Area of Focused Competence (AFC Diploma) Accreditation Committee

Role
The Area of Focused Competence (AFC) Accreditation Committee (AFC-AC) is a subcommittee that reports to the Accreditation Committee. The Accreditation Committee has delegated responsibility to the AFC-AC to ensure that AFC programs accredited by the Royal College meet the requirements and guidelines for accreditation of the Areas of Focused Competence disciplines. In addition, the AFC-AC will develop the accreditation system (including standards, policies, and processes) for the AFC programs that is consistent with that of, and approved by, the Accreditation Committee.

Responsibility and Authority
The AFC-AC, in consultation with the Accreditation Committee and various specialty committees:

- Develops, maintains, and recommends to the Accreditation Committee policies, standards, and criteria for the accreditation of AFC programs;
- Develops and maintains documents for accreditation of AFC programs;
- Assesses applications for accreditation of new AFC programs;
- Reviews the reports of periodic evaluations of AFC programs through program reviews; and
- Determines the level of accreditation to be granted to each program.

Composition
The AFC-AC has 11 voting members, including the chair and vice chair. The chair of the AFC-AC is a member of the Accreditation Committee. The composition of the committee includes one AFC trainee, as selected from nominations from AFC directors of accredited AFC programs. The AFC-AC’s composition is determined as appropriate and includes Fellows, AFC trainees, and others.

Key Competencies and Characteristics
Generally, committee members should possess the following key competencies and characteristics: demonstrated knowledge of Royal College accreditation standards; knowledge of policies and processes relating to accreditation of postgraduate training (including AFC) programs; an ability to integrate strategic thinking and risk management in the formulation of accreditation policies and standards; and ability to strategize on new directions and processes for accreditation of AFC programs. At least two committee members should have an approved AFC program in their university.
Term of Office
The usual term of office of the chair is two years, renewable once (maximum of four years). The usual term of office for all members other than the AFC trainee member, is two years, renewable twice (maximum of six years). The usual term of office for the AFC trainee member is one year renewable once (maximum of two 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.

Meetings
The AFC-AC meetings will be conducted face-to-face or via teleconference, two to four times 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 (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 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.