

# Position Description

## Second Member – 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 Second Member – Accreditation Assessment Panels: Fellowship Program

### Responsibilities/Role:

- Participate in accreditation assessments subject to completion of the required accreditation assessment panel training.
- Liaise with panel members during the accreditation assessment.
- Ensure familiarity with pre-assessment accreditation documentation.
- Identify key areas of focus for the assessment.
- Participate in the pre-assessment panel meeting.
- Participate in the pre-assessment on-site panel meeting.
- Participate in panel and accreditation assessment meetings.
- Determine, with the assessment panel, the recommendation for ongoing accreditation or removal of accreditation of the Training Program, and the commendations and recommendations of the assessment.
- Participate in the panel meeting with the local Director of Training at the conclusion of an assessment for informal debriefing.
- Contribute to the completion of the accreditation assessment report and participate in post-assessment teleconference meetings.
- Contribute to the continuous improvement of Fellowship Program accreditation processes and procedures.

### Meeting Attendance:

- The Second Member is expected to attend all relevant meetings and participate in matters that are considered outside of meetings, where practicable.

**Selection Criteria:**

- Current active Fellowship, or Affiliate membership, and good standing in the Royal Australian and New Zealand College of Psychiatrists (RANZCP).
- An accredited RANZCP supervisor with significant experience in RANZCP training, or previous participation in two accreditation assessments as the trainee member in an assessment team.
- A commitment to the education and professional development of psychiatry.
- Demonstrated experience in an area of psychiatry practice/expertise, as evidenced in a curriculum vitae.
- No perceived, potential or real conflict of interest that cannot be mitigated.
- Participation in the RANZCP Continuing Professional Development Program.
- Current specialist medical registration and professional indemnity.
- Participation in the RANZCP Continuing Professional Development Program.

**Selection Process:**

- The Second Member shall express interest in the position when expressions of interest are invited.
- The Second Member shall be appointed to the accreditation panel and specific assessment/s by the Accreditation Committee.
- The appointment as Second Member is not limited other than by the currency of the relevant Selection Criteria.
- The Second Member will not be allocated to an accreditation assessment in their own state, territory, or RANZCP training program.
- Membership of each accreditation panel shall be determined the Accreditation Committee according to the specific circumstances of the accreditation assessment.
- A signed Deed of Undertaking recorded with the RANZCP.

**Voting Rights:**

A full voting member of the Panel.

**Reporting Relationships:*****Internal Relationships:***

Accreditation outcomes are reported by the accreditation panel 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.

**External Relationships:**

- The Second Member 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**

<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>			