



HUMAN GENETICS SOCIETY OF AUSTRALASIA

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The liability of members is limited

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Terms of Reference

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Function

This Committee is an operational sub-committee of the [HGSA Board of Censors \(BoC\) for Genetic Counselling](#) and is responsible for assessing and accrediting Masters of Genetic Counselling courses for the training of HGSA Genetic counsellors.

The aim of the Committee is to maintain the professional credibility of MHGSA/FHGSA genetic counsellors and protect the recognition of these individuals as the appropriately qualified health care professionals to be providing genetic counselling in Australasia.

Members of the Committee will assess and accredit Masters of Genetic Counselling Courses in accordance with the [HGSA Accreditation of Masters of Genetic Counselling Programs Policy](#) in a timely manner to ensure minimum standards for the entry level qualification of genetic counsellors through tertiary educational institutions.

The role of the Accreditation Committee in the regulatory process is:

- To develop, review, modify, and make available, the [Accreditation of Masters of Genetic Counselling Programs Policy](#) (the Accreditation Policy).
- To assess tertiary educational institutions in Australia and New Zealand seeking to provide a Masters level course and qualification in genetic counselling, as laid down in the [Accreditation Policy](#).
- To assess accredited Masters of Genetic Counselling courses for re-accreditation on a regular basis, as laid down in the [Accreditation Policy](#).
- Recommend for accreditation (or re-accreditation) to the HGSA Council through the [Board of Censors for Genetic Counselling](#), courses that satisfy the requirements of the BoC as specified in the [Accreditation Policy](#).
- Recommend for accreditation to Council courses outside Australia and New Zealand which, in the view of the [BoC](#), are of an equivalent standard to that of Australian and New Zealand Accredited

Genetic Counselling Courses.

- (f) The administration of the [Accreditation of Masters of Genetic Counselling Programs Policy](#) for Genetic Counsellors is delegated to the Accreditation Committee.
- (i) Accreditation requirements established by the Committee must be approved by the [BoC](#).
 - (ii) Documentation of completion of the requirements for accreditation as administered by the Accreditation Committee will be issued in the joint names of the [BoC](#) and the Committee.

The Committee will provide the [BoC](#) with a written annual report of the accreditation program administered by the Committee.

Establishment

Following a call for expressions of interest, the Accreditation Committee Chair will be selected by the [Board of Censors for Genetic Counselling](#). The Accreditation Committee Chair will convene the Committee with additional members as needed, and the Committee members will be approved by the Executive of the HGSA.

The Committee will elect the following Executive Officers from among its members for the term of the Committee:

- Chairperson
- Deputy Chairperson
- Secretary.

The Chair of the Accreditation Committee will also sit on the [Board of Censors for Genetic Counselling](#).

On retirement or resignation of an Executive Officer, a replacement shall be elected by the Committee from the remaining membership of the Committee until their normal term as member of the Committee ends. Office holders will be eligible for re-appointment for one further term unless they have vacated office for at least one term and, if re-appointed, may serve up to two further terms. The quorum for a meeting of a Committee is at least half the full membership of the Committee.

Relationship to the Society

The Accreditation Committee reports to the [Board of Censors for Genetic Counselling](#). It is subject to the provisions of the HGSA Constitution and its By-Laws, and to the direction of the [Board of Censors for Genetic Counselling](#) (on behalf of the HGSA Council) with regard to all matters in connection with the Committee including, but not limited to, its establishment, membership, operation, and termination. Administrative support for the Committee is provided through the HGSA Secretariat.

Membership

Members of the Accreditation Committee

The Committee will consist of a minimum of three people who will:

- be current members of the HGSA
- be FHGSA Certified genetic counsellors with current registration.

The Committee will be constituted such that it includes:

- a current member of the Certification Committee of the Board of Censors for Genetic Counselling

- a member/s with experience in the provision of coursework postgraduate degree programs
- a member/s experienced in the accreditation of genetic counselling programs (where feasible).

Several of these criteria may be met by one member. In addition, the Committee may consult other members of the [BoC](#) during the assessment process if there are any issues arising that the Panel considers require additional or specialist expertise.

Members of the Accreditation Committee must not hold a current position on the [Genetic Counsellor Professional Concerns and Complaints Committee \(PCCC\)](#).

Operation

The Chair of the Accreditation Committee will sit for a term of three years and is responsible for convening the additional members of the Accreditation Committee as required. The Accreditation Committee will be convened in a timely fashion after a request has been received by the Board of Censors to accredit a new course, or when an accredited course is due for re-accreditation.

Term

Committee members will stand for an unspecified term. The Committee will be considered current until course accreditation or re-accreditation is complete, and all necessary reporting requirements have been completed to the satisfaction of the [BoC](#) and the HGSA Council.

Communication

The Committee will provide final recommendations and any other recommended action to the [Board of Censors for Genetic Counselling](#) in writing.

The Committee will keep all proper and necessary records and accounts, including, but not limited to, minutes of all proceedings and resolutions of meetings of the Committee. Notice of a meeting of the Committee, the agenda for the meeting, and the minutes of the meeting will be distributed to all members of the Committee.

The Committee will provide reports of their activities to the HGSA Council through written reports to the [Board of Censors for Genetic Counselling](#) for meetings of the BoC or on request. The BoC will include Committee reports in its reports to HGSA Council, and will inform the HGSA Council in writing no more than one calendar month after any change in the Committee membership.

Finance

The operating costs of the Committee will be accounted for by the [Board of Censors for Genetic Counselling](#), and are subject to any expenditure limits determined by the [BoC](#), HGSA Executive or Council. Funds provided by the HGSA or the BoC to the Committee for a specific purpose must be used for the purpose intended.

Termination

The termination of the committee is at the discretion of the [Board of Censors for Genetic Counselling](#) on behalf of the HGSA Council. Upon termination of the Committee, all records, developed, acquired, created or maintained by the Committee will be transferred to the [BoC](#).