

Accreditation Expert Working & Advisory Group (AE-WAG): Terms of Reference

Purpose

1. The purpose of the Accreditation Expert Working & Advisory Group (AE-WAG) is to support Te Pou Whakamana Kaimatū o Aotearoa | Pharmacy Council of New Zealand (Council) to establish and deliver robust and credible “in-house” Accreditation Standards and Processes for 2023 and beyond.

Context

2. The Council is responsible for accrediting and monitoring education providers & their programmes to deliver safe and competent health practitioners on registration and entry into a scope of practice (e.g., intern pharmacist, pharmacist, pharmacist prescriber).¹
3. Accreditation Standards and Processes must enable Council to be assured that pharmacy education provider programmes deliver safe and competent health practitioners.
4. In 2020, The Pharmacy Council approved the change in provision of accreditation services (AS) for education providers (providers) from the Australian Pharmacy Council (APC) to an in-house system to give greater effect to Te Tiriti o Waitangi and customisation for Aotearoa New Zealand (NZ) settings and enable better access and insight of accreditation processes and documents provided by education providers.
5. Work is underway to develop credible and robust “in-house” Accreditation Standards and Processes which enables Council to be assured pharmacy education provider programmes are delivering safe and competent health practitioners.

Functions

6. The AE-WAG functions are to:
 - a. **Advise:** work closely with Council team members to provide objective and independent subject matter insight, expertise, and experience to develop and deliver high quality accreditation standards and processes.
 - b. **Assure:** to provide a level of assurance to Council and the Māori Advisory Group (partners with and supports Council to give authentic effect to Te Tiriti and support the achievement of health equity) – see Figure 1- on the development of high-quality & authentically partnered accreditation standards and processes.
 - c. **Synthesise:** provide objective, independent, and critical value-add analysis and advice on stakeholder feedback received in relation to the developed accreditation standards and processes.

¹ Health Practitioner Competence Assurance Act (HPCAA) 2003, [section 118\(a\)](#).

Appointment

7. **Appointment of up to four members with substantial expertise & experience on, at least three of the following areas:**
 - a) Accreditation
 - b) Education
 - c) Te Tiriti
 - d) Health Equity
 - e) Pharmacy Practice
 - f) Regulatory Practice

8. **Selection criteria:** Council welcomes applications and suggestions for relevant experts to be considered for AE-WAG appointment. Preference will be given to individuals who have expertise which complement the team mix and where there are relatively less perceived and/or real conflicts of interests. Experts in substantive roles within existing education providers and/or professional associations are invited to provide their views, suggestions, and feedback via their respective organisations as part of the planned external stakeholder engagement processes.

9. **Selection process:** Appointment will be made by a selection panel comprising of Council team members, MAG members and independently contracted expertise in Te Tiriti and relevant education and accreditation fields.

10. **Term of appointment:** The AE-WAG Members will be appointed for the duration of the development and delivery of Council's accreditation standards and processes however there is potential for a permanent Accreditation Committee (or equivalent) to be established in the future.

Fees

11. The AE-WAG members will be paid appropriate and reasonable fees set by the Council and actual and reasonable travel/accommodation expenses.

12. The anticipated workload is approximately 40-80 hours spread across July – Aug 22 and Oct 22 – see Figure 1 for dates. The role will require the appointed expert to work as part of the AE-WAG team to review and iteratively improve the Accreditation Standards & Processes based on feedback received. NB: Timelines and dates are approximate only and are subject to change, but these will be communicated with and agreed upon with the group.

Meetings

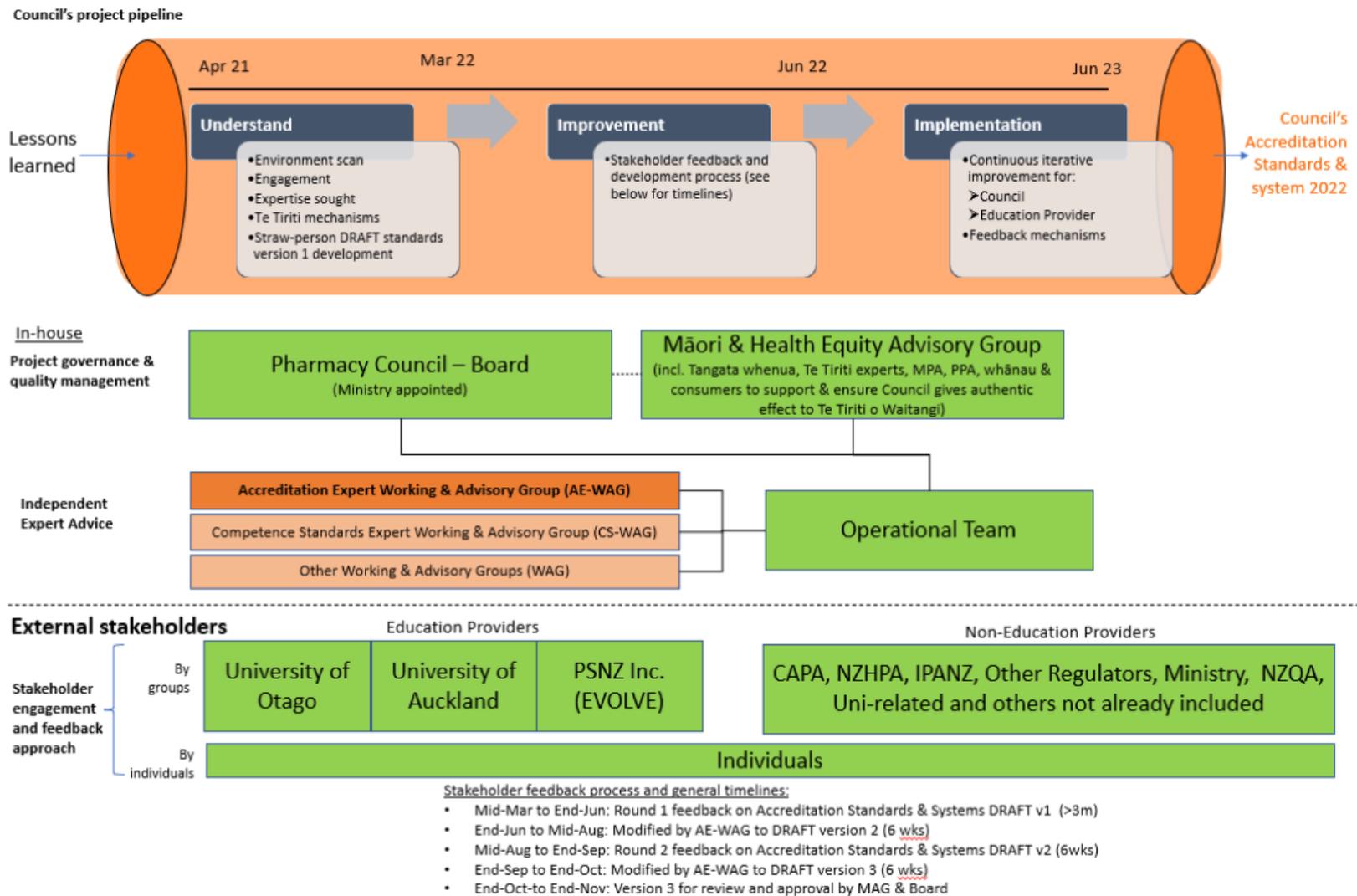
13. Due to current COVID risks, virtual meetings will be planned for, but Council will endeavour to hold meetings face-to-face where possible.

Confidentiality

14. AE-WAG members must not disclose to any person or entity any confidential information belonging or relating to the Council unless written approval to do so is given by the Council.

15. AE-WAG members must take all reasonable steps to prevent the unauthorised or improper use or disclosure of any confidential information, including the use of material or information for their own personal or employment benefit.

Figure 1: Draft accreditation project overview, governance & quality management



NB: Timelines and dates are approximate only and are subject to change