Position Description:
Accreditation Officer – Accreditation Assessment Panels: Formal Education Course

Responsibilities/Role:

- Participate FEC 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 panel and accreditation assessment meetings.
- Determine, with the assessment panel, the recommendation for ongoing accreditation or removal of accreditation of the FEC 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 Branch Training Committee or New Zealand Training Committee and panel at the conclusion of an assessment for informal debriefing.
- Complete the draft accreditation assessment report and participate in any 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 FEC 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
- FEC 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

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NEXT REVIEW: 2026