



TERMS OF REFERENCE

Credentiailling Committee

AIM

The Credentiailling Committee fulfils two distinct functions:

1. Development and implementation of policy and guidelines for the ADEA Credentiailling Program (this pertains to both initial credentiailling and re-credentiailling.).
2. The review (judging) of Credentiailling and Re-Credentiailling Applications submitted to ADEA.

MEMBERSHIP

The Credentiailling Committee will comprise one representative from each Branch. Nominations will be called for from each Branch and will be reviewed every two years. Membership of the Committee should ideally include representation from the health disciplines eligible for ADEA Credentiailling. Committee membership will be confirmed by the ADEA Board.

The Convenor will be appointed by the Board from among the members of the Committee for 2 years.

The Committee, with the approval of the Board, will have power to co-opt individuals with specific expertise as required. Specifically, at least one additional Reviewer will be recruited from each Branch to support the Branch Credentiailling Committee Member in the reviewing (judging) of Credentiailling and Re-Credentiailling Applications. These co-opted members will not have voting rights on the Committee unless acting as a delegate for the substantive Branch member of the Committee.

Committee members and co-opted Reviewers must have been credentiailled for a minimum of four (4) years at the time of appointment (that is, have completed at least one re-credentiailling cycle) and have a demonstrated commitment to the philosophy and processes of ADEA Credentiailling Program.

PURPOSE

The Committee is to:

- identify and review the minimum standards of education and clinical experience that are required by health professionals seeking credentiailled status with the ADEA
- develop and review the criteria for the initial credentiailling and re-credentiailling of diabetes educators



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- develop and maintain appropriate information and application procedures for the ADEA Credentialling Program
 - develop and implement a quality assurance work plan for the ADEA Credentialling Program and provide regular reports on the conduct of the ADEA Credentialling Program to the ADEA Board
 - make recommendations to the Board on matters relating to credentialling of Diabetes Educators in particular and health professionals in general
 - develop, implement and report on an ongoing auditing process of re-credentialling applications
 - monitor, evaluate and report on the current CDE status of ADEA Members in each Branch
 - oversee maintenance of appropriate records of the credentialled status of members in collaboration with the Credentialling Officer at the National Office
 - liaise with other relevant ADEA Committees as required
 - report to the Board as required
 - act as advocates for the credentialling process at the Branch level
 - utilise the *Australian Diabetes Educator* and website to disseminate ongoing information to members.

PROCESS

The Committee will meet by teleconference a minimum of twice per year to receive, consider and respond to reports generated under the Quality Assurance Work Plan.

The Committee will communicate as required by telephone, fax or email and will meet once per year face to face during the annual scientific meeting.

A quorum shall consist of half the total number of Committee members plus one.

Agendas will be prepared prior to all meetings.

Minutes of meeting will be documented and circulated to all Committee members.

Where meetings are held by teleconference, meetings shall not exceed 2 hours.

REPORTING AND COMMUNICATION

Minutes of meetings will be sent to the National Office for distribution to the Board.

The Convenor will report on Committee activities to the Board.



The Board and National Office will be informed annually, following the Annual General Meeting, of current membership.

The Committee will seek approval of the Board before commencing projects on behalf of ADEA.

The Committee will circulate draft documents to the Board for review, prior to dissemination to the general membership for comment. All documents will be identified as “Draft” until adopted as ADEA policy. All documents will be dated.

BUDGET

Funding for Committee activities will be allocated in the ADEA Budget.

RELATED POLICIES AND PROCEDURES

ADEA Credentialling Program

Code of Conduct for Diabetes Educators - 2010

National Core Competencies for Diabetes Educators - 2008

The Credentialed Diabetes Educator in Australia - Role and Scope of Practice - 2007

ADEA Credentialling Program Committee Manual- 2007