Accreditation Committee

Role
The Accreditation Committee (AC) is a subcommittee that reports to the Committee on Specialty Education. The AC provides oversight for the decisions regarding all institutions, programs, and providers that are accredited by the Royal College, as well as oversees the quality of the Royal College’s accreditation systems, including policies, standards and processes.

Responsibility and Authority
The Accreditation Committee’s core responsibilities are to:

- Make recommendations to the Committee on Specialty Education regarding policies, standards, and criteria relating to the accreditation of Canadian and international residency programs and institutions, Continuous Professional Development (CPD) providers and activities, simulation centres, and Areas of Focused Competence (AFC) programs, as appropriate; and
- Offer an appeal mechanism for any accreditation decisions made by any of its subcommittees.

The Accreditation Committee also delegates authority regarding specific accreditation decisions (e.g., for particular programs or centres, etc.) to five subcommittees—Residency Accreditation Committee, Continuing Professional Development Accreditation Committee, Simulation Accreditation Committee, International Program Review Accreditation Committee, and AFC Accreditation Committee—as outlined in their respective Terms of Reference.

Composition
The Accreditation Committee has 14 voting members, including the chair and a vice-chair. The chair is a member of the Committee on Specialty Education. The composition of the committee also includes:

- Chair, Areas of Focused Competence Accreditation Committee (ex-officio);
- Chair, International Program Review Accreditation Committee (ex-officio);
- Chair, Residency Accreditation Committee (ex-officio);
- Chair, Continuing Professional Development Accreditation Committee (ex-officio);
- Chair, Simulation Accreditation Committee (ex-officio);
- Three (3) Fellows-at-large with experience in accreditation and/or experience in medical education across the continuum;
- One (1) Collège des médecins du Québec (CMQ) representative (ex-officio);
- One (1) Federation of Medical Regulatory Authorities in Canada (FMRAC) representative (ex-officio);
- One (1) Specialty Resident representative, as selected from two nominees from Resident Doctors of Canada (RDoC); and
• One (1) Specialty Resident representative, as selected from two nominees from the Fédération des médecins residents du Québec (FMRQ).

The Accreditation Committee also includes eight (8) non-voting members who may attend meetings but shall not be counted for the purposes of establishing quorum.

• One (1) non-voting member from the Accreditation Council for Graduate Medical Education (ACGME);
• One (1) non-voting member from Accreditation Council for Continuing Medical Education (ACCME);
• One (1) non-voting member from Association of Faculties of Medicine of Canada (AFMC);
• One (1) non-voting member from Canadian Resident Matching Service (CaRMS);
• One (1) non-voting member from College of Family Physicians of Canada (CFPC);
• One (1) non-voting member from the Federation of Medical Regulatory Authorities of Canada (FMRAQ);
• Secretary to the Committee on Accreditation of Canadian Medical Schools (CACMS); and
• the Secretary to the Committee on Accreditation of Continuing Medical Education (CACME).

Key Competencies and Characteristics
Committee members should possess the following key competencies and characteristics: experience and expertise in standard setting and/or program evaluation; demonstrated knowledge of the policies, processes, and standards related to accreditation; general knowledge about of the principles and practices of the accreditation subcommittees; and an ability to integrate strategic thinking and risk management in the formulation of accreditation policies and standards.

Members should have previous senior experience in medical education, preferably serving in such roles as program director, divisional/departmental head, CME/CPD Dean (or equivalent), postgraduate dean or specialty committee member, CME/Education Chair (or equivalent) of an accredited national specialty society, or senior level university faculty.

Term of Office
The usual term of office of the chair is two years, renewable once (maximum of four years). The term of the vice-chair is one year, renewable three times (maximum of four years). The usual term of office for members is two years, renewable twice (maximum of six years). The terms of office take effect as stipulated so long as the member’s total years of service on the committee do not extend beyond 10 years.

All terms shall begin and end at the time of the Annual Meeting of the Members when vacancies need to be filled.

The chair and all voting members of the committee require appointment by the Executive Committee of Council (or the CEO if it is a midterm appointment). Non-voting members do not require approval of the ECC or the CEO.
Meetings
The Accreditation Committee usually meets twice per year. Business may be conducted electronically at the discretion of the committee coordinator.

Quorum consists of a majority of the voting members of the committee (i.e., 50% plus one). The chair is counted as a voting member in constituting quorum. However, as the presiding official of the committee, the chair does not move motions. Furthermore, the chair shall only vote when the vote is conducted by secret ballot or when it is necessary to break a tie.

Appointment to a Royal College committee carries significant responsibilities and requires absolute discretion. Committee members shall not divulge, re-produce, or release any confidential information except when authorized by the Royal College. Committee members are permitted to download a copy of committee materials for use solely for the purposes of the Committee. All downloaded materials must be deleted once used for the intended purpose.