

# Reviewer Terms of Reference

## Accreditation reviewers

### Purpose

Reviewers are responsible for the assessment of Accreditation Applications as detailed in the Accreditation Processes for Dietetics Education Programs.

ARTs review and assess evidence against the Accreditation Standards for Dietetics Education Programs and provide recommendations to the DNRC on a Program's compliance to the relevant Accreditation Standards.

### Role of reviewers

Reviewers appointed to an ART are required to:

- prepare for and actively participate in a Desktop Review
- participate in regular ART videoconferences
- assist with preparing and reviewing requests for further information/clarification
- assess available evidence against the relevant Accreditation Standards
- attend and contribute to a two (2)-day site visit, where necessary
- contribute to the final ART report and recommendations
- assist with assessment of documentation submitted post review (including condition reports), if required
- participate in the Accreditation Appeal Panel (AAP) when required.

To be appointed to an ART, reviewers must first be appointed by the DNRC to the reviewer group via application against the selection criteria set out below.

## Selection criteria

### Essential

1. Currently of full APD status for at least five (5) years and extensive experience in the profession.
2. An in-depth understanding of the preparation of dietitians for practice and the evidence from which dietetics education is based upon.
3. Strong analytical skills, with the ability to assess complex information, identify underlying issues.
4. Proven ability to effectively collaborate with diverse teams, fostering an environment of mutual respect, open communication, and shared decision-making.

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### **Desirable**

1. Advanced APD
2. Experience in Accreditation assessment processes
3. Post-graduate qualifications in higher education or health professional education.

### **Term**

Reviewers are appointed for a three (3)-year period with the option to extend for a further two (2) years.

### **Responsibility and reporting**

Reviewers appointed may be selected to participate in a minimum of two (2) reviews in a twelve (12)-month period.

Reviewers appointed to an ART are responsible to the DNRC via the Dietitians Australia RSU.

All ARTs are considered current until all necessary reporting requirements have been completed to the DNRC's satisfaction.

### **Accreditation Review Team (ART)**

#### **Composition**

A minimum of three (3) Reviewers and one (1) optional non-APD expert will be appointed by the DNRC to an Accreditation Review Team.

**Chairperson:** The ART Chair is responsible for the leadership of the ART and for ensuring key tasks are completed to an acceptable professional standard within the required time frame.

#### **plus**

#### **Members:**

- One (1) dietetics DNRC member or one member from the reviewer group
- One (1) reviewer pool member
- An optional non-APD expert.