

CREDENTIALING COMMITTEE

Terms of Reference



DATE INTRODUCED

26 October 2016

LAST REVIEW DATE

August 2022

NEXT REVIEW DATE

August 2024

ISSUED BY

Board of Directors of ACCYPN

MEETING DATE BUSINESS

RULE ENDORSED

25 August 2022

Purpose

The primary function of the Credentialing Committee (the “Committee”) is to oversee and provide effective governance of the ACCYPN Credentialing Program by:

- providing strategic direction for ongoing development and sustainability of the ACCYPN Credentialing Program
- ensuring the ACCYPN Credentialing Program meets the requirements and needs of the profession and is consistent with the standard of practice for Children and Young Peoples Nurses set by the ACCYPN
- maintaining the integrity and credibility of the ACCYPN Credentialing Program
- overseeing appeals, complaints, and grievances procedures relating to the ACCYPN Credentialing Program
- providing advice to ACCYPN Board regarding the ACCYPN Credentialing Program and associated concerns
- providing endorsement of reviewer’s findings. In the event of a disagreement, a third member will be invited for review and resolve.
- providing review of the peer reviewers recommendations and advise Credentialing for Nurses (C4N) of the outcome of the committee’s decision.

Authority and Accountability

- The ACCYPN Board, pursuant to clause 12.13-12.16 of the ACCYPN Constitution, has established the Committee and authorised and directed the Committee to act in accordance with the Terms of Reference.
- The Committee is accountable to ACCYPN Board through the Chair.
- The Committee makes all decisions in relation to Credentialing for ratification by the ACCYPN Board, except in matters of appeal where the Board’s decision will be final.
- The ACCYPN Board of Directors maintains responsibility for financial decisions, business operations and day to day management and administration of the Committee.

Membership

- Chair, appointed by the ACCYPN Board of Directors
- Five financial members of the ACCYPN – 4 of whom are credentialed
- Ex Officio – ACCYPN Chairperson and Company Secretary, Pro Bono Lawyer
- Co-opted members as required per the desired mix of expertise for effective Committee management.
- Committee members are sought by Expressions of Interest and are appointed by the Board.
- The Committee must retain a minimum of 4 appointed Committee Members excluding the Chair.

Terms of Reference

Term of Office

Each member of the Committee shall serve two years.

- Each member of the Committee will be eligible for reappointment through an EOI process, with no limitations on the number of terms of office.
- If a member fails to attend two consecutive meetings without reasonable notice or is unable to attend 50% of meetings in a given 12-month period, the Chair may cease a Committee member's term upon due notification.
- If at any time a vacancy occurs, the Committee may fill a casual vacancy for the remainder of that term.

Meetings

- A minimum of four meetings per calendar year must be held.
- Out of session decisions may be made via email communication
- Meetings will be held virtually.

Confidentiality

- Committee members and the Board of Directors will keep discussions and deliberations confidential.
- Committee papers are confidential to the Committee and may be released only with the authority of the Committee or by direction of law.

Conflicts of Interest

- Conflicts or potential conflicts of interest must be disclosed by members at the commencement of each meeting.
- Conflicts of interest will be managed by the Chair in line with the ACCYPN Constitution.

Communication & Relationships

- Decisions of the Committee will be made by consensus or a majority of members where consensus cannot be reached. In the event of a tied vote, the Chair may exercise an additional casting vote.
- A quorum shall consist of not less than three appointed Committee members including the chair or nominated delegate in their absence (excludes ex-officio).
- Minutes from each meeting will be forwarded to the ACCYPN Board and the minutes retained on the ACCYPN Board Effect web portal.
- A Committee member will provide secretariat for the Committee.
- The Chair is responsible for communication with Committee members, the ACCYPN Board and C4N.
- The spokesperson for the Committee is the Chair or delegate as nominated by the Chair.
- The Chair or delegate, or the Committee through the Chair, shall have the right to independently seek expert information/advice, providing that paid advice is sought with appropriate expenditure approval as advised by the Company Secretary.

Review

- Terms of Reference are reviewed bi-annually or as needed to reflect the ACCYPN Constitution.