Position Description
Accreditation Officer – Accreditation Assessment Panels: Fellowship Program

<table>
<thead>
<tr>
<th>Authorising Body:</th>
<th>Board</th>
</tr>
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<tbody>
<tr>
<td>Responsible Committee(s):</td>
<td>Accreditation Committee</td>
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<tr>
<td>Responsible Department(s):</td>
<td>Education Committee</td>
</tr>
<tr>
<td>Document Code:</td>
<td>PD Accreditation Officer – Accreditation Assessment Panels: Fellowship Program</td>
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**Responsibilities/Role:**

- Participate in Fellowship Program accreditation assessments.
- Liaise with panel members during the accreditation assessments.
- Contribute to the development of pre-assessment documentation and facilitate the accreditation assessment panel’s familiarity with documentation.
- Coordinate and participate in the pre-assessment panel meeting.
- Coordinate and participate in the pre-assessment on-site assessment panel meeting.
- Participate in panel and accreditation assessment meetings.
- Determine, with the assessment panel, the recommendation regarding ongoing accreditation of the Fellowship Program and the commendations and recommendations of the assessment.
- Record the assessment in order to produce the draft accreditation assessment report.
- Participate in panel meeting with the local Director of Training and Panel at the conclusion of an assessment for informal debriefing.
- Complete the draft accreditation assessment report and participate in post-assessment teleconferences.
- Submit the accreditation report for approvals as required by the Accreditation Standard Operating Procedures and circulate as required.
- Contribute to and coordinate improvement of Fellowship Program accreditation processes and procedures.

**Meeting Attendance:**

- The Accreditation Officer is expected to attend all relevant meetings and participate in matters that are considered outside of meetings, where practicable.
Selection Criteria:

- Appointment as a RANZCP Education and Training staff member with appropriate accreditation assessment training.
- A commitment to the administrative support of psychiatry training.

Selection Process:

- This position is related to employment by the RANZCP.

Voting Rights:

A full voting member of the Panel.

Reporting Relationships:

**Internal Relationships:**
Accreditation outcomes are reported by the accreditation assessment panel, and coordinated by the Accreditation Officer, as required, to:

- The Board
- Corporate Governance and Risk Committee
- The Education Committee
- The Accreditation Committee
- The Committee for Training
- The Committee for Education Evaluation, Monitoring and Reporting
- Branch Training Committees or the New Zealand National Training Committee
- Directors of Training
- Trainees in the Training Program
- Local Training Committees
- Local Health Services.

The Accreditation Officer reports internally as required.

**External Relationships:**

- The Accreditation Officer participates in meetings with external stakeholders as required during accreditation assessments.

Associated RANZCP Document/Sources of Information:

- Accreditation Committee Regulations and Panel Position Descriptions
- Training Program Accreditation Standards and Accreditation Assessment Report
- Accreditation Policy
- Removal of Accreditation Policy
- Committee Meeting Operations Regulations
Review:
This Position Description shall be reviewed five (5) years from the last review date.

Revision Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Approver</th>
<th>Description</th>
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<tbody>
<tr>
<td>13 April 2021</td>
<td>1.0</td>
<td>CGRC</td>
<td>New document</td>
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NEXT REVIEW: 2026