Position Description
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

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

**Revision Record**

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<td>1.0</td>
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**NEXT REVIEW: 2026**