

The Reproductive Technology Accreditation Committee (RTAC)

MEMBERSHIP

RTAC includes FSA expert representatives from all specialty areas of ART, including reproductive medicine, nursing, counselling and reproductive biology. It also includes representation from the fertility consumer organisations ACCESS and fertility NZ.

Current membership of RTAC is as follows:

Nominee of Australian New Zealand Infertility Counsellors Association (ANZICA)

Nominee of Fertility Nurses of Australia (FNA)

Nominee of Scientists in Reproductive Technology (SIRT)

Nominee of Access or Fertility NZ

Chair (appointed by FSA Board)

Deputy Chair (appointed by FSA Board)

Nominee of Medical Directors Subcommittee FSA

RTAC CHAIRPERSON

Chairperson Nomination

Six months prior to the completion of the current term of office of the chairperson, the FSA secretary calls for written nominations outlining the relevant experience of the candidates.

Appointment

The RTAC chairperson is appointed by the FSA Board of Directors for a term determined by the board, but not exceeding two terms of three years. The chairperson is an ex-officio member of the FSA and reports regularly to the FSA Board, but RTAC licensing decisions remain independent of the FSA board and FSA subcommittees.

The chairperson must satisfy the following criteria:

- Member of FSA
- RTAC experience desirable
- Extensive depth of knowledge in ART
- Extensive knowledge in quality management systems and auditing
- Skills in diplomacy and dispute resolution
- Declared conflict of interests
- Respect from colleagues and affiliated professionals

Appointment Process

An RTAC chairperson selection committee is appointed by the FSA board of directors. This committee is responsible for reviewing nominations in line with the RTAC chairperson criteria. The committee reports its findings and suggestions to the FSA board of directors for a decision on the appointment. The selection committee includes:

- A. President of FSA;
- B. Medical Director's chairperson; and
- C. An FSA board member representing a subcommittee other than those represented by the President and the medical directors subcommittee.

The board member position should vary for each chairperson selection process to reflect each of the FSA subcommittees.

The final decision and appointment of the RTAC chairperson is made by the entire FSA board of directors.

RTAC TERMS OF REFERENCE

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The RTAC responsibilities include:

- a. To set standards for ART units and to encourage adherence to best practice principles (QMS) via the Code of Practice.
- b. To monitor achievement of such standards by receiving accreditation reports by JAS-ANZ approved CAB's following assessment of ART units according to Scheme Rules devised by RTAC Technical Committee.
- c. To supply CAB's with identification numbers for gamete and embryo donors from ANZARD database. Sample size is 30% of annual donor treatments to a maximum of ten performed by ART unit.
- d. Maintaining records of non-compliance activities for QA review and to assist in the revision of the Code of Practice.
- e. To review the Code of Practice on a three yearly basis with recommendations for approval to the FSA Board.
- f. Issuing, suspending and withdrawing of RTAC Licences.
- g. Withdrawing licences if ART units have not signed a current Deed of Agreement or the unit has not paid its annual fees to FSA.
- h. Issuing licences to use the RTAC mark in accordance with Annex D (for FSA Board).
- i. Immediately advising CB and JAS-ANZ on every occasion that an RTAC licence is suspended or withdrawn.
- j. Ensuring that ART units are undertaking audits and that reports have been received and licences issued.
- k. Ensuring a Deed of Agreement for adherence to the RTAC Code of Practice is obtained annually.
- l. To provide feedback to ART units via Technical Bulletins to enhance clinical practice.
- m. To monitor and review applications and reapplications for accreditation by ART units in conjunction with JAS-ANZ approved CAB's.

- n. To ensure that accredited ART units are listed on FSA web page.
- o. To provide to FSA Board a biennial report of RTAC activities and Technical Bulletins.
- p. To provide technical advice as requested by CAB's.
- q. Maintain register of CB undertaking audit with specific organisations / ART unit.
- r. Direct (if the FSA Board has determined that an exceptional circumstance has arisen concerning an ART unit or organization) a Unit to undergo an additional Primary or Surveillance Audit conducted by a CB