



**ADC Policy**

**Observers of Site Visits**

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#### Document Version Control

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A	approve & effective				15/11/2012
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## 1. Rationale for policy

The Australian Dental Council (ADC) may from time to time invite or allow an observer to attend a Site Visit to observe the work of a Site Evaluation Team (SET).

This may occur to enhance the observer's understanding and appreciation of the ADC's accreditation processes.

The ADC may also invite the observer to comment on the operation of the site visit, in the interest of continuous improvement of its processes.

This policy sets out ADC requirements regarding observers.

## 2. Arranging observers

Approval for an observer must be sought and received from the ADC Chief Executive Officer (CEO) prior to the site visit. The CEO will consult with the education provider, the Chair of the SET and the Chair of the Accreditation Committee when approving an observer.

In no case will an individual be accepted if they have an actual or perceived conflict of interest with respect to the education provider being visited where such a conflict could inhibit interaction of the SET with the education provider.

Observers should declare any interests relevant to the program being assessed. The ADC will determine whether such an interest presents a conflict which would inhibit the work of the SET.

All observers must sign the Observer Agreement prior to attending a site visit.

## 3. Conduct of observers

All communications with the education provider must be made through the ADC or DC(NZ) and not directly with the education provider.

Observers will meet their own costs related to attendance to the site visit except in cases where the ADC has agreed beforehand to pay their costs.

The ADC encourages observers to become familiar with the applicable accreditation guidelines so as to understand the process they will be witnessing.

Observers may attend all meetings and discussions with education providers and with the SET unless directed otherwise by the SET Chair.

Observers do NOT have authority to act as assessors. Observers may only observe and must not participate in assessment activities. Activities that observers must NOT engage in include (but are not limited to):

- asking questions of, or to make comments to, institutional representatives;
- influencing an review through the sharing of privileged information, personal experience, or immediate impressions;

- recording, note-taking or attempting in any other manner capture content of the Review;
- providing interpretations of the accreditation guidelines/criteria to the SET or the Institution;
- participating in processes such as report writing and finalisation of Team recommendations.

An observer should not carry out any personal business or any business on behalf of their organisation in a manner that would distract or impede the SET in undertaking its review.

#### 4. Confidentiality

- All aspects of the visit must be regarded as **strictly confidential**.
- Observers must not divulge information about the content of the institution's accreditation submission, any accreditation issues or recommendations to anyone other than members of the Team.
- Observers must sign two copies of the Confidentiality Agreement prior to the visit and provide one copy to the ADC office.
- Any material that the ADC provides to an observer regarding a program must remain **strictly confidential**. Upon completion of the visit, these materials should be returned to the ADC/Team Chair or destroyed in a secure manner.