

All meetings shall be minuted and the minutes distributed to all members of the MDAAC within a week of the meeting to which the minutes relate. The Chairperson shall sign the minutes once they have been endorsed by the MDAAC at the following meeting.

The MDAAC is required to prepare a written report to the Facility CEO setting out its advice and recommendations for Appointment and the Scope of Clinical Practice that should be granted. In order to evaluate the advice and recommendations, the Facility CEO must be appraised of all the relevant material that is before the MDAAC. This includes the advice and recommendations from the Scope of Clinical Practice Subcommittee.

9. Term of office

- (a) A member of the MDAAC who is appointed by the Facility CEO holds office for such period as determined by the Facility CEO.
- (b) A member of the MDAAC who is a representative of the Medical Staff Executive Council for the Facilities is to hold office for such period as the Facility CEO determines.
- (c) Where a member has been appointed to, or is nominated to be on, the MDAAC for the purpose of considering a particular matter or matters, he or she is a member only for the period or periods during which that matter or matters is under consideration by the MDAAC.
- (d) A member of the MDAAC shall absent themselves from the meeting during any discussion by the MDAAC of the Appointment or Scope of Clinical Practice of that member.

10. Appointments

10.1 Appointment of chairperson/co-chairperson

The Chairperson shall be one of the Facility CEO appointed members of the MDAAC.

10.2 Appointment of committee secretary

The Secretary of the MDAAC shall be the director of medical workforce administration of the Facility (howsoever named) or nominee.

10.3 Appointment of members

As outlined under "Composition" in clause 7.

10.4 Training of members

