

## Raising Standards – Protecting Patients

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August 2024



### Accreditation Committee – Responsibilities

The Accreditation Committee is responsible for the assessment of Preceptor practices to ensure alignment with AMC standards.

The Accreditation Committee focuses on maintaining a high standard of trainee learning environments to ensure academic rigor and trainee attainment of competency in the key learning areas, as well as safeguard the College's reputation and longevity.

To ensure that the practice visits are carried out efficiently, the following outlines the activities and responsibilities of the Accreditation Committee.

The Accreditation Committee consists of two Board of Censor (BOC) members who are deemed to have no conflict of interest regarding the practice that is being assessed. The Accreditation Committee is supported by the Education Manager, who is responsible for the scheduling of practice visits.

#### Key responsibilities

- Read practice accreditation applications
- Liaise with Education Manager to determine suitable days / times for practice visits
- Conduct the practice visit, whether in-person or virtually, for all sites that the Preceptor rotates trainees through
- Ask questions and obtain additional detail, as appropriate, during the practice visit
- Ensure all elements of the accreditation report are addressed in sufficient detail to make an informed decision regarding practice accreditation
- Participate in discussion and decision-making regarding practice accreditation with their fellow panel member
- If elements of the application are partially met or not met, provide reasoning for this decision and steps that the Preceptor can take to meet all criteria
- Sign the accreditation report and return the completed report to the Education Manager