

Accreditation Advisory Group (AAG) Terms of Reference

Purpose

1. The purpose of the Accreditation Advisory Group (AAG) is to provide expert advice and make recommendations to Te Pou Whakamana Kaimatū o Aotearoa | Pharmacy Council of New Zealand (Council) on whether new or accredited pharmacy programmes meet the accreditation standards and other accreditation related matters.

Activities

2. The Accreditation Advisory Group (AAG) members will:
 - 2.1 **Monitor:** AAG will assist Council to monitor pharmacy programmes to ensure they continue to meet the accreditation standards. Monitoring activities include annual reporting, onsite visits / videoconferencing, additional reporting if a programme is accredited with conditions or recommendations, or if there has been significant adverse change (e.g. natural disaster, pandemic) which may mean that a provider may not be able to achieve accreditation standards.
 - 2.2 **Advise:** AAG will provide advice to Council on other accreditation related matters.
 - 2.3 **Support the appointment of the Programme Accreditation Team (PAT) membership:** AAG will support Council team members to appoint a programme accreditation team for the reaccreditation of an existing pharmacy programme or the accreditation of a new pharmacy programme.
 - 2.4 **Advise and work with the site evaluation team:** AAG will advise and work with the PAT to identify specific areas for focused attention during the assessment of a pharmacy programme.
 - 2.5 **Recommend:** AAG will consider and make recommendations to Council based on the PAT's findings on whether new or accredited programmes meet the accreditation standards.

Membership

3. AAG will comprise of up to six independent, suitably qualified, and experienced members.
 - 3.1 AAG will be made up of independent experts with extensive experience in at least one of the following areas: senior pharmacy academia; accreditation of pharmacy programmes; accreditation of other (non-pharmacy) programmes;

assessment; contemporary pharmacy practice; Te Tiriti o Waitangi, health equity and cultural safety; and other expertise as required.

3.2 Group members will have experience in decision-making / advisory committees.

3.3 Council will utilise a mix of international and local expertise to mitigate and manage any potential conflicts of interest.

Term of appointment

4. Members will be appointed for a term of three years. Further term renewal may be mutually agreed.
5. Succession planning and familiarity of process is an important aspect of the group, to maintain consistency in decision making. Provisions to ensure this may include inviting a new group member to attend AAG meetings as an observer before their tenure begins.

Meetings

6. AAG meetings will be either face-to-face or virtual as appropriate.
7. Relevant material will be provided to AAG members prior to meetings. AAG members will become familiar with the material and relevant processes ahead of each meeting to ensure appropriate engagement and robust discussions.
8. To ensure best practice, AAG members will need to declare any conflicts of interest, or perceived conflicts of interest appropriately and these will be managed accordingly. Conflict declarations will be recorded as part of the meeting minutes.

Confidentiality

9. AAG 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.
10. AAG 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.

Effective date

6 May 2024