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DAA General Policy & Procedure Manual

Australian Dietetics Council

Australian Dietetics Council (ADC)

Terms of Reference

Composition

- Chairperson:** Appointed by the DAA Board (from one of the dietetic members of the Council) for a two-year term with the option to renew for a further two years. Existing Directors or Directors elected to the Board during the ADC term may not serve on the ADC.
- Deputy Chairperson:** A dietetic member of the Council, appointed by the Council. Where the Chairperson is an academic dietetic member, the deputy shall be a practitioner member and vice versa. The position runs concurrently with the Chairperson's term and is spilled when the Chairperson's term ends or they reach the maximum 8-year term, whichever comes first.
- Members:** Nine voting members appointed by the Board for a two-year term with an option for a second two-year term comprising:
- Six Senior Dietitians - Three senior academic dietitians (Level D/E, must be APD) and three senior practitioner dietitians (must be APD, Advanced Practitioner/ Fellow level desirable)
 - Three External Representatives including one member of other profession with accreditation expertise; one Health Consumer representative; and one Professional Education Representative.
- Secretariat:** Accreditation Manager (non-voting)
- National Office:** Executive Manager: Accreditation, Recognition & Journal Services (EM-ARJS) (non-voting)
- Terms:** The maximum number of consecutive terms of an individual is 4 x 2 years, after which a minimum break of two years is required. The Chairperson will be appointed for a 2-year term with the option to renew for a further two years regardless of their pre-existing term on the Council.

Purpose

To ensure DAA delivers accreditation and recognition services that are:

- efficient
- effective
- equitable
- accountable, and
- transparent.

Roles/Functions

1. To provide strategic advice to the DAA Board on the range of issues related to accreditation and recognition of dietitians, including the international, political and governmental contexts for these issues.
2. To provide recommendations to the DAA Board on the accreditation of individual dietetics programs in Australia.
3. To ensure that the DAA National Competency Standards are regularly reviewed and ensure they underpin both accreditation and recognition services.
4. To monitor national/international perspectives on professional standards issues.
5. To ensure DAA meets all requirements including participating in audits and providing regular reporting to regulatory stakeholders.
6. To undertake ongoing quality improvement to ensure that DAA Accreditation and Recognition Services are best practice.
7. To ensure DAA meets the standards and criteria set by the Council of Australian Governments (COAG) for the establishment, governance and operation of external accreditation bodies.

Specific tasks of the Council

1. Coordinate the regular review of the policies and procedures relating to the accreditation of dietetic education programs to ensure remain current.
2. Coordinate the regular review of the policies and procedures relating to the dietetic skills recognition program to ensure remain current.
3. Coordinate review of the National Competency Standards.
4. Oversee all aspects of the Dietetic Skills Recognition exam (i.e.: processes, policies, materials and conduct).
5. Approve membership of the Accreditation Reviewers pool and any changes or additions to the pool*.
6. Endorse Accreditation Review Teams selected from the Accreditation Reviewers pool.
7. Approve membership of the Dietetic Skills Recognition Examiners pool and any changes or additions to the pool*.
8. Establish reference groups** from the general membership to undertake specific activities (as noted in tasks 1-4 above) and ensure these specific activities are undertaken appropriately.
9. Manage the dietetic skills recognition appeals process.
10. Advise the Board on emerging issues in relation to accreditation and recognition.
11. Consult with key stakeholders (namely universities and the Government) on matters relating to accreditation and recognition.

12. Coordinate continuous quality improvement activities for accreditation and recognition services by developing and regularly reviewing policy manuals and coordinating the processes for achieving ISO Accreditation for DAA Accreditation and Recognition Services.
13. Ensure personnel undertaking accreditation and recognition services on behalf of DAA (namely the accreditation reviewers and the DSR examiners) receive training and support.
14. Work with the DAA staff to ensure appropriate quality improvement processes for accreditation and skills recognition are in place.

Communication

Chair of ADC and Dietetic Credentialing Council (DCC) will meet with DAA President and Vice President for face-to-face meetings at least annually. The Chair may contact the President to discuss matters of concern as required.

Board meeting outcomes in response to papers from ADC or matters which may impact ADC will be communicated promptly via a letter from the President.

ADC will communicate with members in consultation with or at the request of the Board through a variety of media, such as the DAA Newsletter.

Responsibility and Reporting

1. Adhere to the By-law – Procedure for operation of committees of the Board.
2. The Council will report to the DAA Board following each meeting of the Council and as required via the Accreditation Manager or EM-ARJS.
3. The Council will prepare an Annual Report for inclusion in the DAA Annual Report.

Selection Criteria

Selection Criteria for positions on the ADC is outlined in on page 5 of this document.

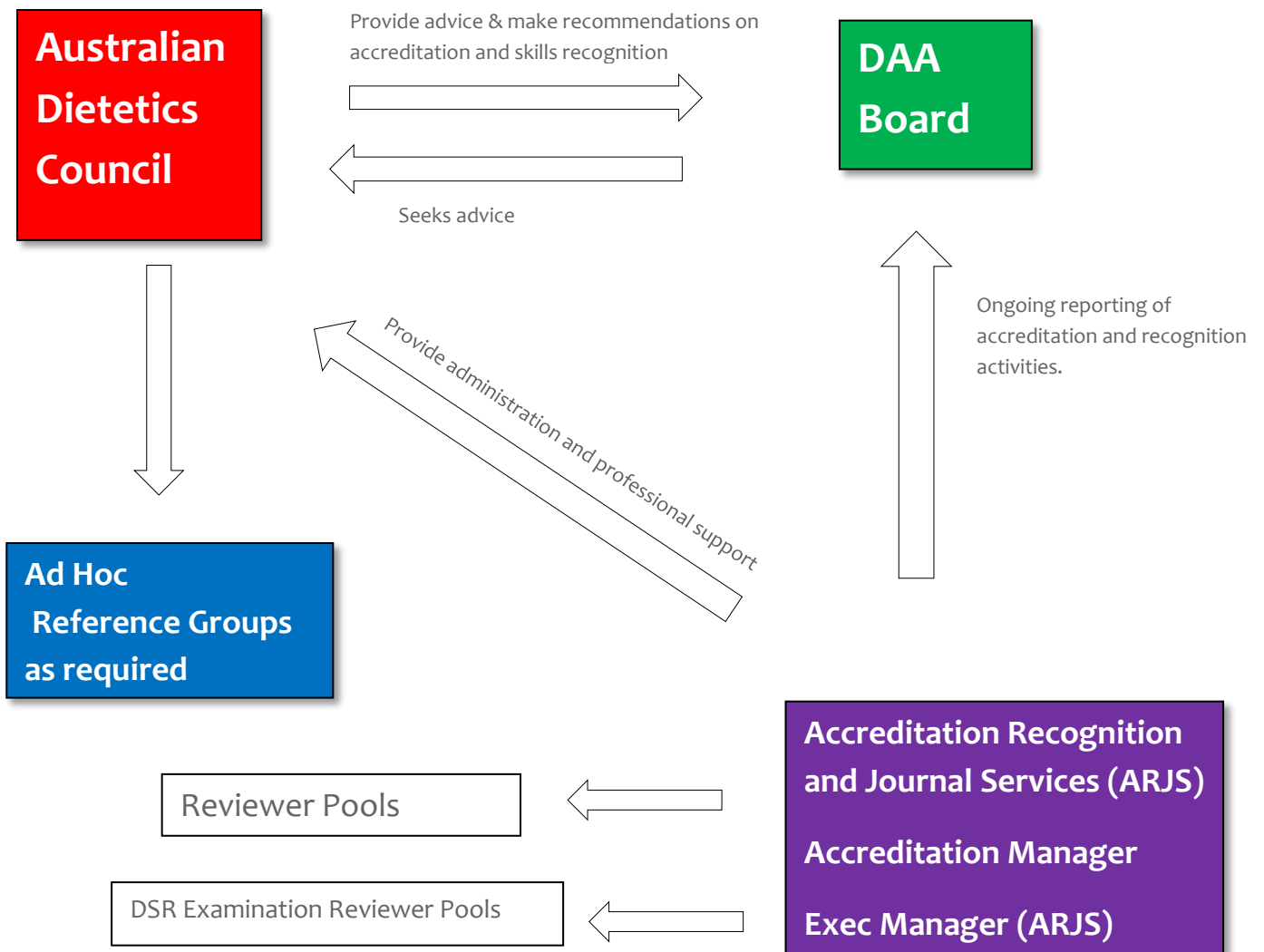
Notes

*See the following documents, on the [Australian Dietetics Council's policy](#) web page on the DAA website, for further details; University Accreditation Reviewer Terms of Reference, University Accreditation Review Team Terms of Reference, Dietetic Skills Recognition Examiners Terms of Reference.

**The ADC will appoint ad hoc reference groups to inform policy development and support other key projects within accreditation and recognition services on an 'ad hoc' basis (or as required). See [Reference Groups](#).

Organisational Structure of DAA Accreditation and Recognition Services

The ADC has communication links, via the Board, with relevant DAA committees with activities of interest to the Council i.e. Dietetic Credentialing Council (DCC) and the Complaints Committee.



Australian Dietetics Council (ADC) Selection Criteria

A selection panel will be appointed by the DAA Board. When appointing the Chair, the panel will consist of the DAA President and EM-ARJS and a third person as determined by the DAA Board. For all other selection processes the ADC Chair, DAA President and EM-ARJS will form the selection panel.

The selection criteria and call for applications should be advertised to members of DAA and other appropriate professional organisations. Applicants are required to submit a formal application and resume.

Chair

Appointed by the Board from dietetic members of the Council.

Essential

- Demonstrated experience with professional accreditation and recognition issues at a national level.
- Broad experience at DAA committee level or in government or non-government organisations.

Deputy Chair

Appointed by the council from eligible dietetic members of the Council.

Essential

- Demonstrated experience with professional accreditation and recognition issues at a national level.

Senior Academic Dietitian (Level D or E)

Essential

- APD
- Current (or recent) academic appointment in nutrition and dietetics.
- Demonstrated experience in professional accreditation and recognition issues in dietetic education.
- Broad experience at DAA committee level or in government or non-government organisations.
- Demonstrated leadership skills with the proven ability to initiate and manage change in a dynamic environment.
- Demonstrated high-level problem solving and decision-making skills and innovative conceptual skills.
- Superior interpersonal skills, including negotiation and conflict resolution skills and an ability to function at a high level of professionalism, sufficient to be demonstrated at senior public or private sector level.

Desirable

- Fellow or Advanced APD

Senior Practitioner

Essential

- APD
- Understanding of impact of professional accreditation and recognition issues in contemporary practice.
- Broad experience at DAA committee level or in government or non-government organisations.
- Demonstrated experience in implementing assessment strategies for entry-level dietetic practitioners or beyond.
- Knowledge of practical aspects of competency standard development and competency assessment.
- Demonstrated leadership skills with the proven ability to initiate and manage change in a dynamic environment.
- Demonstrated high-level problem solving and decision-making skills and innovative conceptual skills.
- Superior interpersonal skills, including negotiation and conflict resolution skills and an ability to function at a high level of professionalism, sufficient to be demonstrated at senior public or private sector level.

Desirable

- Fellow or Advanced APD

In addition to the selection criteria specified above the selection process is to consider the following:

International Experience

It is desirable that at least one of the six senior dietitian members has international experience in relation to recognition and accreditation issues.

External Representatives (non-DAA members)

Health Consumer Representative

This person will bring a consumer perspective to the Council and help ensure equity and transparency.

Essential

- Currently engaged in consumer advocacy role in a health or related area.
- Familiarity with the legislation, key bodies and influences relevant to the protection of the interests of consumers of allied health services in the Australian community.
- Access to communication networks to monitor contemporary issues relevant to the practice of dietetics.
- Demonstrated interpersonal and advocacy skills to support active participation in Council business.

Desirable

Knowledge of:

- Contemporary issues relating to professional education in Australia.
- Issues relevant to recognition of health professionals and professional accreditation standards in Australia.
- Issues relevant to overseas-qualified professionals seeking to practise in Australia.

Professional Education Representative

This person will bring a broader professional education perspective and have an understanding of the three stages of education: undergraduate, post graduate and continuing professional development.

Essential

- Demonstrated and nationally recognised expertise in professional education in Australia.
- Demonstrated high-level problem solving and decision making skills and innovative conceptual skills.
- Superior interpersonal skills, including negotiation and conflict resolution skills and an ability to function at a high level of professionalism, sufficient to be demonstrated at senior public or private sector or university level.
- Broad experience at senior advisory level in government or non-government organisations.

Desirable

Knowledge of:

- Contemporary issues relating to professional education in Australia.
- Issues relevant to recognition of health professionals and professional accreditation standards in Australia.
- Issues relevant to overseas-qualified professionals seeking to practise in Australia.

Other Professional with Accreditation Experience

This person will bring expertise on professional accreditation and recognition services from other professions. This will allow DAA to benchmark services to ensure compliance with best practice standards.

Essential

- Demonstrated expertise in processes relating to professional recognition and accreditation services in a profession other than dietetics.
- Demonstrated high-level problem solving and decision-making skills and innovative conceptual skills.
- Broad committee experience in a professional association context.

Desirable

- Having an international perspective on professional recognition and accreditation.
- Experience in projects relating to skills recognition and professional standards in collaboration with other professions, thus having an inter-professional perspective.