

**Raising Standards – Protecting Patients**

**TERMS OF REFERENCE**



<b>Name</b>	Cosmetic Surgery Training Program: Accreditation Panel Committee	
<b>Type</b>	Committee	
<b>Date</b>	September 2025	
<b>Review/ cessation date</b>	<b>Review</b> <input checked="" type="checkbox"/>	<b>Cessation</b> <input type="checkbox"/>
<b>Overview</b>	<p>The Accreditation Panel Committee is made up of two (2) members of the BOC for the purpose of undertaking a practice visit and determining the accreditation outcome for that practice. The Accreditation Panel Committee is supported by the Education Manager.</p>	
<b>Aim</b>	<p>The Accreditation Panel Committee is established under the authority of the Education and Training Committee (ETC) to undertake practice visits and determine accreditation outcomes for training practices. The Panel ensures that all training sites meet the standards of patient safety, cultural safety, clinical governance, and educational quality as set out in ACCSM’s accreditation policy and procedures.</p>	
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Review accreditation submissions for practices hosting ACCSM trainees.</li> <li>2. Liaise with the Education Manager to schedule and coordinate site visits.</li> <li>3. Conduct visits, interview preceptors, and review facilities, governance, and supervision structures.</li> <li>4. Ensure accreditation reports are complete, accurate, and evidence-based.</li> <li>5. Determine compliance status (met, partially met, not met) and document findings in the Accreditation Assessment Report.</li> <li>6. Sign and return completed accreditation reports to the Education Manager within one week of visits.</li> <li>7. Ensure conflicts of interest are identified and managed appropriately.</li> </ol>	

	<ol style="list-style-type: none"> <li>8. Contribute to the continuous improvement of the accreditation system by identifying systemic risks and providing feedback to the ETC.</li> <li>9. Assess and accredit Preceptors, ensuring they meet the College's standards for supervision, teaching capability, professional conduct, and commitment to cultural safety and patient-centred education.</li> <li>10.</li> </ol>
<b>Scope</b>	<p>The Accreditation Panel Committee is responsible for:</p> <ol style="list-style-type: none"> <li>1. Reviewing practice accreditation applications and renewals.</li> <li>2. Undertaking practice visits (virtual or in-person) to assess compliance with accreditation criteria.</li> <li>3. Determining whether practices meet, partially meet, or do not meet required standards.</li> <li>4. Ensuring accreditation decisions align with the ACCSM Accreditation Framework and the NSQHS Standards.</li> <li>5. Providing reports and recommendations to the ETC.</li> </ol>
<b>Reporting arrangements</b>	<ul style="list-style-type: none"> <li>- The Accreditation Panel Committee reports to the ETC.</li> <li>- Systemic issues or risks identified during site visits are escalated to the Council via the ETC and BOC.</li> <li>- Preceptors receive draft reports and may provide factual corrections prior to finalisation.</li> </ul>
<b>Liaison and links</b>	<ol style="list-style-type: none"> <li>1. ACCSM Board of Censors.</li> <li>2. ACCSM staff, including the Education Manager</li> <li>3. Preceptors</li> </ol>
<b>Membership</b>	<p>Composition: Six (6) members drawn from the Board of Censors. Two (2) members are convened to conduct each practice visit.</p> <p>Eligibility: All members must be Fellows of the College.</p> <p>Chairing: Visits are co-led by the two convened members.</p> <p>Support: The Education Manager provides administrative support but does not take part in decision-making.</p>
<b>Terms of membership</b>	<ul style="list-style-type: none"> <li>- Members are appointed for a two-year term and may be reappointed without restriction.</li> <li>- Members may not assess practices in which they currently work or have conflicts of interest.</li> <li>- All members are expected to participate in mentoring and training new Panel members.</li> </ul>

<p><b>Meetings and Quorum</b></p>	<ul style="list-style-type: none"> <li>- The Panel meets as required, in line with new accreditation applications or renewal cycles.</li> <li>- A quorum of two BOC members is required for each practice visit and decision.</li> <li>- Meeting notices will include details of the practice seeking accreditation.</li> <li>- Decisions are made jointly by the convened members and documented in the Accreditation Assessment Report.</li> </ul>
<p><b>Election of Members</b></p>	<p>All members of the BOC are members of the Accreditation panel committee.</p>
<p><b>Responsibilities of Council Members</b></p>	<p><b>Conflict of Interest</b></p> <ol style="list-style-type: none"> <li>1. All members must declare any real or potential conflicts prior to site visits.</li> <li>2. Members with conflicts are not eligible to assess the relevant practice.</li> </ol> <p><b>Disputes</b></p> <p>Preceptors will receive draft accreditation reports and be given the opportunity to provide feedback on factual errors within the report, which will be reviewed and revised by the Accreditation panel committee as appropriate.</p> <p><b>Meeting Attendance</b></p> <p>All members are to confirm their attendance with the Education Manager, or send their apologies, as early as possible following notification of the scheduling of the meeting.</p> <p><b>Confidentiality and Conduct</b></p> <ol style="list-style-type: none"> <li>3. All proceedings and documentation are confidential.</li> <li>4. Members must act with diligence, fairness, and in the best interests of the College and the public.</li> <li>5. Accreditation reports must be evidence-based and respectful in tone.</li> </ol>
<p><b>Review</b></p>	<p>This ToR will be reviewed every two years by the Education and Training Committee to ensure it reflects best practice in accreditation, public safety, and medical education governance.</p>