

# **The Federation of Medical Regulatory Authorities of Canada**

## **Accreditation and Education Advisory Committee**

### **Terms of Reference**

#### **Role**

The Accreditation and Education Advisory Committee (AEAC) is a standing committee of the Board. The role of the AEAC is to advise the Federation of Medical Regulatory Authorities of Canada (FMRAC) through the Executive Committee on accreditation and education matters.

#### **Responsibility**

The major responsibility of the Accreditation and Education Advisory Committee is to advise the executive on policies and procedures relevant to undergraduate, postgraduate and continuing education programs.

The AEAC is also responsible for:

- Appointing FMRAC representation to the relevant committees/working groups/task forces addressing accreditation and educational issues on:
  - Outside committees
  - Accreditation reviews
- Maintaining an annual list of appointed representatives for approval by the Executive Committee
- Implementing directions approved by the Executive with regards to accreditation and education activities
- Providing local regulatory authorities with updates regarding accreditation activities within their jurisdiction

#### **Membership**

The AEAC shall consist of five (5) members appointed annually by the Board of Directors. Four of the members will be appointed on a regional basis as follows: Atlantic, Québec, Ontario and West.

At least one member of the AEAC will be a member of the Executive Committee. The members appointed by the Board of Directors must be familiar with regulatory and educational issues from a regulatory authority perspective and

ideally are either medical staff members, or medical council/committee members of the regulatory authority. (This may include a public representative).

The usual term of office of the chair is one year renewable three times. The usual term of office of members is one year, renewable four times.

### **Meetings**

The AEAC meets at least twice a year.