

Terms of Reference (ToR)

Accreditation Assessment Panels: Formal Education Course



This document is to be read in conjunction with the [Committee Meeting Operations Regulations](#).

BACKGROUND

Formal Education Course (**FEC**) Accreditation Assessment Panels are formed by the Accreditation Committee, noted by the Education Committee, and approved by RANZCP Board to undertake assessment of FECs in accordance with the RANZCP Accreditation Regulations and the RANZCP Accreditation Schedule.

1. RESPONSIBILITIES

The Panels' responsibilities are to:

- review information and data gathered from trainees, supervisors, FEC providers, and other stakeholders to determine whether the RANZCP FEC Accreditation Standards (the Accreditation Standards) are met.
- undertake on-site reviews of the delivery of FECs when required.
- evaluate information and evidence gathered to determine whether the Accreditation Standards are met.
- provide a recommendation on accreditation status to the Accreditation Committee in accordance with the Policies for Accreditation and Removal of Accreditation.
- provide feedback regarding best practice (commendations) and recommendations to support quality improvement and FECs continuing to meet the Accreditation Standards.
- identify and report any instances where the FEC provider is in significant breach of the Accreditation Standards to the Chair of the Accreditation Committee in accordance with RANZCP Policy.
- identify, report and manage risks in accordance with College Policy.

2. KEY DELIVERABLES

The Panels' key deliverables are to:

- Provide an accreditation assessment report with recommendation on the FEC's accreditation status.

3. MILESTONES

Activity	Timeline: FEC Panel
Review data from previous assessments and survey responses	Four months prior to assessment
Conduct first meeting of the Panel	Six months prior to assessment
Consult with Branch Training Committees (BTCs) and the New Zealand Training Committee (NZTC)	Three months prior to assessment
Review data and identify further investigations	Two months prior to assessment
Conduct further investigations if required	One month prior to assessment
Evaluate data and develop commendations and recommendations	During the assessment
Submit final report to the Accreditation Committee	One month following completion of assessment

4. REPORTING RELATIONSHIPS AND REPORTS

A Panel shall provide an update to the Accreditation Committee following a completed accreditation assessment and as required. A Panel shall provide an update to the Education Committee and Board, via the Accreditation Committee, as required.

The report should include:

- a summary of the Panel's findings following assessment against the Accreditation Standards.
- a recommendation regarding the accreditation status of the FEC.
- recommendations to the FEC provider to achieve accreditation against the Accreditation Standards.
- progress achieved by the FEC provider against any unresolved recommendations in an accreditation assessment.

Panels will work closely with the Accreditation Committee to ensure responsibilities are delivered.

5. COMPOSITION OF THE PANEL

Each Panel will be composed of up to 4 members who will be recommended by the Accreditation Committee depending on eligibility according to the respective position description/s in accordance with Accreditation Policies and approved by the Board.

Where possible, there will include representation on the Panel from New Zealand and Australia.

The Accreditation Committee will endeavour to achieve gender balance in the Panel.

Members of an FEC Accreditation Assessment Panel will include:

- two Fellows (selected by invitation), one of whom will be the Lead Member, the other the Second Member
- a trainee in the later stage of training
- a RANZCP staff member to provide policy guidance and secretariat support.

Membership of a panel will be formed, at the discretion of the Accreditation Committee, taking into consideration suitability, experience and physical location and to avoid actual, perceived or potential conflict of interest.

In addition to the above members, relevant RANZCP staff may attend Panel meetings as required. The Panel may also invite observers by agreement.

6. TIMEFRAME

A Panel is convened for a time limited period in order to undertake the Panel's accreditation assessment/s. Panels may be extended or reconvened as required for the review of their assessments and as required.

7. ASSOCIATED DOCUMENTS

- Accreditation Committee Regulations and Panel Position Descriptions
- FEC 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.

Revision Record

Contact:	Manager, Accreditation, CPD and Reporting		
Authorising Body:	Accreditation Committee		
Responsible Committee:	Education Committee		
Document Code:	ToR Accreditation Assessment Panels: Formal Education Course		
Date	Version	Approver	Description
16 May 2021	1.0	B2021/8 R17	New document.
NEXT REVIEW: 2023			