



# Awards and Qualifications Committee

## Terms of Reference & Membership

January 2015

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 on 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 Membership
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 – January 2015 to December 2015

The Core Committee Membership will comprise the following representatives –

	Appointment	Appointee	Appointed by
1	Chair	Prof Marie Guidon	Dean, FMHS
2	Deputy Chair	Prof Zena Moore	A&QC Chair & Dean, FMHS
3	Associate Director for Academic Affairs	Ms Judith Gilroy	Office Holder
4	Quality Committee nominee	Prof David Croke	A&QC Chair
5	Chairperson's nominee	TBC	A&QC Chair
6	Chairperson's nominee	Dr. Gianpiero Cavalleri	A&QC Chair
7	Dean's nominee	Dr. Fidelma Fitzpatrick	Dean, FMHS
8	Dean's nominee	Dr. Markus Rehm	Dean, FMHS
9	Dean's nominee	Prof Brendan Kavanagh	Dean, FMHS
10	Dean's nominee	Dr. David Whitford	Dean, FMHS
11	Dean's nominee	Mr. Matthew Lynch	Dean, FMHS
12	RCSI Bahrain nominee	Dr. Kathryn Strachan	Dean, FMHS

Membership will be reviewed in September 2015. The term is normally 3 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 (BCRP) Membership**

The Business Case Review Panel consists of the following members –

	<b>Appointment</b>	<b>Appointee</b>	<b>Appointed by</b>
<b>1</b>	Director of Finance or nominee	Mr. Pádraig Barry or Mr. Ruairí O'Regan	Office Holder
<b>2</b>	Director of Human Resources or nominee	Mr. Barry Holmes or Mr. Gary Brady	Office Holder
<b>3</b>	Chief Librarian or nominee	Ms Kate Kelly or Mr. Paul Murphy	Office Holder
<b>4</b>	Chief Information Officer or nominee	Mr. Enda Kyne or nominee	Office Holder
<b>5</b>	Vice Dean for Support Development	Dr. Orna Tighe or nominee	Office Holder

The BCRP 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 BCRP 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 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.