

Chinese Medicine accreditation process

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Contents

1. Purpose of this document.....	4
2. Background to accreditation of Chinese medicine programs under the National Law	4
3. Overview of changes to statutory basis for accreditation of Chinese medicine programs	4
4. Overview of ‘accreditation functions’ under the National Law	4
5. Overview of the National Registration and Accreditation Scheme	5
5.1 Objectives of the National Scheme.....	5
5.2 Guiding principles of the National Scheme	5
6. Governance structures and roles relevant to accreditation of Chinese medicine programs under the National Law	5
6.1 The Chinese Medicine Accreditation Committee	6
6.2 Chinese medicine assessment teams	6
6.3 The Accreditation Unit	6
6.4 Decision-making roles of the National Board and Accreditation Committee	6
7. Accreditation Committee activities	7
8. Roles and responsibilities for assessment of Chinese medicine programs	7
8.1 Appointment and training of assessors.....	7
8.2 Management of assessor conflicts of interest and potential bias	8
8.3 Establishing Assessment Teams.....	8
8.4 Assessment Team Leader	9
8.5 Assessment Team responsibilities.....	9
8.6 Accreditation Unit responsibilities	9
8.7 Secure storage and destruction of accreditation materials.....	9
9. Processes for the assessment prior to initial accreditation of Chinese medicine programs	10
9.1 Submitting information about a new Chinese medicine program.....	10
9.2 Initial consideration of information about a new Chinese medicine program.....	10

9.3	Applying for assessment and initial accreditation of a Chinese medicine program	10
9.4	Applying for assessment and initial accreditation of an existing program that transitioned as an approved program on 1 July 2012	10
9.5	Format of application for assessment and initial accreditation	10
9.6	Checking accreditation application and forwarding to the Assessment Team	11
9.7	Review and evaluation of accreditation application	11
9.8	Further evaluation of education provider and program	11
9.9	Preparing the draft accreditation report	11
9.10	Education provider review of the draft accreditation report.....	12
9.11	Reviewing any written advice from the education provider	12
9.12	Preparing the final accreditation report	12
10.	Processes for decisions about initial accreditation of Chinese medicine programs.....	12
10.1	Accreditation Committee preliminary accreditation decision	12
10.2	Education provider may respond to preliminary accreditation decision	12
10.3	Reviewing any written response from the education provider.....	12
10.4	Confirming the Accreditation Committee's final accreditation decision.....	13
10.5	Reporting of Accreditation Committee initial accreditation decisions	13
11.	Processes for monitoring of accredited Chinese medicine programs	13
11.1	Overview.....	13
11.2	Monitoring by evaluating reports from education providers	14
11.3	Requirement to report to the Accreditation Committee about conditions	14
11.4	Requirement to submit an annual declaration to the Accreditation Committee	14
11.5	Requirement to notify the Accreditation Committee of any change	14
11.6	Monitoring by evaluating other information	15
11.7	Option to require a full assessment against the accreditation standards	15
12.	Processes for evaluation of submissions required by the reporting requirements.....	15
12.1	Appointment of reviewers	15
12.2	Review and evaluation of report or notification	15
12.3	Drafting the monitoring report	15
12.4	Accreditation Committee consideration of draft monitoring report	15
12.5	Preparing the final monitoring report.....	16
13.	Processes for decisions during monitoring of approved Chinese medicine programs	16
13.1	Accreditation Committee preliminary monitoring decision.....	16
13.2	Education provider may respond to preliminary monitoring decision.....	16

13.3	Reviewing any written response from the education provider.....	16
13.4	Confirming the Accreditation Committee’s monitoring decision.....	16
13.5	Reporting of Accreditation Committee monitoring decisions	17
14.	Process for complaints about Chinese medicine programs and education providers.....	17
15.	Flowcharts of the processes described in this document	18
15.1	Flowchart of processes for assessment and initial accreditation	18
15.2	Flowchart of program assessment, initial accreditation and approval under the National Law	19
15.3	Flowchart of processes for monitoring approved programs.....	Error! Bookmark not defined.
15.4	Flowchart of monitoring under the National Law.....	20
16.	Glossary.....	21
	Attachment A: Example of <i>Annual declaration by education provider</i>	22
	Attachment B: Example of <i>Notice of change by education provider</i>	25

1. Purpose of this document

The purpose of this document is to describe the processes that the Chinese Medicine Accreditation Committee (Accreditation Committee) will use to assess, accredit and monitor Chinese medicine courses (programs of study or programs) under the Health Practitioner Regulation National Law, as in force in each state and territory ([National Law](#)).

2. Background to accreditation of Chinese medicine programs under the National Law

Before 1 July 2012, the Chinese Medicine Registration Board of Victoria (CMRBV) performed the accreditation of programs of study leading to qualifications in Chinese medicine (Chinese medicine programs).

Since 1 July 2012, the accreditation functions for Chinese medicine have been exercised under the National Law.

3. Overview of changes to statutory basis for accreditation of Chinese medicine programs

On 1 July 2012, the Chinese Medicine Board of Australia and the National Law replaced the CMRBV, and the legislation that established the CMRBV.

The National Law establishes a national board for each of the fourteen professions within the National Registration and Accreditation Scheme (National Scheme) and empowers each National Board to decide whether accreditation functions for the relevant profession will be carried out by an external accreditation entity, or by a committee established by that National Board.

The Chinese Medicine Board of Australia (National Board) is the national board for Chinese medicine. It established the Chinese Medicine Accreditation Committee (Accreditation Committee) to carry out the accreditation functions for the Chinese medicine profession.

Accreditation committees are a special type of committee under the National Law, as they are established by a National Board but, once established, they exercise accreditation functions directly under the National Law without any delegation to the Accreditation Committee by the National Board.

4. Overview of 'accreditation functions' under the National Law

The definition of 'accreditation function' under section 42 of the National Law means any of the following five activities:

- (a) developing accreditation standards for approval by a National Board
- (b) assessing programs of study (programs), and the education providers that provide the programs, to determine whether the programs meet approved accreditation standards
- (c) assessing authorities in other countries who conduct examinations for registration in a health profession, or accredit programs of study relevant to registration in a health profession, to decide whether persons who successfully complete the examinations or programs of study conducted or accredited by the authorities have the knowledge, clinical skills and professional attributes necessary to practise the profession in Australia
- (d) overseeing the assessment of the knowledge, clinical skills and professional attributes of overseas qualified health practitioners who are seeking registration in a health profession under the National Law and whose qualifications are not approved qualifications for the health profession, or
- (e) making recommendations and giving advice to a National Board about one of the above activities.

The Accreditation Committee currently exercises accreditation functions (a), (b) and (e) under the National Law. The processes described in this document relate to the accreditation function (b) and take into account the relevant provisions of the National Law including section 48 (*Accreditation of programs of study*) and section 50 (*Accreditation authority to monitor approved programs of study*).

5. Overview of the National Registration and Accreditation Scheme

The National Law establishes the National Scheme.

The National Scheme underpins the safety and quality of the health system in Australia. The assessment and accreditation of programs of study that qualify graduates as health practitioners are fundamental to the National Scheme.

The accreditation processes described in this document must be implemented under the overarching framework of the National Scheme, its objectives and guiding principles.

The six objectives and three guiding principles of the National Scheme are set out in the National Law and reproduced below.

5.1 Objectives of the National Scheme

The objectives of the National Scheme are to:

- (a) provide for the protection of the public by ensuring that only health practitioners who are suitably trained and qualified to practise in a competent and ethical manner are registered
- (b) facilitate workforce mobility across Australia by reducing the administrative burden for health practitioners wishing to move between participating jurisdictions or to practise in more than one participating jurisdiction
- (c) facilitate the provision of high quality education and training of health practitioners
- (d) facilitate the rigorous and responsive assessment of overseas-trained health practitioners
- (e) facilitate access to services provided by health practitioners in accordance with the public interest, and
- (f) enable the continuous development of a flexible, responsive and sustainable Australian health workforce and to enable innovation in the education of, and service delivery by, health practitioners.

5.2 Guiding principles of the National Scheme

The guiding principles of the National Scheme are:

- (a) the National Scheme is to operate in a transparent, accountable, efficient, effective and fair way
- (b) fees required to be paid under the scheme are to be reasonable having regard to the efficient and effective operation of the scheme, and
- (c) restrictions on the practice of a health profession are to be imposed under the scheme only if it is necessary to ensure health services are provided safely and are of an appropriate quality.

6. Governance structures and roles relevant to accreditation of Chinese medicine programs under the National Law

Implementation of the accreditation processes described in this document involves:

- (a) the Chinese Medicine Accreditation Committee
- (b) Chinese medicine assessment teams, and
- (c) the Accreditation Unit.

6.1 The Chinese Medicine Accreditation Committee

The Accreditation Committee is the independent accreditation entity established by the National Board to exercise accreditation functions for the Chinese medicine profession. The Accreditation Committee exercises accreditation functions under Division 3 of Part 6 of the National Law. Information about the Accreditation Committee, including its Terms of Reference is available under [Accreditation Authorities](#) on the AHPRA website.

6.2 Chinese medicine assessment teams

The Accreditation Committee will appoint suitably qualified and experienced individuals to assessment teams. The roles of each Chinese medicine assessment team (Assessment Team) are to:

- (a) assess the relevant Chinese medicine program, and the education provider that provides that program, against the accreditation standards, and
- (b) provide the Accreditation Committee with a report of the Assessment Team's findings in relation to each accreditation standard.

Information about the appointment of Assessment Teams, and their responsibilities, is provided in Section 8 of this document.

6.3 The Accreditation Unit

The National Law establishes a single agency to support the National Scheme - the Australian Health Practitioner Regulation Agency (AHPRA).

AHPRA has created an Accreditation Unit to provide high quality support to accreditation within the National Scheme.

One of the roles of the Accreditation Unit within AHPRA is to provide effective support to the Accreditation Committee in its exercising of the accreditation functions.

The Accreditation Unit is located at AHPRA's National Office in Melbourne.

6.4 Decision-making roles of the National Board and Accreditation Committee

The National Law explicitly separates the registration and accreditation functions for each profession between the National Board and its accreditation entity respectively.

Under this structure:

- (a) The National Board is responsible for any decisions about registration of practitioners. This includes decisions about whether an individual is suitably qualified for registration as a Chinese medicine practitioner.
- (b) The Accreditation Committee is responsible for any decisions about accreditation of Chinese medicine programs. This includes decisions about whether the program, and the education provider that provides the program, meet the accreditation standards.
- (c) The National Board does not make decisions about accreditation of Chinese medicine programs and the Accreditation Committee does not make decisions about registration of practitioners.

While the National Law separates the registration and accreditation functions and decisions, it also sets out the relationship between these functions and decisions.

The Accreditation Committee:

- receives reports from Assessment Teams
- makes decisions about accreditation of programs, and
- notifies the National Board of its accreditation decisions.

The National Board:

- receives notice of accreditation decisions from the Accreditation Committee, and

- makes decisions about approval of accredited programs as providing qualifications suitable for registration as a Chinese medicine practitioner.

The separation of the registration and accreditation functions and decisions is one mechanism under the National Law to ensure that only individuals who are suitably trained and qualified to practise in a competent and ethical manner are registered as Chinese medicine practitioners.

7. Accreditation Committee activities

Under the National Law, the accreditation of Chinese medicine programs by the Accreditation Committee involves these key areas of activity:

- assessment* of Chinese medicine programs, and the education providers that provide those programs, against the accreditation standards (this includes assessment of existing programs that transitioned as approved programs on 1 July 2012 – see section 9.4)
- decisions about initial accreditation* of Chinese medicine programs, and the education providers that provide those programs
- monitoring* of accredited Chinese medicine programs and the education providers offering them, to ensure the Accreditation Committee continues to be satisfied the program and provider meet the accreditation standards, and
- decisions about continued accreditation* of Chinese medicine programs, and the education providers that provide those programs.

8. Roles and responsibilities for assessment of Chinese medicine programs

The Accreditation Committee appoints and trains assessors and establishes Chinese medicine assessment teams (Assessment Teams).

Assessment Teams are responsible for assessing education providers and their Chinese medicine programs against the *Chinese medicine accreditation standards*.

AHPRA assigns a member of the Accreditation Unit to support each Assessment Team.

8.1 Appointment and training of assessors

The Accreditation Committee will call for expressions of interest from suitably qualified and experienced individuals to be appointed by the committee as assessors.

Assessors may be members of the Accreditation Committee, or individuals identified by the Accreditation Committee as having the qualifications, skills and experience required for appointment as an assessor, such as:

- sound knowledge of Chinese medicine clinical practice and experience in clinical education
- current registration with the National Board in each division(s) relevant to the program being assessed
- sound knowledge of the Australian higher education system and experience in development and delivery of higher education in Australia
- knowledge of education theory and experience in education design and assessment, and/or
- sound knowledge of biomedical and clinical sciences.

Initial appointment as an assessor is subject to:

- probity checks, such as criminal history check and declaration of private interests
- satisfactory completion of assessor training, and
- signing of a confidentiality agreement.

The term of appointment of each assessor is three years and each assessor must satisfactorily complete re-training before being eligible for re-appointment at the end of each three year term.

The confidentiality agreement is a legally binding agreement that covers confidentiality, privacy and intellectual property matters and remains effective even after the assessment is completed.

8.2 Management of assessor conflicts of interest and potential bias

Before and during their appointment, each assessor must disclose:

- (a) any personal or professional interest or duty relevant to the performance of their responsibilities as an assessor, and
- (b) any other matters that may influence or be perceived to influence their ability to perform their responsibilities objectively.

The Accreditation Committee will, in consultation with the Accreditation Unit, take all reasonable steps to manage any actual, perceived or potential influence on the ability of any assessor to fulfil their responsibilities objectively.

8.3 Establishing Assessment Teams

The Accreditation Committee will generally establish an Assessment Team for each program.

Each Assessment Team will generally:

- (a) comprise two or three assessors, including one assessor who is a member of the Accreditation Committee
- (b) be composed so that the combination of assessors provides coverage of the following areas:
 - sound knowledge of Chinese medicine clinical practice and experience in clinical education
 - current registration with the National Board in each division(s) relevant to the program being assessed
 - sound knowledge of the Australian higher education system and experience in development and delivery of higher education in Australia
 - knowledge of education theory and experience in education design and assessment, and/or
 - sound knowledge of biomedical and clinical sciences.

When an education provider offers programs in more than one division of the Chinese medicine register (the acupuncture, Chinese herbal medicine and Chinese herbal dispensing divisions), the Accreditation Committee may establish a single Assessment Team that includes one or more assessors who are Chinese medicine practitioners, and who are registered with the National Board in each of the divisions of the register relevant to the programs being assessed.

The Accreditation Committee considers the establishment of a single Assessment Team is more cost effective and efficient than establishing an Assessment Team for each program offered by the same education provider.

Before confirming the establishment of any Assessment Team, the Accreditation Unit will give the relevant education provider written notice about the proposed Team, including the names and relevant background of each assessor.

The education provider may submit details of any matters that it considers may influence or be perceived to influence the ability of any assessor on the proposed Assessment Team to fulfil his or her responsibilities objectively.

If the education provider provides details of any such matters, the Accreditation Committee will, in consultation with the Accreditation Unit, take all reasonable steps to manage any actual, perceived or

potential influence on the ability of any assessor to fulfil his or her responsibilities objectively before confirming establishment of the Assessment Team.

8.4 Assessment Team Leader

After establishing each Assessment Team, the Accreditation Committee will appoint a member of the team to lead that team (Assessment Team Leader).

The Assessment Team Leader will generally be an assessor who has a sound knowledge of Chinese medicine education and an understanding of accreditation processes.

The Assessment Team Leader will be the main point of contact for the Accreditation Unit and will lead all meetings including meetings during site visits.

8.5 Assessment Team responsibilities

The Assessment Team is responsible for assessing the education provider and the program offered by the education provider against the *Chinese medicine accreditation standards* (accreditation standards) by:

- (a) evaluating the education provider's application (self-audit and supporting materials) against the accreditation standards
- (b) evaluating information gathered during any site visits to the education provider's facilities
- (c) reviewing, commenting on and signing off accreditation reports prepared by the Accreditation Unit in consultation with the Assessment Team, and
- (d) confirming that accreditation reports are ready to be submitted by the Accreditation Unit to the Accreditation Committee.

8.6 Accreditation Unit responsibilities

The Accreditation Unit is responsible for (where relevant in consultation with the Accreditation Committee and Assessment Team):

- (a) coordinating assessor training
- (b) maintaining a database of individuals who have satisfactorily completed assessor training
- (c) communication with education providers about assessment and accreditation of programs
- (d) arranging Assessment Team meetings and site visits
- (e) providing Accreditation Unit support for the Assessment Teams
- (f) taking minutes of any Assessment Team meetings during site visits
- (g) recording details of information gathered by Assessment Teams during any site visits
- (h) using templates to prepare draft accreditation reports based on the Assessment Team's evaluation of the education provider and the program against the accreditation standards, and
- (i) submitting confirmed accreditation reports from the Assessment Team to the Accreditation Committee.

8.7 Secure storage and destruction of accreditation materials

The Accreditation Unit will store all accreditation materials and reports in a secure electronic format.

Assessors will be unable to access electronic versions of accreditation materials and reports when an assessment has been completed.

Assessors must ensure any electronic materials are deleted and removed from devices and any hardcopy accreditation materials are disposed through secure destruction when an assessment has been completed. The Accreditation Unit will assist assessors with these arrangements if required.

9. Processes for the assessment prior to initial accreditation of Chinese medicine programs

Before initial accreditation under the National Law, all Chinese medicine programs, and the education providers that provide those programs, must be assessed against the accreditation standards. This includes any programs that are not approved by the National Board (new Chinese medicine programs) as well as any programs that transitioned as approved programs under the National Law on 1 July 2012 (existing approved programs).

9.1 Submitting information about a new Chinese medicine program

The Accreditation Committee requires any education provider planning to develop a new Chinese medicine program, or to enrol students in a new program, to contact the Accreditation Unit as soon as possible (and preferably not less than 18 months before commencement of the new program).

The education provider should provide the following information to the Accreditation Unit:

- (a) contact details for the person responsible for the program
- (b) the month and year the education provider plans to commence the program
- (c) the planned AQF level and duration of the program, and
- (d) any other details the education provider considers relevant to its plans such as staff recruitment or third party arrangements for its program.

9.2 Initial consideration of information about a new Chinese medicine program

On receipt of information about a new Chinese medicine program, the Accreditation Unit will provide the information to the Accreditation Committee for initial consideration.

When information is received about a new program, the Accreditation Committee will request the Accreditation Unit to:

- (a) send the education provider an application pack, and
- (b) confirm the due date for submission by the education provider of its application for assessment and initial accreditation.

9.3 Applying for assessment and initial accreditation of a Chinese medicine program

An education provider is required to submit its application for assessment and initial accreditation by the date confirmed by the Accreditation Unit.

The due date for submission of the application will generally be not less than 12 months before the commencement date of the first cohort of students, to allow sufficient time for completion of the assessment before students commence the new program.

9.4 Applying for assessment and initial accreditation of an existing program that transitioned as an approved program on 1 July 2012

All education providers that offer programs that transitioned as approved programs on 1 July 2012 must apply for assessment and initial accreditation in order to become accredited under the National Law. The Accreditation Unit will contact each education provider offering a program that transitioned as an approved program on 1 July 2012 to negotiate a date by which that education provider is required to submit its application for assessment and initial accreditation.

9.5 Format of application for assessment and initial accreditation

The Accreditation Unit will provide each education provider with the accreditation standards, accreditation process, guidance material and the application form that the education provider is required to complete and submit with its application for assessment and initial accreditation (accreditation application).

The accreditation application will consist of a self-audit by the education provider and supporting materials that the education provider considers are the best available evidence of the claims made in its self-audit.

The self-audit will require the education provider to identify the overall strengths and weaknesses of its program and to suggest strategies it could implement (or is implementing) to address identified weaknesses as well as any other actions that are in place to improve the program. The self-audit will also require the education provider to explain the extent to which it has met (or in the case of a planned program, will meet) each of the accreditation standards, and to provide a specific reference to the evidence supporting each explanation.

9.6 Checking accreditation application and forwarding to the Assessment Team

The Accreditation Unit will check that each accreditation application has addressed each accreditation standard and has been submitted in accordance with the instructions.

The Accreditation Unit will notify the education provider if their application does not comply with the instructions and provide details about the non-complying aspects. The education provider will be required to re-submit any application that does not comply with the instructions and the committee reserves the right to charge a resubmission fee.

The Accreditation Unit will only forward an accreditation application to the respective Assessment Team if it complies with the instructions.

9.7 Review and evaluation of accreditation application

The Assessment Team will review the application and evaluate the information submitted by the education provider against the accreditation standards and may meet to discuss their evaluation. The Assessment Team will, as part of the evaluation, consider and advise the Accreditation Unit about any information it requires the education provider to submit before, or provide at, the site visit.

The Accreditation Unit will notify the education provider about the information that the Assessment Team has advised it requires the education provider to submit before, and provide at, any site visits.

9.8 Further evaluation of education provider and program

The Assessment Team may decide to conduct one or more site visits as part of its further evaluation of an education provider and program. A site visit is generally held over a period of one to two days and within three months after the Assessment Team receives the accreditation application.

The Accreditation Unit will, in consultation with the Assessment Team and the education provider, coordinate plans for any site visit, including the schedule.

The purpose of the site visit is for the education provider to provide the Assessment Team with:

- (a) access to information, individuals and facilities that can be evaluated only during a site visit
- (b) further supporting information about how the education provider and its program have met, or plan to meet, the accreditation standards (particularly any standards that have not been adequately evidenced in the accreditation application), and
- (c) any information that the Assessment Team has specifically requested that the education provider make available at the site visit.

The Assessment Team may require the education provider to:

- (a) provide access to other information, individuals or facilities at the site visit, and
- (b) submit further information after the site visit.

The Assessment Team will generally require additional information if the education provider makes unverified claims at the site visit.

9.9 Preparing the draft accreditation report

Following the site visit, the Assessment Team will provide the Accreditation Unit with an evaluation report using a standard report template. The Accreditation Unit will use the Assessment Team's evaluation report

to prepare a draft accreditation report and send it to the Assessment Team for confirmation and approval before the draft report is sent to the education provider for review.

9.10 Education provider review of the draft accreditation report

The Accreditation Unit will send the draft accreditation report to the education provider for review. The education provider will be required to advise the Accreditation Unit, in writing and within a defined period, of any factual errors in the draft accreditation report.

9.11 Reviewing any written advice from the education provider

The Accreditation Unit, in consultation with the Assessment Team, will review any written advice received from the education provider and may:

- (a) proceed to prepare the final accreditation report, or
- (b) amend the draft accreditation report and send it to the Assessment Team for confirmation and approval before proceeding to prepare the final accreditation report.

9.12 Preparing the final accreditation report

The Accreditation Unit, in consultation with the Assessment Team, will prepare the final accreditation report using a standard report template.

The final accreditation report:

- (a) will indicate whether, on the basis of the evidence provided to the Assessment Team, the education provider and program have met each accreditation standard
- (b) may include recommended actions for the education provider, particularly if a standard has not been met, and
- (c) will be sent to the Assessment Team for confirmation and approval by the Accreditation Unit before the report is sent to the Accreditation Committee for consideration.

10. Processes for decisions about initial accreditation of Chinese medicine programs

10.1 Accreditation Committee preliminary accreditation decision

The Accreditation Committee will consider the content of the final accreditation report and make a preliminary decision about accreditation of the program.

The committee will confirm that the Accreditation Unit should send the education provider written notice of the Accreditation Committee's preliminary accreditation decision and provide the Accreditation Committee's reasons for its preliminary decision as well as a copy of the final accreditation report.

10.2 Education provider may respond to preliminary accreditation decision

The Accreditation Unit will send the education provider written notice of the Accreditation Committee's preliminary accreditation decision and provide the Accreditation Committee's reasons for its preliminary decision as well as a copy of the final accreditation report.

The education provider may, if it wishes, submit to the Accreditation Unit in writing and within a defined period, a written response to the Accreditation Committee's preliminary accreditation decision.

10.3 Reviewing any written response from the education provider

The Accreditation Committee, in consultation with Accreditation Unit, will review any submission by the education provider in response to the committee's preliminary accreditation decision and may:

- (a) confirm its final accreditation decision, or
- (b) defer its final accreditation decision and request the Assessment Team to continue to assess the program and provider against the accreditation standards and to prepare an amended final accreditation report to the Accreditation Committee.

10.4 Confirming the Accreditation Committee's final accreditation decision

The Accreditation Committee may decide to accredit the program, with or without conditions. The Accreditation Committee may also decide not to accredit the program.

The Accreditation Committee may decide to accredit a program if the final accreditation report indicates the education provider and program meet all accreditation standards.

The Accreditation Committee may decide to impose conditions on the initial accreditation of a program if the final accreditation report indicates:

- (a) the education provider and program substantially meet the accreditation standards, and
- (b) the imposition of conditions will ensure all accreditation standards are met within a reasonable time.

The Accreditation Committee may decide not to accredit a program if the final accreditation report indicates:

- (a) the education provider and program have not substantially met the accreditation standards, or
- (b) despite the imposition of conditions, the education provider and program will be unable to meet the accreditation standards within a reasonable time.

10.5 Reporting of Accreditation Committee initial accreditation decisions

The Accreditation Committee must advise the National Board of its accreditation decisions and provide copies of its final accreditation reports.

The Accreditation Committee will also advise the education provider of any initial accreditation decision.

If the Accreditation Committee decides to impose conditions on the initial accreditation of a program, it will issue a schedule outlining how conditions will be monitored and the timeframe in which conditions must be addressed.

If the Accreditation Committee decides not to accredit a program it must give written notice of the decision to the education provider and include the reasons for the decision and outline how the education provider may apply for an internal review of the decision.

Under the National Law, the education provider may apply for an internal review within 30 days of receiving the notice of the initial accreditation decision. The processes for internal review are described in a separate document.

11. Processes for monitoring of accredited Chinese medicine programs

11.1 Overview

Section 50 of the National Law outlines the responsibility of the Accreditation Committee to monitor approved programs of study and the education providers offering them, to ensure the committee continues to be satisfied the program and provider meet the accreditation standards.

The intent of monitoring under the National Law is to provide an opportunity for early intervention by the Accreditation Committee if concerns are raised about a program, and to maximise the likelihood that students who are undertaking study in that program can complete their studies and graduate with a qualification that will be recognised by the National Board for the purposes of registration in the health profession.

Although the Accreditation Committee does not accredit programs for a set period, a program remains accredited only if the committee continues to be satisfied the program and provider meet the accreditation standards. The committee must monitor the program and may impose conditions or revoke accreditation of a program if it finds the standards are no longer being met.

The Accreditation Committee monitors whether the program and education provider continue to meet the accreditation standards, including by:

- (a) evaluating reports about accredited programs submitted by education providers to the committee, and
- (b) evaluating other information about accredited programs that comes to the committee's attention such as complaints about an education provider, details published by the education provider, the government, the respective professional association, reports in the media or staff advertisements.

11.2 Monitoring by evaluating reports from education providers

When the Accreditation Committee advises an education provider of its decision to accredit the program, with or without conditions, the committee will provide details of the reporting requirements that the committee has established for that education provider. The Accreditation Committee may re-establish the reporting requirements for any education provider in response to the outcomes of the committee's monitoring of relevant program(s).

The reporting requirements established by the Accreditation Committee will generally include:

- (a) a requirement for the education provider to report by specific dates on its compliance with any conditions imposed by the Accreditation Committee
- (b) a requirement for the education providers to submit key statistical data and other details in the form of an annual declaration to the Accreditation Committee
- (c) a requirement for education providers to notify the Accreditation Committee in writing of any planned and/or implemented changes to an accredited program, and
- (d) a requirement for the education provider to respond to any request by the Accreditation Committee for information as required, to ensure the committee continues to be satisfied that the accreditation standards are being met by the program and provider.

The Accreditation Committee requires each education provider to comply with its reporting requirements by submitting information in the required format and by the due dates.

11.3 Requirement to report to the Accreditation Committee about conditions

If a program is accredited with conditions, the Accreditation Committee will advise the education provider about what types of reports are required to demonstrate compliance with those conditions and when any reports are due.

The conditions imposed by the committee may be addressed through reports including those provided by:

- (a) written submissions
- (b) site visits
- (c) meetings with groups or individuals, including with representatives of the education provider, or
- (d) any other type of report the committee considers appropriate in the circumstances.

11.4 Requirement to submit an annual declaration to the Accreditation Committee

All education providers must submit key statistical data and other details to the Accreditation Committee in the form of an *Annual declaration about an accredited program* (example in Attachment A).

11.5 Requirement to notify the Accreditation Committee of any change

The education provider is required to submit a *Notice of change form* (example in Attachment B) if the provider plans or implements material changes to an approved program, where the change means students will complete a program that is different to the program that was accredited. The education provider must also submit a *Notice of change form* if the provider plans or implements changes to any aspect of its governance or operations that may impact on its ability to continue to meet the accreditation standards.

11.6 Monitoring by evaluating other information

The Accreditation Committee may become aware of problems through receipt of a complaint about an education provider or program.

The Accreditation Committee may become aware of changes or other matters relevant to accreditation of a program through means such as advertisements or details published by the education provider, the government, the respective professional association, or reports in the media.

If the Accreditation Committee becomes aware of such matters, it will decide whether it requires the education provider to submit any type of report to ensure the committee continues to be satisfied that the program and provider are meeting the accreditation standards.

If the Accreditation Committee decides to require the education provider to report, it will advise the education provider about what type of report is required to enable the committee to decide whether the accreditation standards continue to be met and when any report is due.

11.7 Option to require a full assessment against the accreditation standards

The Accreditation Committee may determine at any time that a full assessment against the accreditation standards is required to enable the committee to decide whether the standards continue to be met.

12. Processes for evaluation of submissions required by the reporting requirements

12.1 Appointment of reviewers

The Accreditation Committee will appoint two or three members of the committee to:

- (a) review and evaluate any report or notification submitted by an education provider, and
- (b) draft a monitoring report for consideration by the committee using a standard report template.

12.2 Review and evaluation of report or notification

The appointed members of the committee will review the report or notification submitted by an education provider, and evaluate the information against the accreditation standards and may meet to discuss their evaluation.

The members will, as part of the evaluation, consider and advise the Accreditation Unit about any information they require the education provider to submit to enable them to draft their monitoring report where that information relates directly to the scope of the monitoring report.

The Accreditation Unit will notify the education provider about the information that the members require the education provider to submit.

In the case of a notification of change, Committee members that are selected to assess the information will consider whether there is any potential that a standard will not be met as a result of the implementation of the proposed change, and will assess each notification individually. The outcome will be based on the potential impact of the change on relevant accreditation standards.

12.3 Drafting the monitoring report

Each member will draft a monitoring report for consideration by the committee using a standard report template. The monitoring report will summarise the members' evaluation of information submitted by the education provider and, when applicable, identify any evidence that the education provider or its program of study may not continue to meet the accreditation standards.

12.4 Accreditation Committee consideration of draft monitoring report

The Accreditation Committee will consider the draft monitoring report and make a decision about whether it has sufficient information to ensure it continues to be satisfied that the program and provider continue to meet the accreditation standards.

If the Accreditation Committee decides it has insufficient information to ensure it continues to be satisfied that the program and provider continue to meet the accreditation standards, the committee may require the education provider to submit a further report under paragraph 11.2(d) above.

If the Accreditation Committee decides it has sufficient information it must proceed to prepare the final monitoring report.

12.5 Preparing the final monitoring report

The Accreditation Unit, in consultation with the Accreditation Committee, will prepare the final monitoring report using a standard report template.

The final monitoring report:

- (a) will indicate whether, on the basis of the information in that report, the education provider and program continue to meet the accreditation standards, and
- (b) may include recommended actions for the education provider (including site visit, full assessment or other actions), particularly if the information indicates that any accreditation standard has not been met.

13. Processes for decisions during monitoring of approved Chinese medicine programs

13.1 Accreditation Committee preliminary monitoring decision

The Accreditation Committee will consider the content of the final monitoring report and make a preliminary decision about continued accreditation of the program. The committee will confirm that the Accreditation Unit should send the education provider written notice of the Accreditation Committee's preliminary monitoring decision and provide the Accreditation Committee's reasons for its preliminary decision as well as a copy of the final monitoring report.

13.2 Education provider may respond to preliminary monitoring decision

The education provider may, if it wishes, submit to the Accreditation Unit in writing and within a defined period, a response to the Accreditation Committee's preliminary monitoring decision.

13.3 Reviewing any written response from the education provider

The Accreditation Committee, in consultation with Accreditation Unit, will review any submission by the education provider in response to the committee's preliminary monitoring decision and may:

- (a) confirm its monitoring decision, or
- (b) defer its decision and request the education provider to respond to a request under paragraph 11.2(d) above.

13.4 Confirming the Accreditation Committee's monitoring decision

The Accreditation Committee may decide to continue to accredit the program, with or without conditions. The Accreditation Committee may also decide to revoke accreditation of the program.

The Accreditation Committee may decide to continue to accredit a program if the final monitoring report indicates the education provider and program meet all the accreditation standards.

The Accreditation Committee may decide to impose conditions on the continued accreditation of a program if the final monitoring report indicates:

- (a) the education provider and program substantially meet the accreditation standards, and
- (b) the imposition of conditions will ensure all the accreditation standards are met within a reasonable time.

The Accreditation Committee may decide to revoke accreditation of a program if the final monitoring report indicates that the education provider and program no longer meet the accreditation standards.

13.5 Reporting of Accreditation Committee monitoring decisions

The Accreditation Committee must advise the National Board of its monitoring decisions and provide copies of its final monitoring reports.

The Accreditation Committee will also advise the education provider of any final monitoring decision.

If the Accreditation Committee decides to impose conditions on the continued accreditation of a program, it will issue a schedule outlining how conditions will be monitored and the timeframe in which conditions must be addressed.

If the Accreditation Committee decides to revoke accreditation of a program it must give written notice of the decision to the education provider, including the reasons for the decision and outlining how the education provider may apply for an internal review of the decision. The processes for internal review are described in a separate document.

14. Process for complaints about Chinese medicine programs and education providers

The National Board, Accreditation Committee and AHPRA may receive complaints about Chinese medicine programs and education providers.

The National Board and AHPRA will forward any such complaints to the Accreditation Committee for consideration.

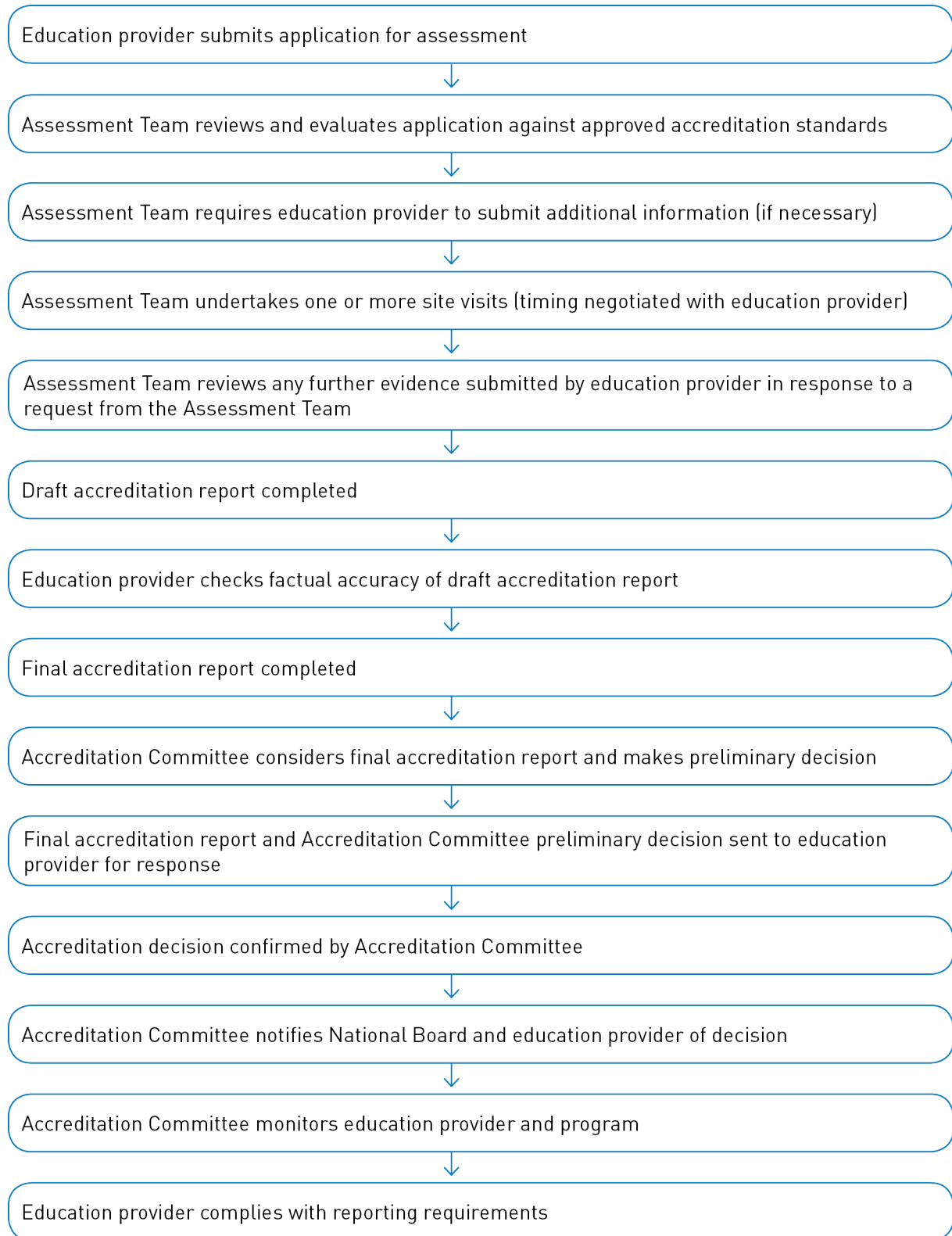
After considering any complaint, the Accreditation Committee may determine that the complaint is:

- (a) not relevant to accreditation of the program, or
- (b) relevant to accreditation of the program and take such action as the committee considers reasonable in the circumstances to ensure it continues to be satisfied that the program and provider are meeting the accreditation standards.

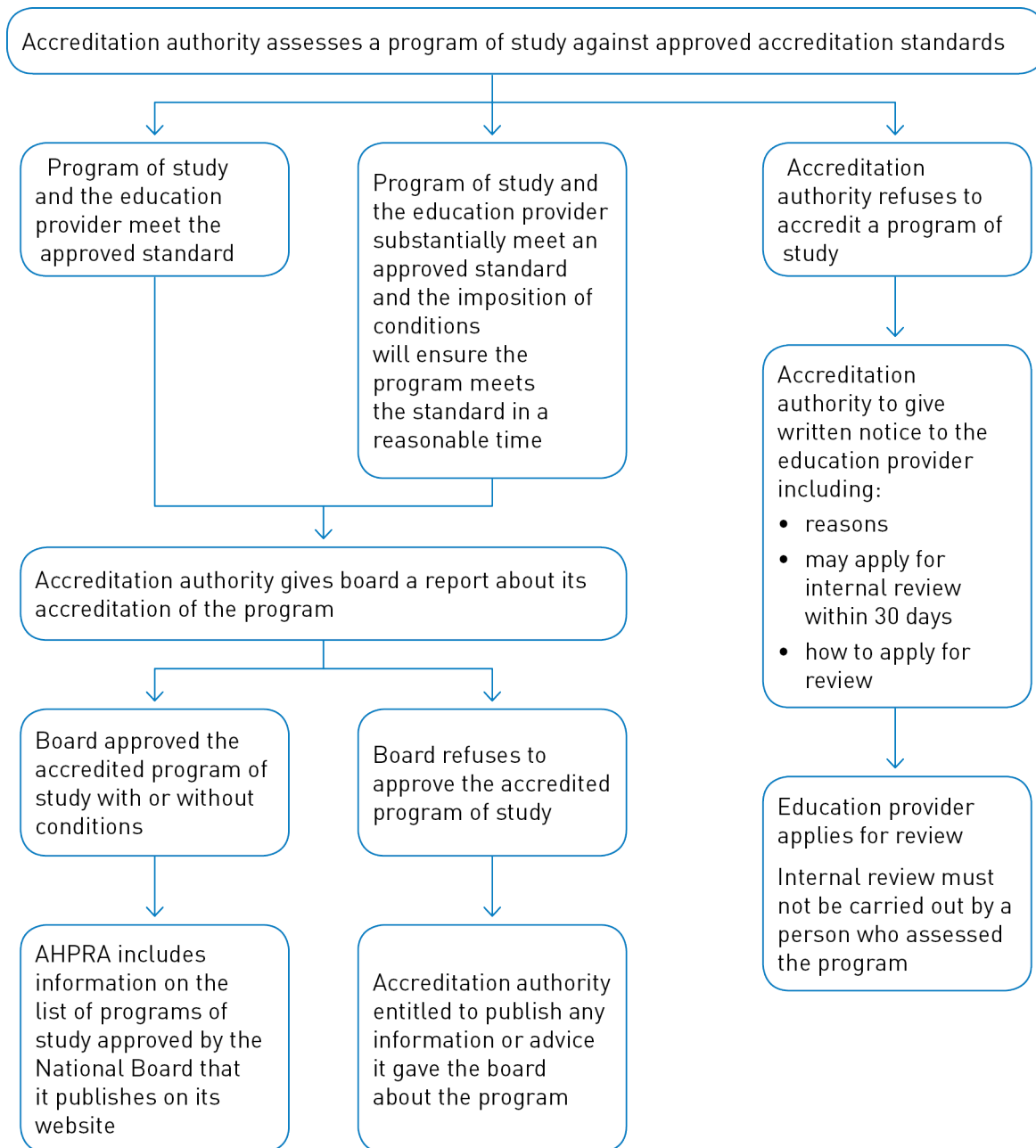
The Accreditation Committee must ensure the National Board and the complainant are advised when the complaint is received by the committee and notified of the outcome of the committee's consideration of the complaint.

15. Flowcharts of the processes described in this document

15.1 Flowchart of processes for assessment and initial accreditation

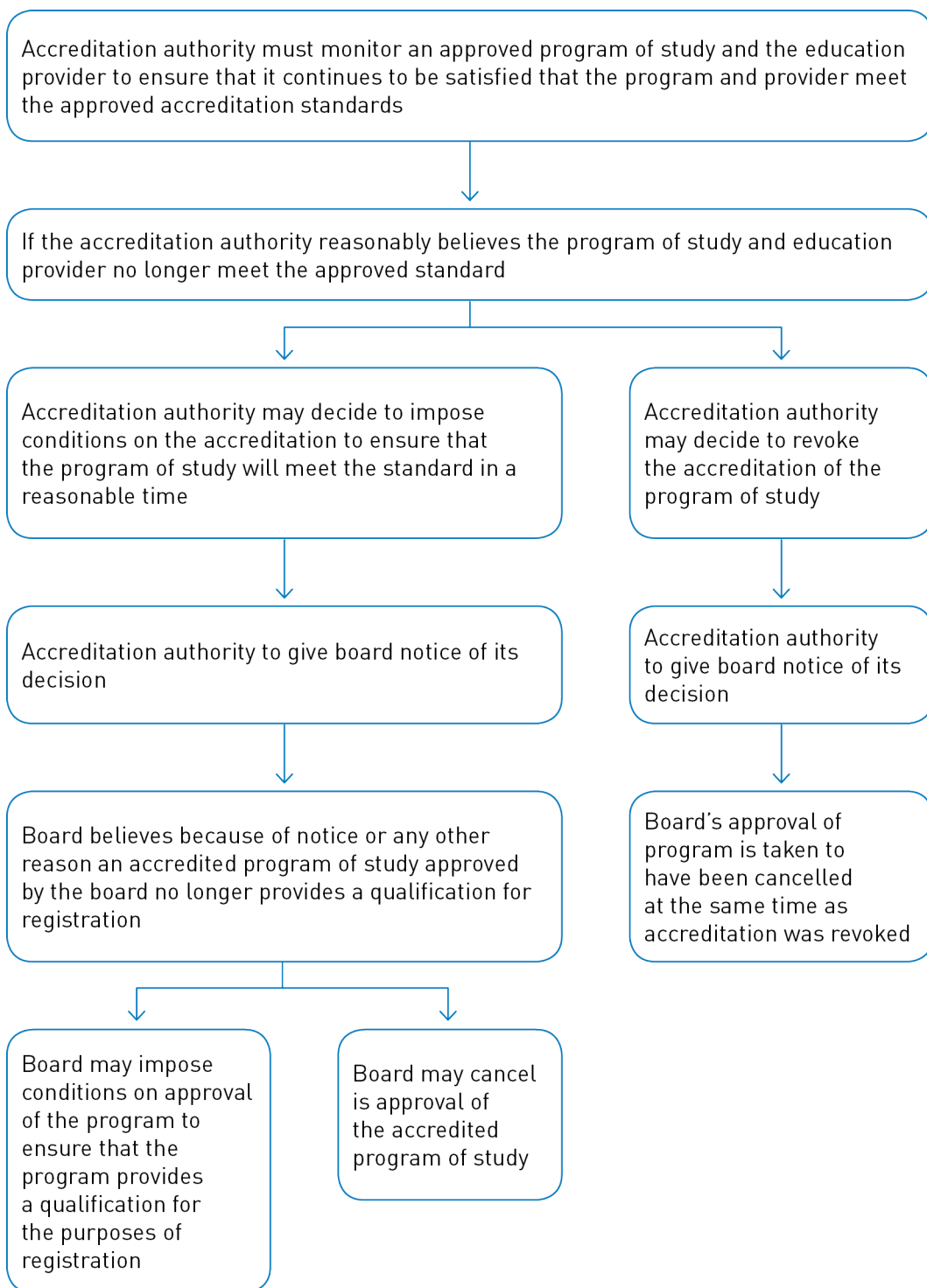


15.2 Flowchart of program assessment, initial accreditation and approval under the National Law¹



¹ From *Accreditation under the National Law* – paper prepared by accreditation authorities, National Boards and AHPRA. The full paper is available to download at www.ahpra.gov.au/Legislation-and-Publications/AHPRA-Publications.aspx

15.3 Flowchart of monitoring under the National Law²



² From *Accreditation under the National Law* – paper prepared by accreditation authorities, National Boards and AHPRA. The full paper is available to download at www.ahpra.gov.au/Legislation-and-Publications/AHPRA-Publications.aspx#

16. Glossary

Accreditation standards means the standards developed for the Chinese medicine profession by the Chinese Medicine Accreditation Committee and approved by the Chinese Medicine Board of Australia under section 47 of the National Law.

Accredited program means a program of study accredited by the Accreditation Committee under section 48 of the National Law.

Approved program means any Chinese Medicine program included in the list of approved programs published on the Chinese Medicine Board of Australia's website.

Chinese medicine program of study or Chinese medicine program means a Chinese medicine program of study provided by an education provider.

Education provider means a university or other provider registered by TEQSA as a 'Higher Education Provider'.

Attachment A: Example of Annual declaration by education provider

Purpose of the declaration:

Section 50 of the *Health Practitioner Regulation National Law Act*, as it applies in each state and territory (**National Law**), requires the Chinese Medicine Accreditation Committee (Accreditation Committee) to monitor programs that have been approved by the Chinese Medicine Board of Australia (National Board).

As part of meeting this monitoring obligation, the Accreditation Committee requires any education provider that offers a program approved by the National Board to submit a two page annual declaration to the Accreditation Committee.

How to complete the declaration:

A person who is authorised by your organisation to do so must:

- (a) supply the current details for each item in the table in Section 1
- (b) respond Yes or No to questions 1 – 4 in Section 2
- (c) supply the statistical information listed in Section 3, and
- (d) sign the declaration in Section 4 before a witness.

How to submit the declaration:

Your organisation can submit the completed declaration by email to: accreditation.unit@ahpra.gov.au

When to submit the declaration:

Your organisation must submit the completed declaration by the due date negotiated between the education provider and the Accreditation Committee.

Failure to submit the declaration by the due date:

Submission of the completed declaration by the due date is a condition of continued accreditation. If your organisation fails to submit the completed declaration by the due date negotiated between the education provider and the Accreditation Committee:

- (a) the ongoing accreditation and approval of the program may be jeopardised
- (b) Accreditation Committee will take all reasonable steps to check that the accreditation standards continue to be met
- (c) your organisation is liable for any cost incurred by Accreditation Committee in implementing these steps (for example undertaking a site visit), and
- (d) AHPRA will invoice your organisation for all costs incurred by Accreditation Committee in implementing these steps.

Section 1: Current details

Item	Description of item	Current details for item
1	Education provider	<i>Insert name of education provider</i>
2	Name of accredited program	<i>Insert name of program as stated on the testamur eg Bachelor of Chinese Medicine (Acupuncture)</i>
3	Sites where accredited program is currently offered	<i>Insert location of all campuses where the program is currently provided – suburb/town and state/territory</i>
4	Program coordinator or equivalent position	<i>Insert name and contact details of the current program coordinator or equivalent position and the Chief Executive Officer or equivalent position</i>

Section 2: Questions

Question 1: Has there been a change to the program since the last annual declaration or, if this is the first declaration, since the Chinese Medicine Accreditation Committee accredited the program? *For example, new/changed subjects; new/changed mode of delivery; new/changed sites of delivery?* (Please tick)

Yes No

If you ticked Yes, please attach an outline of the change and an extract of the minutes of the relevant academic governance (academic board) meeting at which the change was approved.

Question 2: Has there been change to any of the governance arrangements of your organisation since the last annual declaration or, if this is the first declaration, since the Chinese Medicine Accreditation Committee accredited the program? (Please tick)

Yes No

If you ticked Yes, please attach an outline of the change

Question 3: Has there been any other change to your organisation or the program since the last annual declaration or, if this is the first declaration, since the Chinese Medicine Accreditation Committee accredited the program? (Please tick)

Yes No

If you ticked Yes, please attach an outline of the change

Question 4: Does your organisation plan to make any changes whatsoever that may alter the current details you have supplied in response to the questions above? (Please tick)

Yes No

If you ticked Yes, please provide an outline of the changes that are under consideration and the timeframes for implementation.

Section 3: Key statistical information

Please attach the following information:

List of staff positions and fraction (in terms of 'employed full time' (EFT)) of each position

Number of students in each year of the program

Details of student progression, attrition and completion for each year of the program over the past 3 year period

Section 4: Declaration

Declaration by authorised person completing this form on behalf of the education provider

I, (insert full name) _____

being a (insert position) _____

declare that, to the best of my knowledge and belief:

- (a) except as noted above, the education provider named in Item 1 above, and the accredited program specified in Item 2 above, continue to comply with the *Chinese medicine accreditation standards*, and
- (b) the information supplied with this declaration is true and correct

Signed (signature of named person) _____

Declared on (date) _____ at (place) _____

Before me (signature of witness) _____

Full name of witness _____

Attachment B: Example of Notice of change by education provider

Purpose of the notice of change

Section 50 of the *Health Practitioner Regulation National Law* as in force in each state and territory (the National Law) requires the Chinese Medicine Accreditation Committee (Accreditation Committee) to monitor programs that have been approved by the Chinese Medicine Board of Australia (National Board).

As part of meeting this monitoring obligation, the Accreditation Committee requires any education provider that offers a program approved by the National Board to notify the Committee of any planned and/or any implemented changes to an accredited program.

How to complete the notice of change:

If you offer an accredited program and you are planning (or have implemented) any of the changes listed in the notice, or a change relevant to meeting the any of the accreditation standards, you must complete the notice of change by:

- a. providing details of the program that will change or has been changed, and
- b. providing details of the type of change.

How to submit the notice of change

You can submit the completed notice of change by email to: Accreditation.Unit@ahpra.gov.au

Failure to submit notice of change

Notifying the Accreditation Committee of any of the changes listed in the notice, or a change relevant to meeting the any of the accreditation standards is a condition of continued accreditation. If your organisation fails to submit a notice of change, the continued accreditation of the program may be adversely affected at a later time.

Details of education provider and programs

Name of education provider: _____

List of approved programs that will change, or have been changed:

Type of change

The education provider plans to make (or has made) the changes ticked below:

- changes to level of award of a program
- change to the award title of a program
- changes to the underpinning philosophy, emphasis or objectives of a program
- increase or decrease in duration of a program
- change to the curriculum of study, including content, structure and assessment, after the program was accredited
- change to any core (compulsory) or elective components of the program, regardless of whether the overall credit value is different

- change to the teaching methods, or method of delivery, of all or any part of program
- one or more significant changes to the composition of staffing such as substitution of full time staff by sessional staff, or change in academic level of teaching staff
- change in the financial resources, or financial arrangements, for the program such as elimination of a dedicated budget for the program
- changes to the education provider's organisational structures such as changes to the governance of a program
- changes to, or addition of, the sites at which all or any part of program is offered
- other change

Details of change

Please attach a detailed description of the change(s) and a self-assessment of the potential or actual impact of the changes on continuing to meet the accreditation standards.