

**NZOPA**  
**Credentialing Sub-committee**

**TERMS OF REFERENCE**

**1. Authority for the Group**

- This is determined by Executive Committee

**2. Purpose**

- **To develop and maintain an Accreditation programme to meet the credentialing goals set by the Executive in the strategic and planning business plans**

**3. Delegated Authority**

- The Credentialing Lead will report to and be a member of the Executive Committee

**4. Duties / Scope**

- Make individual member accreditation decisions
- Decide levels of individual membership
- Receive and escalate concerns with individual members to exec committee
- Liaise with external tertiary education providers
- Monitor trends in health and patient demographics
- Promote and support CPD
- Accredite courses
- Provide Education and Technician committees with recommendations for individual member accreditation
- A range of CPD opportunities is provided that meet the needs of members as identified by Certification requirements and member surveys;
- Will Liaise with the Conference, Education, Website and Technician Sub-committees
- All decisions are approved by the Executive prior to incurring expenses;
- Criteria developed by the Executive to evaluate and approve processes for credentialing is followed;
- Financial transactions are administered through the Executive.

**5. Membership**

- The President or their deputy(Executive Lead Credentialing); and
- Orthotic Representative
- Prosthetic Representative
- Sub-Committee members may attend Executive meetings but do not have the right to vote.

#### **6. Quorum**

The Group shall be deemed quorate if there is representation of 3 members:

#### **7. Meetings**

- Meetings will be 2 monthly and will last for no longer than 1 1/2 hours.
- Attendance will be a priority for all members.
- Meetings will start and finish at the agreed time.
- Action notes will be circulated within 2 working days.
- Papers will be circulated at least two working dates before the meeting.

#### **8. Conduct of business**

- The conduct of business will conform to duties defined in these Terms of Reference.

#### **9. Equality statement**

- The committee will ensure that these Terms of Reference are applied in a fair and reasonable manner that does not discriminate on such grounds as race, gender, disability, sexual orientation, age, religion or belief.