

# Position Description

## Accreditation Officer – Accreditation Assessment Panels: Fellowship Program



<b>Authorising Body:</b>	Board
<b>Responsible Committee(s):</b>	Accreditation Committee
<b>Responsible Department(s):</b>	Education Committee
<b>Document Code:</b>	PD Accreditation Officer – Accreditation Assessment Panels: Fellowship Program

### 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
- RANZCP Constitution, Media and Communications Policy, Code of Conduct, Code of Ethics, Conflict of Interest Guideline, Conflict of Interest Register, Risk Management Policy, relevant Risk Register, Deed of Undertaking in relation to Confidentiality and Conflict of Interest, Privacy Policy, Delegation of Authority Guideline, Travel and Expense Policy and Expense Claim Form, Document Approval Pathway Procedure and RANZCP website.

**Review:**

This Position Description shall be reviewed five (5) years from the last review date.

**Revision Record**

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<b>Contact:</b> Manager, Accreditation, CPD and Reporting			
Date	Version	Approver	Description
13 April 2021	1.0	CGRC	New document
<b>NEXT REVIEW: 2026</b>			