Simulation Program Accreditation Committee

Role
The Simulation Program Accreditation Committee (Sim-AC) is a subcommittee that reports to the Accreditation Committee. Its major role is to ensure that simulation programs accredited by the Royal College meet the requirements and guidelines for accreditation.

Responsibility and Authority
The Sim-AC has the following responsibilities and authority:

- Develops, maintains, and recommends to the Accreditation Committee policies, standards, and criteria for the accreditation of simulation programs, both domestic and international;
- Assesses applications for accreditation of new simulation programs through on site reviews and other means;
- Oversees the (re) application process related to new accreditation of simulation programs;
- Reviews the reports of periodic evaluations of accredited simulation programs; and
- Determines level of accreditation to be granted to each simulation program, within Royal College regulations and policies.

Composition
The Simulation Accreditation Committee has fourteen (14) voting members, including the chair and a vice-chair. The chair is a member of the Accreditation Committee and the vice-chair is a member of the Continuing Professional Development Accreditation Committee as well as the Professional Learning and Development Committee to ensure consistency across accreditation bodies. In addition to the chair and vice-chair positions, the composition of the committee also includes:

- Nine (9) national and international leaders in simulation-based medical education, Fellows and non-fellows, representing both English and French environments and important stakeholders in simulation programs.
- One (1) Specialty Resident representative, as selected from two nominees from Resident Doctors of Canada (RDoCs);
- One (1) Specialty Resident representative, as selected from two nominees from the Fédération des médecins residents du Québec (FMRQ);
- One (1) learner representative of audiences served by the simulation programs; learner may include resident, medical student, nursing student, etc.

The Simulation Accreditation Committee also includes one non-voting, ex-officio member position; a member of the CPD Accreditation Committee. This individual is invited to attend meetings.
meetings as a non-voting observer and as such, shall not be counted for the purposes of establishing quorum.

Key Competencies and Characteristics
Generally, committee members should possess the following key competencies and characteristics: demonstrated knowledge of Royal College simulation program accreditation standards; knowledge of policies and processes relating to accreditation of simulation programs; an ability to integrate strategic thinking and risk management in the formulation of accreditation policies and standards; an ability to strategize on new directions and processes for accreditation of simulation programs; and experience in simulation teaching and use.

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.

Meetings
The Simulation Accreditation Committee meetings will be conducted two times per year either face to face or by teleconference. Quorum consists of a majority of the voting members of the committee (50% plus one). Business may be conducted electronically at the discretion of the committee coordinator.

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, copy, 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.