



## **Hong Kong College of Midwives**

### **Accreditation Committee**

#### **Terms of Reference**

Revised on 24<sup>th</sup> May, 2022

Version 5

### **1. Purpose**

Accreditation Sub-committee is established directly under the Council of the Hong Kong College of Midwives (the College). It is set up to handle applications for accreditation and reaccreditations from institutes that are currently not accredited as clinical training sites of the Hong Kong Midwives Council. It undertakes the substantive work related to the process of accepting institutes for specialty fellowship training in Midwifery.

### **2. Terms of office**

The terms of office of a member including the Chairperson shall normally be 3 years with eligibility for reappointment.

### **3. Size and Composition**

- The Committee shall consist of the Council members of the College as well as co-opted fellow members;
- The Chairperson must be a Council Member appointed by the College; and
- The number of members should be 5-10 including the Chairperson and the Council Members should not less than 50% of the total number of members.

### **4. Roles & Responsibilities**

- To report to the Education Committee and the Council of the College;
- To upkeep the standard of College;
- To review documentation, conduct visits, submit report and to recommend to the Education Committee on the application of training site accreditation / re-accreditation;
- To keep a registry of all accredited clinical training sites; and
- To maintain ongoing dialogues with clinical training sites for any update in accreditation criteria.

### **5. Frequency of Meeting**

- The Sub-committee will meet on an ad-hoc basis when there is application for accreditation / reaccreditation of training sites; and
- Meeting may be held at the call of the Chairperson.