

## BRITISH ACUPUNCTURE ACCREDITATION BOARD

63 Jeddo Road  
London  
W12 6HQ

### ACCREDITATION COMMITTEE

#### Section A Terms of Reference

**T:** +44 (0)20 8735 0466

**F:** +44 (0)20 8735 0477

**E:** baab@acupuncture.org.uk

#### **1 Overall purpose:**

To undertake the substantive work related to the process of accepting institutions and courses in acupuncture, making recommendations and reports to the Board as defined below: specifically New Programme Proposal, Provisional Accreditation, Full Accreditation and Major Review. This work has been delegated by the Board, and is based on core requirements for acupuncture education determined by the BAAC.

#### **2 Specifically the Committee will:**

- 2.1 recommend to the Board criteria for membership and the constitution of the Committee
- 2.2 appoint members to the Committee who meet the criteria
- 2.3 recommend to the Board the processes involved in acceptance of an institution's New Programme Proposal, Provisional and Full Accreditation and major Review, and the suspension and removal of this status
- 2.4 agree criteria for membership of accreditation visit teams
- 2.5 appoint accreditation visitors who meet the criteria and maintain a list of these approved accreditation visitors, together with their current CVs
- 2.6 agree specific accreditation visit team membership proposed by the Accreditation Officer (AO)
- 2.7 review the documentation submitted by institutions for all stages of the accreditation process.
- 2.8 contribute to the Accreditation Officer's reports to institutions
- 2.9 consider the reports of accreditation visit teams and the Board's observers and recommend to the Board acceptance or non-acceptance of institutions and courses into the various stages of the accreditation process and also removal of this status, detailing specific issues for consideration and the rationale for the decision
- 2.10 review annual reports and annual resource reports received from institutions, consulting with the Board's Finance Advisor with respect to the latter, and bring issues of concern relating to specific institutions to the attention of the Board
- 2.11 review the activity of the Committee over the past year and produce an annual report to the Board including issues arising from institutional documentation and visits for commendation and development, review the status of all institutions in a formal relationship with the Board, review changes in Committee membership, approved accreditation visitors and other matters of interest
- 2.12 plan the work of the Committee for the following year, including the schedule of annual and accreditation visits, review of documentation, issues for discussion and development of policies for recommendation to the Board
- 2.13 nominate members to other committees or functions in response to requests
- 2.14 respond on its own behalf to consultative documents about the accreditation of pre-registration courses and other requests received, keeping the Board and other bodies informed
- 2.15 liaise, in consultation with the AO, with BAAC, QAA, CHAC and other bodies about issues specifically relevant to the work of the Committee, receiving verbal and written reports as appropriate

- 2.16 maintain the currency of knowledge of its membership about any issue related to accreditation arising from developments in acupuncture, in higher education, in the education of other health care professions and to make recommendations to the Board if appropriate
- 2.17 undertake any other work relevant to the work of the Committee at the request of the Board or its officers.

## **Section B Accreditation Committee Membership**

### **1 Principles**

In order to meet its terms of reference the AC will:

- include members from a wide spectrum of acupuncture, education and health care professions and representatives of the public interest
- include professional members who are experienced teachers in their field and have or are developing experience of accreditation
- have sufficient numbers to undertake its business effectively and within reasonable budgetary expectations

### **2 Constitution**

- 2.1 9 members with the Accreditation Officer(s), AC Secretary and the Finance Officer (as required) in attendance.

The membership will be made up of:

- 4 acupuncturists who between them represent a range of traditions within acupuncture, with 1 named alternate. Individual acupuncturist members should not have a relationship with more than two teaching institutions in a formal relationship with the Board
- 4 other educationalists/education managers in relevant subjects or professions, of whom one will be the Chair of the Committee and a Board member, appointed by the Board 1 person representing the public interest who will be a Board member, with 1 named alternate.

- 2.2 In accordance with the expressed views both of the Principals' Committee and the BAcC none of the acupuncturists should be a Principal.

- 2.3 All members shall act as individuals and not as representing any institution or organisation.

- 2.4 In the absence of the Chair for any meeting, or for specific items within a meeting where it would be inappropriate for the Chair to remain in that position (for example when she has conducted an advisory visit to an institution under discussion within the past six months), the membership shall appoint a deputy to take the chair. This shall be a non acupuncturist who is experienced in chairing meetings and has been an attending member of the Committee for at least two meetings.

### **3. Quorum**

- 3.1 For transacting ordinary business five members must be present.

- 3.2 The meeting should be quorate for all decisions regarding New Programme Proposals, Provisional Accreditation, Full Accreditation, Major Reviews, and suspension and removal of accreditation

- 3.3 The Quorum shall consist of five members, 2 of whom shall be acupuncturists not associated with any institution about whom a decision is being made, 2 other educationalists and normally one person representing the public interest. At least 1 Board member should be present.

### **4. Terms of Office**

- 4.1 Normally the terms of office of members shall be 3 years with eligibility for reappointment for one further term. 3 years shall pass before a previous member shall be eligible for reappointment.

- 4.2 Should a member resign within their term of office a replacement appointment will be made for the remainder of that term. Exceptionally such replacement members may be invited to continue into a third term of office.
- 4.3 The Chair is appointed by the Board for a specified period. This appointment may be terminated with three months notice, by either party at any time and without explanation.
- 4.5 Forthcoming vacancies for acupuncturists will be advertised within the profession. Forthcoming vacancies for other members will be advertised if possible. The CVs of those responding and others who have been approached, will be reviewed by the Committee and appointments subsequently made.

### **Section C Managing the work of the Committee**

1. The cycle of two meetings of AC to each Board meeting is no longer possible. However, decisions about teaching institutions should still be made as speedily as possible with due regard to the rigour and integrity of the accreditation process and AC meetings planned accordingly. Normally, in the first AC meeting of the cycle the AC considers documentation submitted by an institution. The accreditation visits are then scheduled between the first and second AC meetings. The accreditation visit report is considered at the second of these with the report and recommendations then going to the Board
2. In order to manage the workload of the Committee effectively, two members of the Committee - usually an acupuncturist and a non-acupuncturist - are allocated to each institution in a formal relationship with the Board. These people will have a specific responsibility to review all documentation submitted to the Committee by that institution, producing for the Accreditation Officer short notes reflecting their review. Other members of the Committee are expected to read and comment on all documentation submitted, but should time be short, members should prioritise their allocated institutions. Allocations will be subject to annual review. Where feasible, accreditation visitors from the Committee will be appointed to their allocated institutions.
3. The Committee seeks to function in a professional, informed and sensitive way. Reports and recommendations regarding individual institutions are confidential until agreed by the Board.
4. Up to two representatives of an institution whose course is under review may request to attend the relevant meeting of the AC (giving 30 days notice) to offer further clarification or factual details subsequent to their accreditation visit. The deliberations of the Committee to determine recommendations to the Board about accreditation shall be attended by members and officers of the Committee only.
5. Members related to institutions being discussed will be asked to leave during such discussions of their institution.
6. Members must disclose to the Chair of the Committee any actual or perceived conflict of interest in relation to an issue before the Committee. They may neither vote on, nor contribute to the review of, their own institution, nor any other institution with which they may have a relationship or conflict of interest. The Committee will, in all its work, comply with the Board's Codes and guidance in this respect when these become available.
7. Alternates will receive all agendas and approved minutes and papers.
8. Minutes of the Committee meetings are confidential to the Committee members and officers, including alternates, and the members of the Board.