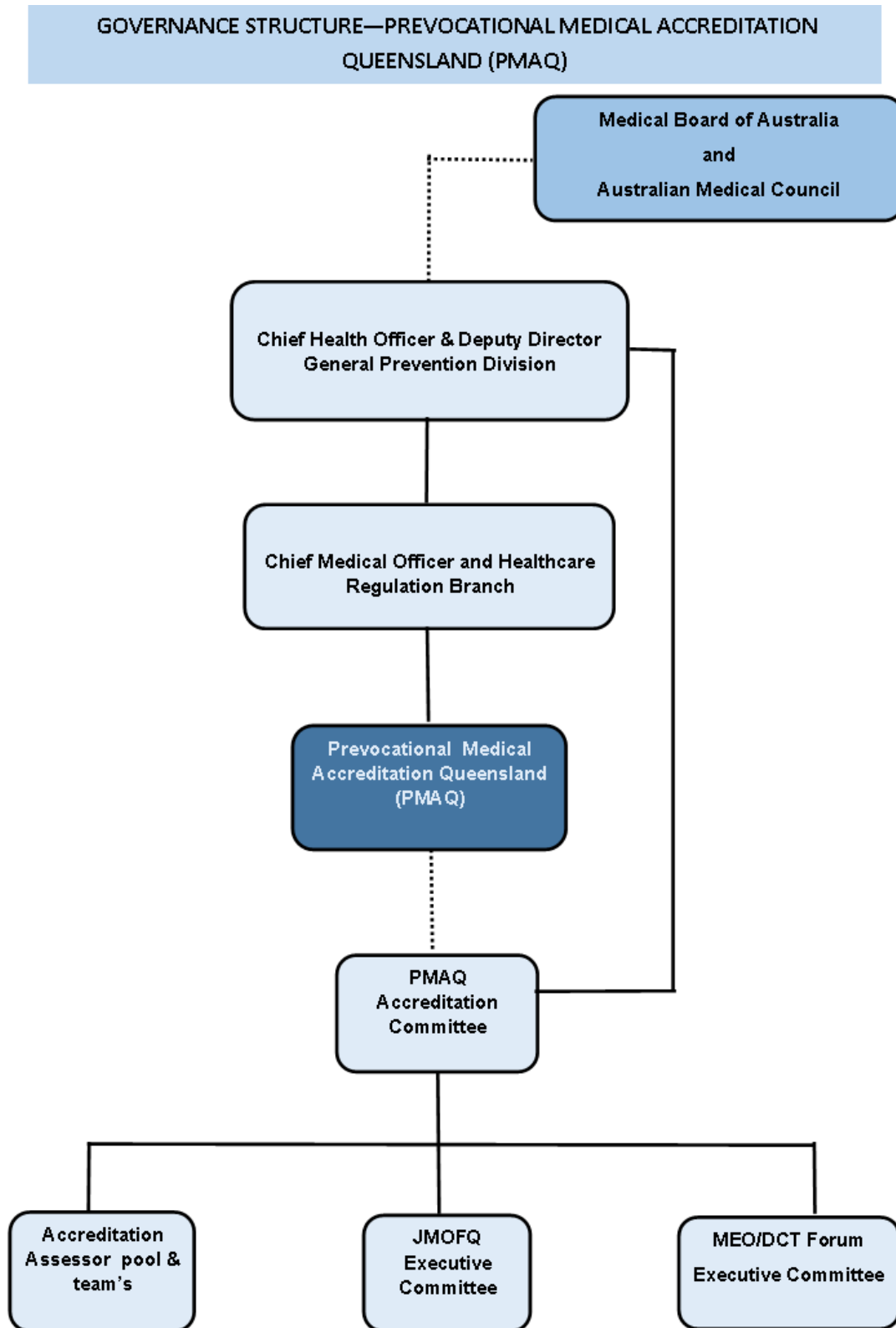


## Version Control

Version	Date	Comments
0.1	November 2018	Initial draft prepared by PMAQ
0.2	13 December 2018	Revision of initial draft following feedback from PMAQ Committee
1.0	17 December 2018	Endorsed by PMAQ Governance Committee
1.1	31 January 2019	Amendment to membership – assessor pool representative amended to assessor pool – general practitioner and additional of private hospital representative
1.2	6 February 2019	Update to logo - For endorsement
1.3	12 March 2019	Update to membership to articulate one assessor pool representative is a General Practitioner endorsed by PMAQ Governance Committee
1.4	17 June 2019	Update to reflect proposed revised governance structure, committee membership and attendance requirements.
1.5	28 June 2019	Additional responsibility added to Section 4, Membership under Committee members, last dot point.
1.6	19 December 2019	Governance arrangements revised and feedback from Legal incorporated
1.7	20 January 2020	Update responsibilities for selection of committee members and alignment of purpose with PMAQ Accreditation Policy
2.0	29 January 2020	Endorsed by Delegate and migrated across to QH template.
2.1	05 August 2020	Included Governance Structure as Appendix 1.

# Appendix 1:

## PMAQ Governance Structure



## Appendix 2:

### Position Description – Chair, PMAQ Accreditation Committee

Key requirements of the role include:

- Significant (10 years +) previous experience in leading the implementation and ongoing management of:
  - Regulatory compliance and accreditation services
  - Due diligence evaluations
  - Complaint resolution and management of issues arising from accreditation and/or quality assurance activities or assessments
  - Development, implementation and review of accreditation policies, procedures and quality assurance approaches
- Higher order understanding of adult education program principles and curriculum development with demonstrated experience in the application, critical assessment and review of the effectiveness of these on programs.
- Demonstrated understanding of the Australian health sector and the intersects between health and education as they apply to the education and training of Queensland junior medical officers.
- The ability to provide an accreditation advisory service that is informed by best practice national and international sources
- An understanding or the ability to rapidly acquire:
  - Working knowledge of the Department of Health's corporate governance and the governance and operational management of Prevocational Medical Accreditation Queensland in its capacity as Queensland's intern accreditation training authority
  - An understanding of Prevocational Medical Accreditation Queensland's model of accreditation, key stakeholders, stressors and risks
- A willingness to manage the Accreditation Committee and Chair meetings in accordance with the committee's Terms of Reference.

The tenure of the position of Chair is three years with the option of extension for an additional three-year period and is remunerated in accordance with the Queensland Government's *Remuneration procedures for part-time Chairs and Members of Queensland Government Bodies*. The role of the Accreditation Committee falls within the category of regulation, administration and advice.