RCSI Awards and Qualifications Committee (A&QC)

Terms of Reference & Membership

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

Mission

The RCSI Awards & Qualifications Committee (A&QC) is delegated authority and operational responsibility for the Medicine & Health Sciences Board (MHSB) to evaluate and consider programmes which fall under the National Framework of Qualifications (NFQ) for approval, rejection and accreditation.

Reporting to

A&QC will report to Academic Council (AC) on the following matters:

- Proposals for approval or rejection of new programmes
- Reports in the status of programme accreditations
- Proposals for continuation or discontinuation of programmes

Terms of Reference

- Oversee the end-to-end process for RCSI programme accreditation, from application through to approval by RCSI MHSB and the National University of Ireland (NUI) Senate, and final communication with programme proposer(s)
- Oversee a rolling cycle of accreditation for all RCSI programmes which offer qualifications or awards on the National Framework of Qualifications (NFQ) and which fall under the governance of the Medicine & Health Sciences Board (MHSB)
- Set standards for programme accreditation in accordance with best practice and in collaboration with NUI, the RCSI Quality Enhancement Office (QEO) and other relevant stakeholders
- Define application procedures for programme accreditation and ensure necessary regulatory approval is obtained by Programme Proposers from the relevant professional body
- Liaise with the NUI administration team (through the A&QC secretariat) on behalf of RCSI on all matters relating to programme accreditation
- Provide Input into the NUI Liaison Committee
- Facilitate dissemination of information to support programme proposers and other stakeholders during the programme accreditation process
- Support related matters or extenuating circumstances which may arise from time to time, as determined by the Dean, Faculty of Medicine and Health Sciences

Membership

Membership of the A&QC is comprised of:

1. Core Committee
2. Business Case Review Panel
3. Specialist Panel

This reduces potential for conflict of interest. If any member is deemed conflicted during the process, he/she will abstain from that part of the meeting.

Core Committee Membership

The Core Committee Membership will comprise the following representatives:

	Appointment	Appointee	Appointed by
1	Chair	Professor Tom O'Connor	Dean, FMHS
2	Associate Director for Academic Affairs	Ms Judith Gilroy	Office Holder
3	Deputy Chair Quality Committee nominee	Professor David Croke	A&QC Chair
4	Chairperson's nominee	Dr Claudine Kearney	A&QC Chair
5	Chairperson's nominee	Dr Linda Nugent	A&QC Chair
6	Chairperson's nominee	Professor Niamh Moran	A&QC Chair
7	Dean's nominee	Professor Christopher Torrens	Dean, FMHS
8	Dean's nominee	Dr Clive Kilgallen	Dean, FMHS
9	Dean's nominee	Dr Zeibun Ramtoola	Dean, FMHS
10	Dean's nominee	Dr Shane Cullinan	Dean, FMHS
11	Dean's nominee	Dr Jacqueline Daly	Dean, FMHS
12	Dean's nominee	Dr Mary Boyd / Dr Orlagh O'Shea	Dean, FMHS
13	Dean's nominee	Dr Dara Cassidy	Dean, FMHS
14	RCSI Bahrain nominee	Dr Kathryn Strachan	Dean, FMHS

The term is normally three years but may be extended at the discretion of the Committee to facilitate knowledge transition. Core members will have the authority to make recommendations for approval, rejection, continuation or discontinuation to Medicine & Health Sciences Board vis-à-vis Academic Council following consensus by [four] or more.

Business Case Review Panel Membership

The Business Case Review Panel consists of the following members:

	Appointment	Appointee	Appointed by:
1	Director of Finance or nominee	Mr Padraig Barry	Office Holder
2	Director of Human Resources or nominee	Ms Cathy Buffini	Office Holder
3	Chief Librarian or nominee	Ms Kate Kelly or Ms Kathryn Smith	Office Holder
4	Chief Information Officer or nominee	Ms Ruth Meredith	Office Holder
5	Head of Student Engagement and Development	Mr Noel O'Callaghan	Office Holder

The Business Case Review Panel will advise the Core Committee on the feasibility of the "Phase 1" business proposal. The Core Committee will in turn advise the Senior Management Team (SMT) of their outcome for consideration. Members of the Business Case Review Panel may attend meetings of A&QC "in attendance."

Specialist Panel

A&QC may draw on a Specialist Panel for expertise during the internal review or revalidation process. A database will be maintained by the A&QC Secretariat. Such members may be called on to join the Core Committee during deliberations, when specialist expertise and knowledge is deemed necessary. Such members may be internal or external to RCSI and will be approved in advance by at least two members of the core committee, one to include the Chair.

Quorum

The quorum for meetings is four Core Committee members and may be reached if a member joins in person, by teleconference or video conference.

Meetings

Meetings will be held on a monthly basis as required.