

DA General Policy and Procedure Manual

Australian Dietetics Council

Reviewer Terms of Reference

ACCREDITATION, PROGRAM QUALIFICATION AND NON-DOMESTIC PLACEMENT SITE APPROVAL REVIEWERS

Purpose

Reviewers are responsible for the assessment of Accreditation, Program Qualification and Non-Domestic Placement Site Approval applications as detailed in the

1. Accreditation Processes for Dietetics Education Programs, and
2. Process for Qualification of Dietetics Education Programs.

Accreditation Review Teams review and assess evidence against the Accreditation Standards for Dietetics Education Programs and/or Program Qualification requirements and provide recommendations to the Australian Dietetics Council (ADC) on a Program's compliance to the relevant Accreditation Standards and/or Program Qualification requirements.

Role of Reviewers

Reviewers appointed to an Accreditation Review Team are required to:

- Prepare for and actively participate in a desktop review
- Participate in regular Review Team teleconferences
- Assist with preparing and reviewing requests for further information/clarification
- Assess available evidence against the relevant Accreditation Standards and/or Program Qualification requirements
- Attend and contribute to a two-day site visit and/or Non-Domestic Placement site visit, where necessary
- Contribute to the final Review Team report and recommendations
- Assist with assessment of documentation submitted post review, if required.

To be appointed to an Accreditation Review Team, Reviewers must first be appointed by the ADC to the Reviewer Pool via application against the selection criteria set out below.

Reviewer Pool Selection Criteria

Selection Criteria

Essential

1. Currency of full APD status for at least five years
2. Significant experience in dietetic education, with an in-depth understanding of educational principles and competency-based assessment

Desirable

1. AdvAPD or FDAA
2. Experience in accreditation assessment processes

Term

Reviewers are appointed to the Reviewer Pool for a three year period with the option to extend for a further two years.

Responsibility and Reporting

Reviewers appointed to the Reviewer Pool may be selected to participate in a maximum of two consecutive reviews in a 12 month period.

Reviewers appointed to a Program Qualification or Accreditation or Non-Domestic Placement Site Approvals Review Team are responsible to the Council via the Accreditation Manager.

All Review Teams are considered current until all necessary reporting requirements have been completed to the ADC's and the DA Board's satisfaction.

Program Qualification Review Team

Composition

A minimum of one dietetic practitioner and one dietetic academic reviewer will be appointed by the ADC to the Program Qualification Review Team.

Provisional, Full and Re-Accreditation Review Team

Composition

A minimum of three dietetic reviewers and one optional non-APD expert will be appointed by the ADC to the Accreditation Review Team (ART).

Chairperson: The Chair is responsible for the leadership of the ART and for ensuring key tasks are completed to an acceptable professional standard within the required time frame. Whenever possible, the Chairperson should be a member of the ADC.

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Members:

- a. One dietetics ADC member or one reviewer pool member
- b. One reviewer pool member
- c. An optional non-APD ADC expert

Non-Domestic Placement Site Approvals Review Team

Composition

A minimum of two reviewers will be appointed by the ADC to the Non-Domestic Placement Site Review Team.

Chairperson: The ADC Chair or Deputy Chair wherever possible, or an alternative Council member.

Members: One reviewer pool member.