



Submission to the Chiropractic Board of Australia

Accreditation functions undertaken by the Council on Chiropractic Education Australasia

Version 1.0

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Purpose of submission

This submission to the Chiropractic Board of Australia has been prepared by the Council on Chiropractic Education Australasia (CCEA) to support:

- the review of arrangements for the exercise of the accreditation functions under the *Health Practitioner Regulation National Law Act* as in force in each state and territory; and
- our request for continued appointment as the accreditation authority for chiropractic.

The submission has been structured around the eight domains identified in the Australian Health Practitioner Regulation Agency (AHPRA) *Quality Framework for the Accreditation Function*, and demonstrates our positive performance as the accreditation authority during our initial three-year appointment period.

Background

The Council on Chiropractic Education Australasia (CCEA) was formally constituted and incorporated in South Australia in February 2002. The Council officially commenced operations on 25 August 2002.

CCEA was formed to encompass the roles and operations of two separate accreditation bodies within Australia, namely the Australasian Council on Chiropractic Education Ltd (ACCE) and the Joint Education Committee of Participating Registration Boards (JEC). ACCE had been in operation since 1977 and was responsible for chiropractic education and program accreditation. ACCE also earned reciprocal international recognition of its accreditations with counterpart organisations in the United States of America, Canada and Europe, and was a foundation member of the Councils on Chiropractic Education International (CCEI). This membership was maintained until CCEA had become fully established and had secured local and international recognition of its role.

In 2005 the CCEA obtained the formal approval of the Government of the Commonwealth of Australia as the gazetted authority responsible for skills assessment in respect of immigrants seeking to practise chiropractic in Australia. Internationally, in 2005, the CCEA was admitted to membership of the CCEI, as the replacement for ACCE.

Part 1

Performance against the
*Quality Framework for the
Accreditation Function*

Domain 1. Governance

The accreditation authority effectively governs itself and demonstrates competence and professionalism in the performance of its accreditation role.

Legislative framework

Incorporated association

The CCEA is an association incorporated in South Australia under the provisions of the *Associations Incorporated Act 1985*, and has been since 2002. The CCEA has been granted an exemption from using the word 'incorporated' in its name.

Constitution and rules

The *Constitution and Rules* of the CCEA were last altered in July 2010 in response to a review of governing rules, policies and procedures undertaken by the Legal/Constitution Policy committee of the CCEA to ensure compliance when the *Health Practitioner Regulation National Law Act* came into force on 1 July 2010.

The amended *Constitution and Rules* was lodged with the Office of Consumer and Business Affairs (now Consumer and Business Services), Government of South Australia, and deemed to continue to conform to the requirements of the *Associations Incorporated Act 1985*.

The *Constitution and Rules* of the CCEA are included as Attachment 1, or can be downloaded at www.ccea.com.au/Publications/Publications.htm

Business registration

The CCEA is registered as a business with the Australian Securities Investments Commission (ABN 19 206 915 328).

Governance arrangements

Objects

The objects set out in the *Constitution and Rules* (Section 3) demonstrate the priority given by CCEA to its accreditation function. The objects of the CCEA are to:

1. Assess and accredit chiropractic undergraduate and postgraduate programs;
2. Advise and make recommendations regarding statutory accreditation, approval or prescription;
3. Develop, advocate and maintain valid and reliable accreditation standards and processes to assess the suitability and quality of chiropractic programs and to judge the success of provider institutions in ongoing development, implementation and evaluation of those course goals and outcomes;
4. Develop and conduct evaluations in relation to the suitability of overseas trained chiropractors for migration and practice in Australia;
5. Develop and conduct competency assessments on behalf of Members and advise on the suitability of chiropractors, referred for assessment, to practise in Australasia;
6. Advise and make recommendations in relation to chiropractic education and uniform approaches to Standards of Practice and regulation of chiropractors in Australasia;

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7. Establish and maintain relationships with bodies or organisations in other countries having objects and functions, in whole or in part, similar to the objects and functions of the Council; and
8. Ensure that the Council achieves its purpose and objects.

Members of the Council

The membership of the CCEA is specified in the *Constitution and Rules* (Section 6). There is a maximum of 12 Councillors, who may be appointed or nominated. Councillors as at 1 August 2012 are identified in Table 1.

Appointed members are nominated by their parent body, and in determining Council nominee members, expressions of interest are sought from within and outside the profession and the Councillors vote according to the process specified in the *Constitution and Rules* (Section 18).

The term of office for Councillors is for a period of three years; retiring Councillors are eligible for re-appointment or re-nomination.

Table 1. Current CCEA Councillors		
Appointed members		
Chiropractic Board of Australia	2 persons	Dr Terry Crisp (since October 2010) Emeritus Professor Stefan Pallister, Executive Member (since May 2011)
New Zealand Chiropractic Board	1 person	Dr Kristin Grace (since August 2012)
Chiropractors' Association of Australia	1 person	Dr Mark Uren (since May 2008)
New Zealand Chiropractors' Association	1 person	Dr James Burt (since March 2009)
Council nominee members		
Currently registered chiropractor in Australia and experienced in processes of evaluation, accreditation and wise governance	2 persons	Dr Michael Shobbrook, Chairperson (August 2003 – June 2010; and since October 2010) Dr Peter Cowie, Treasurer (August 2007 – June 2010; and since October 2010)
Nominated by the combined institutions offering chiropractic undergraduate programs in Australia and New Zealand	2 persons	Dr Sharyn Eaton (since March 2011) Dr Eric Russell (since March 2012)

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Council nominee members (continued)		
From another regulated health profession who is experienced in processes of evaluation, accreditation and wise governance	1 person	Prof Donald Byrne (since March 2011)
A senior independent person in education, business or the community, who represent the public and who is experienced in processes of evaluation, accreditation and wise governance	2 persons	Ms Maria Keys, Deputy Chairperson (since August 2002) Emeritus Professor Peter Drake AM (since August 2002)

The process for the selection of the Office bearers and Executive committee is specified in the *Constitution and Rules* (Sections 13 and 14). The term of office for Office Bearers and members of the Executive Committee is for a period of two years; at the end of the period Councillors are eligible for re-election. Further clarification on the staggering of appointments and three-term limitation for Chairperson is contained within the CCEA Policy No. 16 *Election of office bearers*.

Committees

Formally constituted committees of the CCEA have been established to act with specified delegated responsibility in relation to its accreditation function. The two committees relevant to the CCEA accreditation function are the Accreditation Committee and the Chiropractic Overseas Assessment Committee (COAC).

The Council nominates members to these committees to ensure relevant expertise guides their respective activities. The responsibility of these committees is specified in the *Constitution and Rules* (Sections 15 and 16), and current memberships are shown on the website (www.ccea.com.au).

Stakeholder input

Council membership provides an avenue for input from various stakeholders to the CCEA governance arrangements. Similarly, Committee members bring experience and expertise from a range of stakeholder environments.

Financial arrangements

Business stability

The CCEA has been operating successfully since 2002. Its business stability is further apparent when the long-term success of its major parent organisation (ACCE) is considered, which had been in operation since 1977.

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Funding

The CCEA is a not-for-profit association, and as such, all funding received is utilised for the Purpose and Objects specified in the *Constitution and Rules*.

The Council receives funding from its Members, as well as limited funding from its assessment of overseas trained chiropractors for migration to and eligibility to work in Australia. Funding is a combination of a provision from the Chiropractic Board of Australia and a formula-based arrangement reflected in agreements between Council and its Appointing Members.

Financial reporting

An audit of financial records is not legally required under the South Australian *Associations Incorporated Act 1985*. However, in demonstrating good governance, the CCEA has its financial records audited annually.

The 2010–2011 Annual Report, including a copy of the CCEA's audited financial statements for the reporting period, is included as Attachment 2. These statements demonstrate the financial viability of CCEA.

The CCEA financial, accounting and reporting practices are reviewed periodically, recognising that operational activity and budgeting trends may change.

Domain 2. Independence

The accreditation authority carries out its accreditation operations independently.

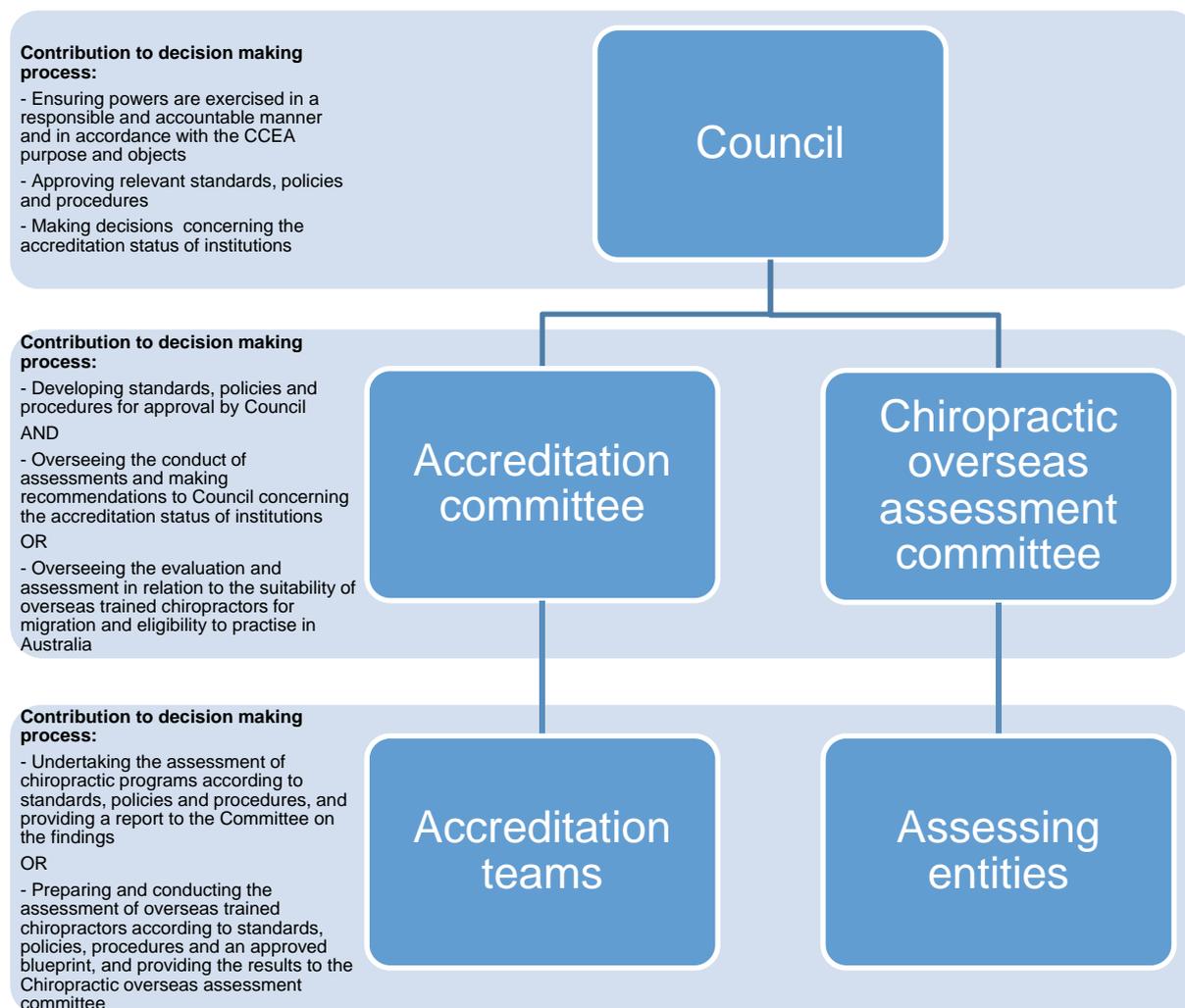
Decision-making processes

The governance structure and hierarchy of committees utilised by the CCEA supports independent and consistent decision making.

Accreditation teams (for the accreditation of chiropractic programs/institutions) and assessment panels (for the assessment of overseas trained chiropractors) conduct inspection/assessment processes according to the standards, policies and procedures approved by the relevant committees and Council.

The inspection/assessment processes are overseen by the relevant committees, who review the conduct and results of the assessments for consistency and quality improvement. For decisions relating to the accreditation status of institutions, a recommendation is made to Council for a final determination.

The Council has responsibility for ensuring all powers are exercised consistent with the *Constitution and Rules*, in a responsible and accountable manner, and in accordance with the CCEA's purpose and objects. The membership of the Council and the funding sources are balanced across stakeholders (see Domain 1) to ensure there is no majority influence.



Managing conflicts of interest

CCEA representatives

The *Constitution and Rules* (Section 24) specifies the responsibility of Councillors and Committee members in relation to disclosure of interests. Once an interest is disclosed, Councillors and Committee members may be permitted to participate in deliberations but are not able to participate in the decision making.

The CCEA Policy No. 4 *Conflict of interest* and Policy No. 13 *Role of Council members in governance* provides clear guidance for all representatives (Councillors, members of its committees and working parties, and employees) on identifying potential and actual conflicts of interests, determining an appropriate action and recording considerations and decisions to prevent any actual conflicts of interest from adversely influencing the public interest. Policy 4 is included as Attachment 3, or is available for download at www.ccea.com.au.

Accreditation teams

In addition to the CCEA Policy No.4 *Conflict of interest*, specific guidance is provided for identifying potential conflicts of interest of people engaged in Accreditation inspection teams.

The CCEA *Accreditation Team Handbook* is designed to assist team members plan and conduct an on-site inspection visit to evaluate an educational unit and institution's capacity to effectively deliver first professional degree programs in chiropractic, and the quality of those programs. The following is the relevant extract from the handbook:

'Team members shall not participate in an accreditation visit to an institution if they:

- have been a member of the faculty or staff or a student at the institution within the past five years ("student" includes persons having been enrolled in a significant course of study or degree program or being a graduate of the institution);*
- are participating (on an individual basis) in a common consortium or special research relationship with the Institution or a faculty member;*
- have, within the last five years, jointly authored research or literature with a faculty member at that institution;*
- have been a member of a relevant course advisory committee at the institution within the last five years;*
- have an immediate family member attending or employed by the institution;*
- have applied for a position at the institution within the last 5 years;*
- have been a consultant at the institution within the last 5 years;*
- have served as a commencement speaker, received an honorary degree from the institution, or otherwise profited or appeared to profit from service to the institution.'*

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Assessing entities

Specific requirements for managing conflicts of interest are included in agreements between CCEA and the institutions engaged to conduct assessments of overseas trained chiropractors for practise in Australia and New Zealand. Institutions are asked to warrant that no conflict of interest exists, or is likely to arise, in the performance of its obligations under the agreement, and that they will immediately notify CCEA in writing if a conflict or risk of conflict of interest arises during the term of the agreement.

The CCEA engages two assessing entities to conduct these assessments, which ensures any conflicts of interest identified at an institutional level can be appropriately addressed.

Work underway

The agreements between CCEA and the assessing entities are currently under review.

Domain 3. Operational management

The accreditation authority effectively manages its resources to support its accreditation function under the National Law.

Structure

The 12 members of the CCEA Council are located across Australia and New Zealand, supporting consideration of regional issues in the context of a nationally operating organisation. Face-to-face meetings of the Council are held twice a year. Technology is used to augment face-to-face meetings and support operating efficiency.

To achieve its objectives in relation to its accreditation function, the CCEA Council elects an Executive Committee of four members (Chairperson, Deputy Chairperson, Treasurer, one other Councillor) to act on behalf of the Council between meetings on referred matters.

Formally constituted committees of the CCEA have been established to act with specified delegated responsibility in relation to its accreditation function (refer to chart in Domain 2). The responsibility of these committees is specified in the *Constitution and Rules* (Sections 15 and 16). The Chairperson and other members of the committees are appointed by the Council.

Service/support arrangements

Accreditation teams

Accreditation team members are drawn from a 'pool' of personnel identified by CCEA through sources such as professional associations, educational institutions and the community at large. They are engaged on the basis of providing their own professional expertise for consulting purposes.

The CCEA has clear policies and procedures in a handbook which defines the roles and responsibilities of accreditation team members, who operate under the auspices of the Accreditation Committee. The CCEA also provides appropriate opportunities for team members to become familiar with relevant documents and be briefed on the conduct of an accreditation visit. More detailed information is included under Domain 5.

Assessing entities

The CCEA engages two Australian institutions that currently provide first professional degree programs in chiropractic, to prepare and conduct Competency Based Assessments of chiropractors who hold a CCEA-approved overseas qualification and who have been assessed by CCEA as suitable to undertake the assessment. The Competency Based Assessments are conducted under the direction of the Chiropractic Overseas Assessment Committee (COAC) and according to the Blueprint developed by a COAC sub-committee.

The CCEA has clear policies and procedures to describe the assessment process (e.g. the *Candidate guide*, the *Blueprint for assessments*, CCEA policies and procedures) and the roles and responsibilities of the assessing entity. These policies and procedures have recently undergone a substantial review and revised documents are currently under consideration by the COAC for approval prior to implementation.

More detailed information is included under Domain 6.

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Administration

The CCEA has established arrangements for a part-time secretariat which provides Executive and administrative services to the Council and its Committees.

The *Constitution and Rules* (Section 17) of the CCEA defines the roles and responsibilities of the Executive Officer.

Financial management

A Treasurer is elected from Councillors, and holds the position for a two-year term of office. This office bearer is responsible for overseeing the financial administration of the organisation, reviewing procedures and financial reporting, and advising the Council on financial strategy.

As defined in the *Constitution and Rules* (Section 20), the assets and income of the Council are applied solely in furtherance of its objects and no portion is distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the Council.

The CCEA is cognisant of the requirements of the *Agreement for the Accreditation Function* with AHPRA to use the funds provided under the agreement only for the performance of its accreditation functions. Accounts are audited; the 2010–2011 Annual Report, including a copy of the CCEA's audited financial statements for the reporting period, is included as Attachment 2.

Financial policies

Several relevant financial policies are in place and are reviewed regularly, as required:

- CCEA Policy No. 2 Appointment of Auditor
- CCEA Policy No. 8 Payment of Councillors or CCEA Representatives
- CCEA Policy No. 9 Surplus funds
- CCEA Policy No. 10 Travel incentive schemes
- CCEA Policy No. 12 Qantas Club membership
- CCEA Policy No. 15 Payments in relation to the accreditation of chiropractic programs
- CCEA Policy No. 18 Class of air travel
- CCEA Policy No. 19 Honorariums

Setting fees

In setting fees for its accreditation functions, the CCEA supports the objectives and outcomes of the National Law, and in doing so acts to set fees that are not onerous or restrictive:

- Fees for the assessment of overseas trained chiropractors are set to at least ensure cost recovery for the administration of the assessment. These fees are published in the *Candidate guide to skills assessment for migration to, and/or registration in, Australia as a chiropractor* and can be accessed at www.ccea.com.au/Skills%20Recognition/Fees.htm
- Fees for the accreditation of programs are determined based on cost recovery for the conduct of the assessment of the particular institution. There is a small offset in fees paid by Australian institutions in recognition of the profession's support.

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The relevant committees regularly benchmark fees set with those of other accrediting bodies to assess ongoing fairness and efficiency in its processes.

Legal compliance and risk management

A Legal/Policy/Constitution committee was established to monitor the CCEA's legal compliance.

A review of the CCEA *Constitution and Rules* and all policies was undertaken in 2010 to ensure compliance when the *Health Practitioner Regulation National Law Act* came into force on 1 July 2010. The *Constitution and Rules* are required to be reviewed at least every three years. For each policy, the date of adoption, the date of review and the date of next review is identified; timeframes for review are dependent on the determined need for frequency of review of the individual policy but in no later than two years.

A risk management approach is taken to monitoring budget, financial and compliance risks. A more comprehensive risk management plan is currently being developed.

Information management

The CCEA complies with legislative requirements in relation to maintaining records (*South Australian Associations Incorporated Act 1985*) and privacy (*Commonwealth Privacy Act*).

The CCEA Policy No. 13 *Role of Council members in governance* specifies that:

'A councillor must maintain the confidentiality of information provided to the member for the purposes of enabling the performance of the duties of member of the Council.'

The *Accreditation Team Handbook* details the obligations of team members in relation to confidentiality within the accreditation process. The following is the relevant extract from the handbook:

'Confidentiality is an integral part of the accreditation process. The team members must have access to much sensitive information in order to conduct reviews of professional education units, curriculum guidelines, and internal program approval systems. On-site accreditation teams must protect the confidentiality of this information. Confidentiality has no expiration date — it lasts forever. Unless indicated otherwise:

- *team members shall treat as confidential all elements of the CCEA accreditation process and information gathered as part of the process — documents, interviews, discussions, interpretations, and analyses — related to the inspection of professional education units;*
- *team members shall not discuss in public places the particulars of an on-site accreditation visit or the specifics of any case;*
- *team members shall not discuss details about an institution related to an accreditation visit with anyone other than members of their accreditation team before, during, or after the visit.'*

For the skills assessment of overseas trained chiropractors, the *Candidate Guide* notifies potential applicants that the CCEA and its committees liaise with relevant bodies such as registration/licensing authorities, immigration and employment authorities and chiropractic

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institutions as required. The privacy notice on application forms for skills assessments states:

'The information in this form is collected primarily for the assessment of chiropractic qualifications and skills for migration to and/or registration in Australia. The information collected may be used by or passed to other persons within the Council on Chiropractic Education Australasia; Chiropractic Board of Australia, New Zealand Chiropractic Board and other chiropractic regulatory authorities; chiropractic institutions; Department of Immigration and Citizenship (DIAC); and Department of Education, Employment and Workplace Relations (DEEWR). Information on this form may be disclosed without your consent where authorised or required by law.'

The CCEA utilises a secure online back-up of records. Information transported electronically is encrypted and password protected.

The CCEA website is utilised as a vehicle for information management and dissemination. Key current documents, policies and guidelines are freely available for download.

Work underway

CCEA policy and procedures on managing information are currently being developed.

Domain 4. Accreditation standards

The accreditation authority develops robust accreditation standards which have been set in advance for the assessment of programs of study and education providers.

Standards relevant to accreditation

There are two sets of standards relevant to CCEA's accreditation functions:

- *Competency Standards for Entry Level Chiropractors* (included as Attachment 4 or can be downloaded at www.ccea.com.au/Publications/Accreditation%20Documentation.htm)
- *Educational Standards for First Professional Award Programs in Chiropractic* (included as Attachment 5 or can be downloaded at www.ccea.com.au/Publications/Accreditation%20Documentation.htm).

These two sets of Standards are complementary and inter-linked. These Standards are those approved by the Chiropractic Board of Australia in accordance with the *Health Practitioner Regulation National Law Act* as in force in each state and territory.

Competency standards for entry level chiropractors

In October 1991, ACCE (then entitled the Australasian Council on Chiropractic and Osteopathic Education) resolved to establish competency-based professional standards for chiropractors. The development of the first version of the competency-based professional standards in Australia was funded by the National Office of Overseas Skills Recognition (NOOSR) in the Department of Employment, Education and Training.

The funding guidelines stipulated that the standards must be derived from work-place practice, be expressed as performance outcomes, have accompanying performance criteria and link entry-level education and training. The competency standards were developed in consultation with members of the profession and all other interested parties, in line with the NOOSR requirements. These competencies relate to the knowledge, skills and attitudes required of practitioners in performing their required practice roles and tasks.

Since their initial development, the competency standards have typically been reviewed following the release of *Job analysis for chiropractic in Australia and New Zealand*, a publication of the US National Board of Chiropractic Examiners, International division.

The competency standards were last updated in December 2009.

Educational Standards for First Professional Award Programs in Chiropractic

The framework for the CCEA *Educational Standards for First Professional Award Programs in Chiropractic* was based on the World Federation of Medical Education (WFME) *Global standards for Quality Improvement in medical education*. The essence of the Standards is also derived from those established and applied by ACCE.

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The CCEA Standards also reflect the *International Chiropractic Accreditation Standards* of the Councils of Chiropractic Education International (CCEI) and are considered equivalent to those of major overseas chiropractic accrediting agencies (CCEs in the United States, Europe and Canada).

Although there has not been published research on the effectiveness of the CCEA standards in particular, studies of the use of the WFME Global Standards (on which the CCEA standards are based) have shown them to be effective, valid and reliable.

Standards development and review

Quality of accreditation standards

The CCEA supports the objectives and outcomes of the National Law, recognising that the quality of accreditation standards impact on decisions about registration of practitioners and impact on the protection of the public.

Requirements under the National Law

The CCEA is cognisant of:

- its requirements under the National Law, specifically in relation to s46 (Development of accreditation standards) and s47 (Approval of accreditation standards)
- the requirements of the agreement with AHPRA/CBA in relation to its accreditation function, including to develop and implement a process to review accreditation standards.

Review of accreditation standards

CCEA observes a system of review of its standards accreditation framework through:

- feedback from Accreditation Teams and Institutions undergoing accreditation
- regular review of government policy, educational and health profession developments which affect clinical training
- periodically establishing working parties to review standards and procedures with extensive stakeholder consultation
- interaction with other national and international chiropractic education standard setting and accreditation agencies
- regular review against national and international standards for good practice in accreditation.

Stakeholder involvement

The development and review of both sets of CCEA standards has been undertaken in consultation with members of the profession and other interested parties.

The most recent reviews occurred in response to the project *Benchmarking competencies for introducing and managing mental health disorders in chiropractic curricula* and the stakeholder involvement in this project is indicative of the level of stakeholder participation normally utilised by the CCEA in the development and review of standards.

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For this project, stakeholders involved included representatives of:

- Council on Chiropractic Education Australasia (CCEA)
- Chiropractic Association Australia (CAA)
- Chiropractic educational institutions
- Chiropractic regulatory authorities
- CCEA Accreditation Committee
- Subject experts (in this case, mental health)
- Consumers.

Domain 5. Processes for accreditation of programs of study and education providers

The accreditation authority applies the approved accreditation standards and has rigorous, fair and consistent processes for accrediting programs of study and their education providers.

Accredited programs

As the accreditation authority, CCEA currently accredits the following local and trans-Tasman programs of study and their providers:

- Macquarie University
- Murdoch University
- RMIT University
- New Zealand College of Chiropractic.

CCEA is engaged in preview activity with CQ University.

CCEA also accredits programs in Korea, Japan and Malaysia.

Initial accreditation process

The process for CCEA accreditation follows the six steps as outlined below:

1. Application for Accreditation by the Institution/Program
2. Development of a Self Evaluation Report (S.E.R.) by the Institution/Program
3. Review of the S.E.R. by the Accreditation Committee
4. On-site Visit by an Accreditation Team
5. Review of the Accreditation Team's Report by the Accreditation Committee
6. Accreditation Determination by Council.

The primary principle of the process is assessment of the Institution/Program against the published standards, and a consistent approach is based on a published process for accreditation which is described in full in the *CCEA Accreditation Policy and Procedures*. This document is included as Attachment 6 or can be downloaded from www.ccea.com.au/Publications/Accreditation%20Documentation.htm.

Supporting continuous quality improvement

The CCEA *Educational Standards for First Professional Award Programs in Chiropractic* have two main objectives:

- to establish a system of evaluation and accreditation of institutions teaching chiropractic to assure minimum quality standards for chiropractic education programs; and
- to stimulate institutions to formulate their own plans for change and quality improvement in those programs and generally.

The second objective is supported in many ways, including:

- the Standards being structured in two levels – Basic and Quality Improvement – to highlight and encourage continuous improvement; and
- the requirement for a Self Evaluation Report (S.E.R.) addressing CCEA standards.

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Guidelines for Self-evaluation and (Re-) accreditation Applications have been developed to assist Institutions teaching chiropractic to review their educational program against the CCEA Educational Standards for First Professional Award Courses in Chiropractic. These are included as Attachment 7 or can be downloaded from www.ccea.com.au/Publications/Accreditation%20Documentation.htm.

Following a review of the S.E.R. and the on-site evaluation, the Accreditation team is expected to assist the Institution by making recommendations or suggestions that identify possible means of improvement, where relevant. An exit interview is conducted by the team with the Institution's Chief Executive Officer and selected personnel.

Accreditation team members are provided guidance on their role in supporting continuous quality improvement in the *Accreditation Team Handbook*, which states:

Supporting Continuous Institutional Improvement and Change

Team members should understand that institutions and programs are regularly changing. At the time of the visit an institution may be in the midst of changing from quarter to semester hours or revising a program to meet new standards. Newly admitted students may be entering a program that is different from the one that other students are finishing. In this scenario, both existing and new programs/procedures should be reviewed, in the context of what program is under assessment for accreditation, what are the changes, and why, and will they improve existing weaknesses etc.

While assuring that the CCEA standards are met at a level to gain or maintain accreditation, teams should interact with institutional representatives in a way that is supportive of continuous self-renewal. Teams should set a tone of professional collegiality that encourages self-assessment and feedback.

The Accreditation Committee and Council also regularly nominate aspects of the programs with possible improvement actions for consideration.

Cyclical accreditation process

Accreditation determinations

A decision to accredit or re-accredit an institution provides for a specific number of years as determined appropriate by Council, and may be dependent on a number of conditions being met within set timeframes. Accreditation may be granted for a period of no more than five years.

The power of the Council and the process for reaching decisions in relation to accreditation determinations is outlined in the Constitution (Sections 12, 15 and 18), included as Attachment 1.

Re-accreditation

Re-accreditation and inspection of Institutions are conducted at intervals no longer than five years and are based on the same procedures outlined above for initial accreditation.

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In the interval between accreditation and re-accreditation, Institutions are required to undertake self-evaluation on a continuing basis, and follow a reporting process to CCEA to facilitate on-going monitoring and encouragement for improvement.

Reporting is expected on:

- an annual basis;
- a nominated progress frequency, as required by Council in connection with (re-accreditation findings; and
- where a substantive program or institutional change is planned. The CCEA *Accreditation Policy and Procedures* currently provide indicative examples of what constitutes a 'substantive change'; however a more expansive outline has been drafted and will be published following stakeholder consultation.

Special site visits can be required at the discretion of CCEA to review the accreditation decision, substantive changes, etc.

During 2011/12, as in previous years, the CCEA has received and reviewed Annual/Progress reports on each of the programs currently holding accreditation status.

Accreditation teams

The on-site evaluation of an Institution/program by the Accreditation team is a significant component of the accreditation and re-accreditation process. As such, the CCEA has policies and processes to ensure the appropriate selection and preparation of Accreditation team members.

Generally, an accreditation team of four people is appointed by the CCEA Accreditation Committee to conduct the on-site accreditation inspection on behalf of the CCEA.

An accreditation team is constituted so as to provide appropriate knowledge and expertise in key areas pertinent to the Standards. Teams must include an academic specialist and at least two clinical assessors, who are experienced chiropractors holding current registration in Australia or New Zealand. Where possible, it is preferable to include at least one team member from an Institution that is similar in type to the Institution being visited.

The *Accreditation Team Handbook* identifies the skills and experience required for team members:

Individuals should have:

- *demonstrated expertise in the field of academic leadership, professional education, research, clinical practice, business management, and/or evaluation;*
- *skill in use of evaluation techniques, such as the interpretation of quantified data, interviewing and observation techniques, and analysis of written information;*
- *good writing skills: the ability to convey clearly and concisely observations and judgements in writing;*
- *the ability to make unbiased professional judgements about education units based on the application of the Standards;*

- *good interpersonal skills: the ability to interact with team members and institutional personnel in a courteous and collegial manner and the ability to work toward consensus in team deliberations;*
- *word processing skills and e-mail access;*
- *the capacity to work quickly and efficiently within concentrated timeframes, as on-site visits are usually intensive with extended working hours.*

Team members must be familiar with the relevant CCEA Standards and their application, as well as being briefed in the conduct of an accreditation visit. CCEA will arrange appropriate opportunities for this familiarisation and briefing. The Institution, and team members, are given an opportunity to comment on the performance of team members and the leader following each on-site visit, and the Accreditation Committee notes the quality of team reports. These inputs are referenced in formulating future teams to represent CCEA.

Team members develop their knowledge and skills concerning on-site inspections through their initial familiarisation and briefing, followed by 'on-the-job' participation with experienced members. Team leaders make the on-site visit a learning experience for less experienced team members.

Identifying and managing conflicts of interest

In addition to the policies and procedures for managing conflicts of interest identified under Domain 2, the CCEA provides the Institution and *Accreditation team members* guidance for identifying and managing potential conflicts of interest.

The CCEA advises the Institution of team members details several weeks before the scheduled visit. A team member may be replaced at the Institution's request if the Institution can demonstrate that potential conflict of interest exists.

The *Accreditation Team Handbook* provides the following information on the code of conduct in relation to identifying and managing conflicts of interest:

The accreditation process is by nature, sensitive; objectivity and credibility are essential. The purpose of this Code of Conduct is to prevent conflict of interest and unethical behaviour by CCEA representatives.

To assure institutions and the public that CCEA reviews are impartial and objective, to avoid conflicts of interest, and to promote equity and high ethical standards in the accreditation system, team members shall follow the Code of Conduct. Violation of any part of the Code will result in the team member's removal from the team. Team members should exclude themselves from CCEA activities for any other reasons not listed in the Code that may represent an actual or perceived conflict of interest.

Conflict of Interest

Team members shall not participate in an accreditation visit to an institution if they:

- *have been a member of the faculty or staff or a student at the institution within the past five years ('student' includes persons having been enrolled in a significant course of study or degree program or being a graduate of the institution);*

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- *are participating (on an individual basis) in a common consortium or special research relationship with the Institution or a faculty member;*
- *have, within the last five years, jointly authored research or literature with a faculty member at that institution;*
- *have been a member of a relevant course advisory committee at the institution within the last five years;*
- *have an immediate family member attending or employed by the institution;*
- *have applied for a position at the institution within the last 5 years;*
- *have been a consultant at the institution within the last 5 years;*
- *have served as a commencement speaker, received an honorary degree from the institution, or otherwise profited or appeared to profit from service to the institution.*

The code of conduct also addresses matters of bias and gifts/gratuities.

In regards to Conflict of Interest guidelines for the Accreditation Committee, see CCEA Policy No. 4 *Conflict of Interest* at Attachment 3.

Complaints and appeals

Institutions may provide the CCEA with any feedback throughout the accreditation process; this will be considered and addressed as required by the Accreditation Committee.

Appeal processes are provided relating to the following Decisions of the Council:

- i. denial of initial accreditation
- ii. denial of re-accreditation
- iii. sanction of probation
- iv. revocation of accreditation.

CCEA strives for a fair and consistent approach in reaching accreditation decisions and, in the history of CCEA (and its predecessor ACCE), there have been no instances of complaints or appeals against Council Decisions.

Section 6 of the CCEA *Accreditation Policy and Procedures* clearly outlines the procedure for appeals; this document is included as Attachment 6 or can be downloaded from www.ccea.com.au/Publications/Accreditation%20Documentation.htm.

Work underway

Guidance for Institutions/program reporting of 'substantive change'; a more expansive guideline has been drafted and will be published following stakeholder consultation.

Domain 6. Assessing authorities in other countries

Where this function is exercised by the accreditation authority, the authority has defined standards and procedures to assess examining and/or accrediting authorities in other countries consistent with the National Law.

Assessing function

CCEA exercises this function in concert with other international authorities through mutual co-operation, collaboration and membership of the peak body, Councils on Chiropractic Education International (CCEI). Current membership comprises:

- Council on Chiropractic Education Australasia (CCEA)
- Canadian Federation of Chiropractic Regulatory and Educational Accrediting Boards (CFCREAB)
- Council on Chiropractic Education United States of America (CCE-US)
- European Council on Chiropractic Education (ECCE).

The Councils on Chiropractic Education International

The CCEI is an independent and autonomous organisation that is committed to excellence in chiropractic education through promoting and overseeing consistent, appropriate and high quality standards for chiropractic education worldwide.

The CCEI works toward accomplishment of the following goals, as described in its *Articles of organisation and bylaws* (included as Attachment 8):

- To define minimum international educational standards and ensure their adoption and maintenance by accrediting agencies worldwide;
- To define the process of accreditation and ensure appropriate implementation and administration of the process by accrediting agencies worldwide;
- To establish and maintain a process for verifying equivalence of the educational standards and accreditation processes utilised by CCEI member accrediting agencies worldwide;
- To assist and provide guidance for the development of accrediting agencies toward their full autonomy and membership in CCEI;
- To promote continuous improvement of international educational standards, recognising educational, cultural and legislative diversity in various countries and regions; and,
- To advocate quality education through the dissemination and promotion of information to governments, professional organisations and others.

Recognition and membership

As described in its *Articles of organisation and bylaws* (included as Attachment 8), to be eligible for recognition and membership by CCEI, an accrediting agency must be:

- Organised to assess and make determinations regarding the quality and content of educational programs that graduate entry-level chiropractic practitioners, according to the criteria and processes stated in the International Chiropractic Accreditation Standards adopted by CCEI;
- Completely independent and free from influence by any other body or individual;

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- Non-profit in its nature and operation;
- Structured and staffed in a manner that ensures thorough and rigorous accreditation activities without bias or compromise; and,
- Fully responsive and provide reasonable assistance to any and all chiropractic educational entities in its region as those entities might seek accreditation services.

The process for evaluation of an agency applying for membership with CCEI is described in *Policy 9 Process for membership*, included as Attachment 9 or can be downloaded from www.cceintl.org/Important_Documents.html.

A key element of this is an assessment of the accrediting agency's standards against the *International Chiropractic Education Standards*, included as Attachment 11 or can be downloaded from www.cceintl.org/Important_Documents.html

To assure the highest possible quality in chiropractic education programs, responsible accrediting agencies must assess the eligibility and performance of students, the qualifications of academic and clinical staff, the soundness of instruction and the suitability of the learning environment. As members of an international body established to promote and assure high standards for chiropractic education by recognising accrediting bodies that adhere to rigorous standards, CCEI member agencies must employ all components of these international standards as the basis for accreditation of chiropractic education programs.

CCEI recognises that high standards serve as the foundation for credibility and effectiveness in the assessment and accreditation of educational programs. CCEI undertakes a periodic process of review to insure that its *International Chiropractic Accreditation Standards* are clear, current and appropriately applicable to the roles of chiropractic education accrediting bodies worldwide, and to ensure proper rigor and effective performance in accreditation. This thorough process of review occurs at three-year intervals. It is described further in *Policy 2 Standards review*, included as Attachment 13 or can be downloaded from www.cceintl.org/Important_Documents.html.

Under CCEI, CCEA is assigned as the accrediting agency for the Australian and New Zealand region. Maintenance of membership with CCEI is reviewed annually following the submission of annual reports. Any amendments to Member standards etc are made available for preview and comment by other members during stakeholder consultation.

CCEI also has:

- A policy which describes the processes for appeals and complaints (*Policy 9 Process for membership*, included as Attachment 9 or can be downloaded from www.cceintl.org/Important_Documents.html).
- A policy to manage conflicts of interest (*Policy 11 Conflict of interest*, included as Attachment 10 or can be downloaded from www.cceintl.org/Important_Documents.html).

International equivalence in education

International portability of educational credentials in chiropractic is supported by an assessment of the equivalence of accreditation standards.

Standards for the assessment of equivalence

The assessment of equivalence is based on adherence to international education standards developed by the CCEI:

- *International Chiropractic Education Standards*, included as Attachment 11 or can be downloaded from www.cceintl.org/Important_Documents.html
- *Statement on Equivalence of Standards*, included as Attachment 12 or can be downloaded from www.cceintl.org/Important_Documents.html.

Recognition of equivalent education credentials by CCEA

It should be noted that overseas qualified chiropractors who have completed an entry-level qualification in chiropractic that is accredited by a CCEI member are still required to successfully complete an application form and a competency based assessment prior to being deemed eligible to apply for registration as a chiropractor in Australia. Further details are included under Domain 7.

Domain 7. Assessing overseas qualified practitioners

Where this function is exercised by the accreditation authority, the authority has processes to assess and/or oversee the assessment of the knowledge, clinical skills and professional attributes of internationally qualified practitioners who are seeking registration in the profession under the National Law and whose qualifications are not approved qualifications under the National Law for the profession.

Chiropractic Overseas Assessment Committee

The Chiropractic Overseas Assessment Committee (COAC) is a constituted standing committee of the CCEA and administers the assessment of qualifications and skills for migration to, and practice in, Australia.

Assessment standards

Overseas qualified practitioners are assessed according to the CCEA *Competency Standards for Entry Level Chiropractors*, included as Attachment 4 or can be downloaded at www.ccea.com.au/Publications/Accreditation%20Documentation.htm. The development and review of these standards is described further under Domain 4.

Assessment process

The assessment process consists of the following two stages. These are described in detail in the *Candidate guide for skills assessment for migration to, and/or registration in, Australia as a chiropractor (Candidate Guide, hereafter)*, included as Attachment 14 or can be downloaded from www.ccea.com.au/Publications/Evaluation%20Documentation1.htm.

The candidate guide has recently been reviewed following benchmarking with other accrediting authorities in Australia and internationally, and a review of changing requirements in legislation and policy relating to accreditation, registration and migration. It is currently undergoing a process of consideration by the COAC and is expected to be published later in 2012.

Stage 1 – Desktop Audit

All overseas-qualified candidates wishing to migrate to and/or register in Australia are required to submit a completed *Stage 1 – Desktop Audit* application. There are different versions of the form depending on where the candidate's entry level qualification in chiropractic was completed; the diagram on the following page summarises the CCEA assessment process according to the revised candidate guide.

The *Stage 1 – Desktop Audit* application forms can be downloaded from www.ccea.com.au/Publications/Evaluation%20Documentation1.htm. These have recently been reviewed in line with the review of the candidate guide above, and are expected to be published shortly.

Each candidate's Desktop Audit application is assessed according to their educational qualifications, registration/licensure, work experience and English language skills. Candidates will be deemed eligible or ineligible to progress to the *Stage 2 – Competency Based Assessment*.

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Stage 2 – Competency Based Assessment

The *Stage 2 – Competency Based Assessment* is developed and administered under the direction of the COAC. It is based on the CCEA *Competency Based Standards for Entry Level Chiropractors* (see Attachment 4).

The *Stage 2 – Competency Based Assessment* consists of three parts undertaken in Australia and scheduled over three consecutive days (with all candidates being required to be in attendance for portions of all three days). There are both written and practical components.

The different parts of the assessment are described in more detail in Section 3 of the *Candidate Guide*, included as Attachment 14 or can be downloaded from www.ccea.com.au/Publications/Evaluation%20Documentation1.htm.

The *Candidate Guide* also contains information on:

- Schedule and deadlines
- Exemptions
- Results
- Materials and equipment required for the assessment
- Conduct of candidates undertaking the assessment
- Assessment preparation
- Special consideration
- Supplementary assessments and re-sits
- Appeals
- Fees.

Assessing entities

CCEA engages assessing entities to develop and deliver the *Stage 2 – Competency Based Assessment* on behalf of CCEA. This is undertaken according to a *Blueprint for assessment* which specifies the structure, content and key assessment criteria for the assessment. The blueprint was developed through a consultative process in 2008/9 to support consistent assessment of the CCEA *Competency Standards for Entry Level Chiropractors*.

The Department of Chiropractic, Macquarie University and the School of Chiropractic, Murdoch University are currently engaged as assessing entities. CCEA expectations in relation to the conduct of assessments are agreed with the Institutions, incorporating:

- Format of assessment and use of the Blueprint for assessment
- Facilities for assessment
- Selection, appointment and performance review of assessors
- Code of conduct
- Breaches of conduct
- Monitoring and standardisation
- Reporting requirements and record management
- Supplementary assessments and re-sits
- Appeals.

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These requirements are consistent with those described in the *Candidate Guide*, included as Attachment 14 or can be downloaded from www.ccea.com.au/Publications/Evaluation%20Documentation1.htm.

Monitoring of assessments

Consistency in the conduct of assessments is maintained and monitored through close communication between CCEA and the assessing entities and the use of independent observers at assessments.

Standardisation of the assessments conducted by the two assessing entities occurs through an ongoing process of pre and post assessment communication, reporting and review.

Assessment statistics (which link country of origin, desktop audit progress and planned pathway for assessment, assessing entity and actual exam results) are reviewed by the COAC and Council.

Work underway

The *Candidate Guide*, Desktop Audit and underpinning processes and procedures are currently undergoing a process of consideration by the COAC and relevant updated document are expected to be published later in 2012.

Have you completed a recognised, registrable entry-level qualification in Chiropractic at a **recognised accredited program in Australia or New Zealand**?

AND/OR

Do you hold current general registration without conditions issued by the Chiropractic Board of Australia or a current and unconditional Annual Practising Certificate issued by the New Zealand Chiropractic Board?

YES

NO

Have you completed an entry-level qualification in Chiropractic at a **recognised accredited program located outside of Australia or New Zealand**?

YES

NO

Stage 1 – Desktop Audit

Form A2 or A3. Application for Skills Assessment for Migration to Australia

Form A1. Application for Skills Assessment for Migration to and/or Registration in Australia

Form A4. Application for Skills Assessment for Migration to and/or Registration in Australia

Stage 2 – Competency Based Assessment

Assessed as eligible candidate for Stage 2

Assessed as ineligible candidate for Stage 2

Sit the relevant Parts of the **Stage 2 – Competency Based Assessment**

Application assessed as suitable

Application assessed as not suitable

PASS

FAIL

Apply for skilled migration to Australia

This is only relevant if you are applying for migration under the skilled migration program

Eligible to apply for registration in Australia

Not eligible to apply for registration in Australia

Figure. CCEA assessment process

Domain 8. Stakeholder consultation

The accreditation authority works to build stakeholder support, and collaborates with other national and international accreditation authorities including other health profession accreditation authorities.

National collaboration and communication

Overarching structure

The membership of Council, defined in the *Constitution and Rules* of the CCEA, ensures there is a mechanism for continued engagement with key stakeholders including Australian and New Zealand professional bodies, regulatory authorities, educational institutions, practising chiropractors, other registered health professionals, and consumers. More detailed information is included under Domain 1.

Accreditation organisations

To support collaboration with other national accreditation organisations, the CCEA is a member of the Forum of Australian Health Professions Councils. The purpose of the forum is:

- To work together on issues of national importance to the regulated health professions
- To identify areas of common interest and concern in relation to the regulated health professions
- To work toward a position of consensus on identified issues and concerns
- To take joint action in areas of importance to the regulated health professions
- To develop joint position statements which provide recommended policy directions for governments and other relevant stakeholders.

The forum meets regularly, as well as communicating via email and teleconference. Other members include

- Australian Dental Council
- Australian Medical Council
- Australian Nursing and Midwifery Accreditation Council
- Australian Pharmacy Council
- Australian Physiotherapy Council
- Australian Psychology Accreditation Council
- Optometry Council of Australia and New Zealand
- Australian and New Zealand Osteopathic Council
- Australian and New Zealand Podiatry Accreditation Council
- Occupational Therapy Council (Australia and New Zealand) Inc
- Australian Medical Radiation Sciences Accreditation Council.

Consultations

The CCEA engages in consultations and responds to discussion papers, supporting the processes of entities such as the Chiropractic Board of Australia (CBA), Health Workforce Australia (HWA) and the Tertiary Education Quality and Standards Agency (TEQSA).

The CCEA engages with Institutions and Heads of Schools regularly through progress reports and monitoring of accreditation. They are also consulted when changes to accreditation standards, policies and procedures are proposed.

The CCEA engages with other national stakeholders through targeted conference attendance where there are issues relevant to chiropractic practice, competency standards, education and accreditation. Examples include the Chiropractic Association of Australia conferences and Research Summits.

Notifications

The CCEA distributes copies of its Annual Report to organisations that appoint members of Council (as identified in the *Constitution and Rules*).

The CCEA notifies the Chiropractic Board of Australia and other relevant stakeholders of accreditation and reaccreditation decisions of Council.

International collaboration and communication

Overarching structures

In the development of standards, conduct of accreditation and skills recognitions, the CCEA works within overarching national and international structures of quality assurance, including those of:

- The Councils on Chiropractic Education International (CCEI)
- The World Federation for Medical Education (WFME)
- The World Health Organisation (WHO)
- The Australian Health Practitioner Regulation Agency (AHPRA)
- Professions Australia.

Accreditation organisations

The CCEA collaborates with international chiropractic accreditation organisations through its membership of the Councils on Chiropractic Education International (CCEI). Other members include with the Canadian Federation of Chiropractic Regulatory and Educational Accrediting Boards (CFCREAB), the Council on Chiropractic Education United States of America (CCE), and the European Council on Chiropractic Education (ECCE).

Updates on Institution/program (re-) accreditation decisions are exchanged when actioned.

More detailed information is included under Domain 6.

Examining authorities

The CCEA maintains communication with international examining authorities, including the National Board of Chiropractic Examiners (US), the Canadian Chiropractic Examining Board and the International Board of Chiropractic Examiners.

Consultations

The CCEA engages with other international stakeholders through involvement in consultations, committees and targeted conference attendance where there are issues relevant to chiropractic practice, competency standards, education and accreditation. For example, the World Federation of Chiropractic conference and the International Chiropractic Regulatory Forum.

Website

The CCEA provides a substantial level of communication through its website (www.ccea.com.au). This is regularly updated with information about:

- The roles, responsibilities and performance of the organisation (including *Constitution and rules* and Annual reports)
- Accreditation of entry level chiropractic programs (including standards, policies, procedures and forms)
- Skills recognition of overseas trained chiropractors (including standards, policies, procedures and forms).

Part 2

CCEA activity and plans

Activity since the introduction of the National Law (July 2010 – June 2012)

Since the introduction of the National Law, and the appointment of CCEA as the accreditation authority for chiropractic, the CCEA has been engaged in a range of activities to support its accreditation functions. A summary of these is provided in the following table.

<p>Governance and operating environment</p>	<p>Management of business activity and operations</p> <ul style="list-style-type: none"> • Council meetings (2 face to face meetings a year) • Executive meetings (monthly or bimonthly teleconferences) • Development of a suitable agreement with AHPRA/CBA for exercising accreditation functions • Reviewed and upgraded financial processes and procedures to strengthen transaction management and recording • Revised executive and administrative function, with the skills and experience to meet the growing requirements • Participation in Forum of Australian Health Professions Councils meetings (2 representatives, 4 face to face meetings a year) <p>Consideration of and responses prepared to discussion/consultation papers</p> <ul style="list-style-type: none"> • HWA: HWA reforms – implementation plan for strategic framework for action • CBA Consultation and publication process • CBA: Category of ‘non practising’ registration • CBA: Proposed standards for limited registration (Limited registration for teaching and research; Limited registration in the public interest) • CBA: Definition of practice • CBA: Code of Conduct • Australian Qualifications Framework (AQF) Council: Criteria for determining the addition of a profession permitted to use the alternative title of ‘Doctor of’ for the Masters Degree (Extended) • AHPRA/CBA: Review of arrangements for the exercise of accreditation functions <p>Policies and procedures</p> <ul style="list-style-type: none"> • Creation of the Postgraduate Committee, in preparing to contribute to the development of requirements and pathways that may lead to endorseable or specialist criteria within the profession • South Australian Radiation Council: approval obtained for CCEA radiology/radiography assessment as a suitable exam to qualify for Radiation Licensing in SA; approval obtained for graduates of all Australia and NZ CCEA accredited programs to gain automatic licensure in SA • Review of various policies to reflect changed situations
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<p>Accreditation standards</p>	<p>Monitoring of influences affecting chiropractic education and accreditation</p> <ul style="list-style-type: none"> • Participation in the Australasian College of Chiropractors' Research Summit (2010) • Participation in the Anatomy symposium, Macquarie University (July 2012) • Monitoring developments in such areas as simulated learning, self-reflection and other pedagogy • Reviewing trends in standards in other health professions <p>Consideration of and responses prepared to discussion/consultation papers</p> <ul style="list-style-type: none"> • Australian Learning and Teaching Council Ltd: Threshold learning outcomes (TLOs) for the health, medicine and veterinary science fields • NPS: Prescribing competencies framework • Health Workforce Principal Committee (HWPC) project: Development of national criteria for specialty recognition under the National Registration and Accreditation Scheme
<p>Accreditation of programs of study and education providers</p>	<p>Accreditation Committee</p> <ul style="list-style-type: none"> • Met regularly face to face and by teleconference as required; plus ongoing interaction via email to progress monitoring and research activities <p>Accreditation or re-accreditation of programs and service providers</p> <ul style="list-style-type: none"> • RMIT University: re-accreditation of its Bachelor/Master program; full review planned, organised and completed • CQ University: preliminary contact established with a new program planned; expert consultants appointed to assist the service provider in developing the program; initial outlines of curriculum previewed • NZ College of Chiropractic (trans-Tasman context): re-accreditation of its Bachelor program; full review planned, organised and completed • Off-shore: <ul style="list-style-type: none"> ○ HanSeo University, Korea: review completed ○ International Medical University, Malaysia and Tokyo College of Chiropractic, Japan: applications from programs were considered and approved

<p>Accreditation of programs of study and education providers (continued)</p>	<p>Monitoring of programs and service providers</p> <ul style="list-style-type: none"> • Progress reports received on programs operating at the following Institutions: Macquarie University; Murdoch University; RMIT University; and NZ College of Chiropractic. • Progress monitored on 'items of interest' and developments in programs • Guidance provided on areas for improvement (such as patient case mix, staffing and physical facilities) • Attendance at final cohort graduation, RMIT Japan <p>Policies and procedures</p> <ul style="list-style-type: none"> • CCEA position considered and developed on various features and proposals pertinent to accreditation, with appropriate stakeholder input; topics include: <ul style="list-style-type: none"> ○ Clinic tutors ○ Accreditation periods (involving research on comparatives for other health professions) ○ New programs and the potential for a staged approach to accreditation ○ The reporting of 'substantive change' (including the expansion of guidelines for service provider reference) ○ Practice Integrated Learning initiatives (including the development of quality assurance measures for service provider guidance) ○ The review of the Standards framework (including the development of guidelines) ○ Accreditation team guidelines (including review following input from Inspection Team members) • Mental Health curriculum resources: packs distributed to Institutions <p>Monitoring of influences affecting chiropractic education and accreditation</p> <ul style="list-style-type: none"> • Participation in the Forum of Australian Health Professions Councils Accreditation workshop • Participation in Professions Australia workshops: The changing structure of higher education; and Accreditation • Participation in the International Chiropractic Regulatory Forum Competencies Project Group • Advice and alerts provided to Heads of Programs in regards to developments, studies and emergent trends noted in presentations, projects and discussion papers from such bodies as HWA, TEQSA, Australian Learning and Teaching Council (ALTC)
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<p>Accreditation of programs of study and education providers (continued)</p>	<p>Consideration of and responses prepared to discussion/consultation papers</p> <ul style="list-style-type: none"> • AHPRA: Quality framework for the accreditation function • HWA: Clinical supervision support program • HWA: National clinical supervision support framework • HWA: Simulated learning • AQF Council: Revision of the AQF
<p>Assessing authorities in other countries</p>	<p>Monitoring of influences affecting chiropractic education and accreditation</p> <ul style="list-style-type: none"> • Participation in CCEI meetings (2 members, annual meeting, with monthly/bimonthly teleconferences) • Participation in the CCEI Accreditation Mapping project (underway) • Previewing proposed changes to Standards utilised by international CCEs within CCEI's membership <p>Submissions prepared</p> <ul style="list-style-type: none"> • CCEI: Revision of CCEI <i>Objects and Goals</i> • Overseas regulatory and registration bodies: endorsement of competencies of graduates from CCEI accredited programs to enable recognition of Australian graduates internationally
<p>Assessing overseas trained chiropractors</p>	<p>Chiropractic Overseas Assessment Committee</p> <ul style="list-style-type: none"> • Annual face-to-face committee and/or stakeholder meetings • Teleconference and regular email interaction, as required <p>Assessments</p> <ul style="list-style-type: none"> • Conducted in February, July and November each year • For the period 1 July 2010 to 30 June 2011: <ul style="list-style-type: none"> ○ 38 Stage 1 Desktop Audit application forms were submitted ○ 11 Stage 2 competency assessments conducted (7 applicants successful on first attempt; 3 successful on second attempt; 1 chose not to re-sit the required sections) • For the period 1 July 2011 to 30 June 2012: <ul style="list-style-type: none"> ○ 52 enquiries about assessment were received ○ 21 Stage 1 Desktop Audit application forms were submitted ○ 1 applicant was referred by the Chiropractic Board of Australia ○ 7 Stage 2 competency assessments conducted (5 successful on first attempt; 1 successful on second attempt; 1 successful on third attempt. ○ 4 applicants were listed for assessment in the 2012-2013 reporting period

<p>Assessing overseas trained chiropractors (continued)</p>	<p>Monitoring of influences affecting chiropractic assessment</p> <ul style="list-style-type: none"> • Participation in Department of Education, Employment and Workplace Relations (DEEWR): Assessing authorities meeting (held annually) • Participation in Pharmacy Clearing House meeting • Participation in Australian Government Department of Immigration and Citizenship (DIAC): Implementation of SkillSelect • Participation in the International Chiropractic Regulatory Forum Exams Project Group and Competencies Project Group <p>Consideration of and responses prepared</p> <ul style="list-style-type: none"> • Skills Australia: input to support inclusion of chiropractic profession on the Skilled Occupation List • Department of Education, Employment and Workplace Relations (DEEWR): Biannual reporting of statistics on skills and qualification assessments <p>Policies and procedures</p> <ul style="list-style-type: none"> • CCEA review of various features pertinent to assessing overseas trained chiropractors and their implementation: <ul style="list-style-type: none"> ○ Standardisation of the conduct of assessments (including a review of the <i>Blueprint for assessments</i> and agreements with assessing entities, and a meeting with senior assessors from both assessing entities) ○ Provision of preparatory information for candidates (including consideration of candidate feedback, DIAC and CBA requirements, and comparative review of information provided for other health professions nationally and internationally; resulting in update of Candidate Guide and sample questions) ○ Collection of information from candidates (including consideration of DIAC reforms and CBA requirements; resulting in substantial review of Desktop Audit forms, standard notification letters/pro-formas) ○ Conduct of assessments in overseas locations (including discussions with overseas entities in North America about hosting written papers; discussions with Pharmacy Clearing House about facilitating conduct of written papers in overseas locations) ○ Standardisation of Australian and NZ assessments (including NZ assessors attending Australian assessments as observers, and vice versa) ○ Internal policies and procedures (review to incorporate changing requirements as noted above)
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Stakeholder consultation and collaboration with accreditation authorities	<p>As listed above in various sections, the CCEA has engaged with stakeholders and accreditation authorities both nationally and internationally through such avenues as:</p> <ul style="list-style-type: none">• Forum of Australian Health Professions Councils – now 12 members (2 representatives, 4 face to face meetings a year)• Councils on Chiropractic Education International (CCEI), including:<ul style="list-style-type: none">○ Canadian Federation of Chiropractic Regulatory and Educational Accrediting Boards○ Council on Chiropractic Education United States of America○ European Council on Chiropractic Education• Chiropractic Associations in Australia and New Zealand• Chiropractic regulatory bodies in Australia and New Zealand• Heads of chiropractic programs in Australia, New Zealand, Korea, Japan and Malaysia• National and international conferences• Engagement through presentations, discussion papers, workshops with various organisations such as:<ul style="list-style-type: none">○ Chiropractic Board of Australia○ Health Workforce Australia○ Department of Education, Employment and Workplace Relations○ Department of Immigration and Citizenship○ Tertiary Education Quality and Standards Agency.
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Summary of expected activity

In addition to the regular strategic and operational planning, review, monitoring, reporting and stakeholder liaison activities of the CCEA, key activities proposed to occur over the five years of the next period of assignment are described in the following table.

<p>Now through Year 1</p>	<p>Governance and operating environment</p> <ul style="list-style-type: none"> • Agreement with AHPRA/CBA for accreditation function • Communication <ul style="list-style-type: none"> ○ Website review and re-structure • Policy development: <ul style="list-style-type: none"> ○ Policy and procedures on information management ○ Preparation of risk management plan • Post-graduate committee: <ul style="list-style-type: none"> ○ Investigation of structures in place for forms of post graduate study within other health professions within Australia and chiropractic internationally ○ On release of AHPRA guidelines, consultation with relevant stakeholders to discuss requirements and pathways which may lead to endorseable or specialist criteria within the profession • Provide advice to CBA as requested <p>Accreditation standards</p> <ul style="list-style-type: none"> • Review of Standards – initial stage <p>Accreditation of programs of study and education providers</p> <ul style="list-style-type: none"> • Program (re-)accreditations: <ul style="list-style-type: none"> ○ 2 re-accreditations ○ 1 program preview ○ 1 accreditation • Program monitoring: <ul style="list-style-type: none"> ○ 4 programs/institutions • Policies and procedures <ul style="list-style-type: none"> ○ Finalise guidelines on reporting of ‘substantive change’ following stakeholder consultation <p>Assessing authorities in other countries</p> <ul style="list-style-type: none"> • Participation in CCEI deliberations (with Canadian Federation of Chiropractic Regulatory and Educational Accrediting Boards, Council on Chiropractic Education United States of America, European Council on Chiropractic Education) • Continued participation in the CCEI Accreditation Mapping project
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<p>Year 1 (continued)</p>	<p>Assessing overseas trained chiropractors</p> <ul style="list-style-type: none"> • Policies and procedures: <ul style="list-style-type: none"> ○ Implementation of revised Candidate Guide, Desktop Audit application forms following COAC consideration ○ Liaison with NZ Board assessment committee • Assessment development: <ul style="list-style-type: none"> ○ Preliminary review of the <i>Blueprint for assessments</i> ○ Review feasibility of a CCEA assessment item bank development • Assessment conduct: <ul style="list-style-type: none"> ○ Finalise review of agreements with assessing entities ○ Introduction of Stage 2 written assessments conducted in overseas locations ○ Assessments conducted February, July and November
<p>Year 2</p>	<p>Governance and operating environment</p> <ul style="list-style-type: none"> • Constitution review • Strategic and Business plan review • Review of agreements with Appointing members • Provide advice to CBA as requested <p>Accreditation standards</p> <ul style="list-style-type: none"> • Review of Standards – second stage <p>Accreditation of programs of study and education providers</p> <ul style="list-style-type: none"> • Program (re-)accreditations: <ul style="list-style-type: none"> ○ 2 re-accreditations • Program monitoring: <ul style="list-style-type: none"> ○ 6 programs/institutions <p>Assessing authorities in other countries</p> <ul style="list-style-type: none"> • Participation in CCEI deliberations (with Canadian Federation of Chiropractic Regulatory and Educational Accrediting Boards, Council on Chiropractic Education United States of America, European Council on Chiropractic Education) <p>Assessing overseas trained chiropractors</p> <ul style="list-style-type: none"> • Assessment development <ul style="list-style-type: none"> ○ Evaluation of standardisation of Stage 2 Competency Based Assessments • Assessment conduct: <ul style="list-style-type: none"> ○ Preliminary evaluation of Stage 2 written assessments conducted in overseas locations ○ Assessments conducted February, July and November

<p>Year 3</p>	<p>Governance and operating environment</p> <ul style="list-style-type: none"> • Review of policies • Review of agreements with Appointing members • Provide advice to CBA as requested <p>Accreditation of programs of study and education providers</p> <ul style="list-style-type: none"> • Program (re-)accreditations: <ul style="list-style-type: none"> ○ 1 re-accreditation ○ 2 accreditations • Program monitoring: <ul style="list-style-type: none"> ○ 6 programs/institutions • Policies and procedures: <ul style="list-style-type: none"> ○ Review of self-evaluation guide for Institutions <p>Assessing authorities in other countries</p> <ul style="list-style-type: none"> • Participation in CCEI deliberations (with Canadian Federation of Chiropractic Regulatory and Educational Accrediting Boards, Council on Chiropractic Education United States of America, European Council on Chiropractic Education) <p>Assessing overseas trained chiropractors</p> <ul style="list-style-type: none"> • Assessment conduct <ul style="list-style-type: none"> ○ Review of agreements with assessing entities ○ Assessments conducted February, July and November
<p>Year 4</p>	<p>Governance and operating environment</p> <ul style="list-style-type: none"> • Strategic and Business plan review • Review of agreements with Appointing members • Provide advice to CBA as requested <p>Accreditation of programs of study and education providers</p> <ul style="list-style-type: none"> • Program (re-)accreditations: <ul style="list-style-type: none"> ○ 1 re-accreditation • Program monitoring: <ul style="list-style-type: none"> ○ 7 programs/institutions • Policies and procedures: <ul style="list-style-type: none"> ○ Review of policies and procedures <p>Assessing authorities in other countries</p> <ul style="list-style-type: none"> • Participation in CCEI deliberations (with Canadian Federation of Chiropractic Regulatory and Educational Accrediting Boards, Council on Chiropractic Education United States of America, European Council on Chiropractic Education)

<p>Year 4 (continued)</p>	<p>Assessing overseas trained chiropractors</p> <ul style="list-style-type: none"> • Policies and procedures <ul style="list-style-type: none"> ○ Review of Candidate Guide, Desktop audit forms, policies and procedures • Assessment conduct <ul style="list-style-type: none"> ○ Assessments conducted February, July and November
<p>Year 5</p>	<p>Governance and operating environment</p> <ul style="list-style-type: none"> • Review of agreement with AHPRA/CBA • Provide advice to CBA as requested <p>Accreditation of programs of study and education providers</p> <ul style="list-style-type: none"> • Program (re-)accreditations: <ul style="list-style-type: none"> ○ 2 re-accreditations • Program monitoring: <ul style="list-style-type: none"> ○ 6 programs/institutions • Policies and procedures: <ul style="list-style-type: none"> ○ Review of Accreditation Team Handbook <p>Assessing authorities in other countries</p> <ul style="list-style-type: none"> • Participation in CCEI deliberations (with Canadian Federation of Chiropractic Regulatory and Educational Accrediting Boards, Council on Chiropractic Education United States of America, European Council on Chiropractic Education) <p>Assessing overseas trained chiropractors</p> <ul style="list-style-type: none"> • Assessment conduct <ul style="list-style-type: none"> ○ Review of agreements with assessing entities ○ Assessments conducted February, July and November

Acronyms

AHPRA	Australian Health Practitioner Regulation Agency
ALTC	Australian Learning and Teaching Council
AQF	Australian Qualifications Framework
CBA	Chiropractic Board of Australia
CCEA	Council on Chiropractic Education Australasia
CCEI	Councils on Chiropractic Education International
COAC	Chiropractic Overseas Assessment Committee
DEEWR	Department of Education, Employment and Workplace Relations
DIAC	Department of Immigration and Citizenship
HWA	Health Workforce Australia
TEQSA	Tertiary Education Quality and Standards Agency

Attachment web links

1. *Constitution and Rules of the CCEA*
www.ccea.com.au/Documents/Other/July%2010%20Constitution%201011.pdf
2. *CCEA 2010–2011 Annual Report*
www.ccea.com.au/Documents/Annual%20Reports/2010-2011%20Annual%20Report.pdf
3. *CCEA Policy No. 4 Conflict of interest*
www.ccea.com.au/Documents/Other/CCEA%20Policy%20No%204%20-%20Conflict%20of%20Interest.pdf
4. *CCEA Competency Based Standards for Entry Level Chiropractors*
www.ccea.com.au/Documents/Accreditation/Competency%20Based%20Standards%20-%20December%202009.pdf
5. *CCEA Educational Standards for First Professional Award Programs in Chiropractic*
www.ccea.com.au/Documents/Accreditation/Standards%20-%20First%20Professional%20-%20December%202009.pdf
6. *CCEA Accreditation Policies and Procedures*
www.ccea.com.au/Documents/Accreditation/Accreditation%20Policies%20and%20Pr ocedures%201011.pdf
7. *CCEA Guidelines for self-evaluation and (re-) accreditation applications*
www.ccea.com.au/Documents/Accreditation/Self%20Evaluation%201011.pdf
8. *CCEI Articles of organisation and bylaws*
www.cceintl.org/uploads/CCEI_Articles_and_Bylaws_May_2012.pdf
9. *CCEI Policy 9 Process for membership*
www.cceintl.org/uploads/Policy_9_Membership_Procedures_Vfd.pdf
10. *CCEI Policy 11 Conflict of interest*
www.cceintl.org/uploads/Policy_11_Conflict_of_Interest_Vfd_608.pdf
11. *CCEI International Chiropractic Education Standards*
www.cceintl.org/uploads/2010-04-26_CCEI_International_Chiropractic_Accreditation_Standards_vfd_5_09.pdf
12. *CCEI Statement on Equivalence of Standards*
www.cceintl.org/uploads/2010-04-26CCEI_Statement_on_Equivalence_Updated_vfd_5_09.pdf
13. *CCEI Policy 2 Standards review*
www.cceintl.org/uploads/Policy_2_Standards_Review_Vfd_604.pdf
14. *CCEA Candidate guide for skills assessment for migration to, and/or registration in, Australia as a chiropractor*
www.ccea.com.au/Documents/Skills%20Recognition/CCEA%20Candidate%20Guide%20-%20%201011.pdf