Background

The Accreditation Subcommittee was established in 2012 to coordinate ongoing accreditation, and monitor recommendation outcomes, of the College's Fellowship Programs.

In May 2014, the Accreditation Subcommittee was replaced by the Accreditation Committee. This change was a result of the education governance model approved by the Board in September 2013.

1. ROLE

Responsible to the Education Committee, the Accreditation Committee will oversee the activities related to accreditation of Fellowship Programs (including Formal Education Courses) and ensure that training post, program and FEC accreditations are performed in a transparent, standardised, and rigorous manner. The Committee will continuously improve coordination, monitoring, and review of accreditations, and will promote consistency. This is in keeping with the quality assurance role of the College.

2. RESPONSIBILITIES

The Accreditation Committee shall be responsible for:

a) Overseeing activities related to accreditation of Fellowship Programs including Formal Education Courses.

b) Maintaining and reviewing accreditation standards for training posts and Fellowship Programs, and associated documentation and processes, in accordance with training regulations.

c) Overseeing the training of accreditation panel members.

d) Coordinating and scheduling accreditation visits, as per the annual accreditation schedule.

e) The appointment of accreditation panel members to accreditation visits. Appointments shall include a Fellow as lead, an additional Fellow, a Trainee and a secretariat member. In making appointments the Committee shall consider and address the relevant Position Descriptions including any conflicts of interest.

f) Reviewing accreditation visit reports to:

i. Report recommendation regarding accreditation status to the Education Committee;

ii. Be available to confer with the Board and the Education Committee regarding any recommendation for removal of accreditation;

iii. Identify and address any process variances;

iv. Ensure correlation with accreditation standards;

v. Evaluate the visit from a procedural perspective;
vi. Compile annual reports for the Education Committee and the Committee for Educational Evaluation, Monitoring and Reporting and the Board regarding the operation and outcomes of the year’s accreditation activities.

g) Development and implementation of an annual work plan.

h) Identifying and overseeing risks associated with the Committee, in accordance with the College’s Risk Management Policy, and for reporting high level risks to the Education Committee and the Corporate Governance and Risk Committee (CGRC).

3. REPORTING RELATIONSHIPS

a) The Committee shall report on its activities to each meeting of the Education Committee.

b) The Committee shall be represented on the Education Committee by the Chair of the Accreditation Committee who will be an ex-officio member;

c) The Committee will work closely with the Chief Executive Officer and senior management to ensure its responsibilities are met.

4. COMMITTEE

4.1 Composition/Membership

a) Membership of the Committee will comprise:
   • A Chair (Fellow)
   • A Deputy Chair (Fellow)
   • A Director of Training
   • A Director of Advanced Training
   • Chair, Committee for Training (CFT) ex-officio (or nominee from the CFT)
   • A New Zealand Representative
   • Overseas Trained Psychiatrist (OTP) Representative
   • Trainee Representative Committee (TRC) Representative.

b) The Executive Manager responsible for the Education portfolio (or nominee) will be in attendance at the meetings.

c) Previous experience as an accreditation panel member is desirable, and members must have an extensive understanding of College accreditation activities. Members may also serve as accreditors on a current Accreditation Panel.

d) The Committee must include appropriate representation from Australia and New Zealand (at a minimum of one member from each).

e) The Committee shall endeavour to achieve appropriate gender balance.
4.2 Elections, Appointments and Casual Vacancies

4.2.1 Chair

a) Nominations for the Chair will be called for from among the Fellows of the College. The Chair shall be recommended by the Education Committee for appointment by the Board.

b) The term of office for the Chair shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date when a successor is elected.

c) In the case of a successor being appointed after the AGM, but prior to 31 August in the year in which they were appointed/elected, the successor’s term of office will be from the date of their appointment/election to the committee, until the AGM when the position term is due to fall vacant.

d) The Chair will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.

e) The Chair can be a current Director of Training or a Director of Advanced Training providing that any perceived, potential, or actual conflicts of interest are managed in accordance with the College’s Conflict of Interest Guideline.

f) The Chair will be a member of the Education Committee (ex-officio).

g) In the event of the resignation of the Chair, whose term is not due to finish for 12 months or more, a call for nominations from the College Fellowship shall take place. The interim Chair shall be recommended by the Education Committee for appointment by the Board.

h) In the event of the resignation of the Chair, whose term is due to finish within 12 months, the Deputy Chair will fill the Chair role, as a casual vacancy, for the remainder of the term.

4.2.2 Deputy Chair

a) Nominations for the Deputy Chair will be called for from among the Fellows of the College. The Deputy Chair shall be recommended by the Education Committee for appointment by the Board.

b) The term of office for the Deputy Chair shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date, when a successor is elected.

c) The Deputy Chair will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.

d) The Deputy Chair cannot be a current Director of Training or Director of Advanced Training.

e) In the event of the resignation of the Deputy Chair, a call for nominations from the Fellowship shall take place. Nominations will be considered by the Education Committee with the preferred candidate’s appointment to be confirmed by the Board.
4.2.3 Director of Training and Director of Advanced Training members

a) Election of the Director of Training member and the Director of Advanced Training member shall be made via a call for nominations from those groups within the Fellowship. Appointment must be approved by the Education Committee.

b) The term of office of the members shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date when a successor is appointed.

c) Members will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.

d) In the event of the resignation of the Director of Training or Director of Advanced Training, a casual vacancy will arise. Nominations may be called, and the appointment will be made by the Committee in consultation with the Committee for Training and Education Committee.

4.2.4 Chair, Committee for Training

a) The Chair of the Committee for Training or delegate is appointed to the Committee by virtue of their position (ex-officio).

b) Their term of office shall coincide with their term on the Committee for Training.

4.2.5 New Zealand Representative

a) Nominations are called from among the New Zealand Fellows and Affiliates of the College.

b) The nominations will be reviewed by the New Zealand National Committee and a recommendation made to the Education Committee for appointment.

c) Their term of office shall be three (3) years, commencing from the conclusion of the Annual General Meeting in the election year in which he/she was appointed, or such date when a successor is appointed.

d) In the case of a successor being appointed after the AGM, but prior to 31 August in the year in which they were appointed/elected, the successor’s term of office will be from the date of their appointment/election to the committee, until the AGM when the position term is due to fall vacant.

e) They will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.

f) The New Zealand representative shall provide written report(s) to the New Zealand National Committee in relation to their representation on the Committee (non-confidential items only).

g) In the event of the resignation of the New Zealand representative, a call for nominations shall take place from among the New Zealand Fellows and Affiliates. The appointment will be made by the Committee in consultation with the New Zealand National Committee.
4.2.6 **Overseas Trained Psychiatrist Representative**

a) Nominations are called from among the OTP’s of the College.

b) The nominations will be reviewed by the Overseas Trained Psychiatrists’ Representative Committee (OTPRC) and a recommendation made to the Accreditation Committee for appointment.

c) Their term of office shall be three years commencing from the conclusion of the Annual General Meeting in the election year in which he/she was appointed or such date when a successor is appointed.

d) In the case of a successor being appointed after the AGM, but prior to 31 August in the year in which they were appointed/elected, the successor’s term of office will be from the date of their appointment/election to the committee, until the AGM when the position term is due to fall vacant.

e) The representative will be eligible for re-appointment to this position to serve a maximum of two consecutive terms, i.e. six years.

f) The OTPRC Representative shall provide written report(s) to the OTPRC in relation to their representation on the Committee (non-confidential items only).

g) In the event of the resignation of the OTPRC Representative, a call for nominations from among the OTPs shall take place. The appointment will be made by the Committee, in consultation with the OTPRC.

4.2.7 **Trainee Representative Committee (TRC) Representative**

a) The TRC Representative is appointed in accordance with the Procedure for Appointing Trainees to College Committees.

b) Their term of office will be 12 months, commencing from the conclusion of the Annual General Meeting in the election year in which he/she was appointed or such date when a successor is appointed.

c) The representative will be eligible for re-appointment to this position to serve a maximum of five consecutive terms i.e. five years.

d) In the event that the trainee is admitted to Fellowship during their term on the Committee, they may complete their annual term, but they are not eligible for appointment as the TRC Representative thereafter.

e) The representative shall provide written report(s) to the TRC in relation to their representation on the Committee (non-confidential items only).

f) In the event that the trainee resigns from the Committee, the vacancy will be filled for the remainder of the term as per the Procedure for Appointing Trainees to College Committees.

4.2.8 **Co-opted Members**

Refer to the *Committee Meeting Operations Regulations* for information regarding Co-opted Members.

4.2.9 **Observers**

Refer to the *Committee Meeting Operations Regulations* for information regarding Observers.
4.2.10 Casual Vacancies
   a) Refer to clauses 4.2.1 g), 4.2.1 h), 4.2.2 e), 4.2.3 d), 4.2.5 g), 4.2.6 f) and 4.2.7 f).
   b) A casual vacancy appointment shall be for the remainder of the term.
   c) A person appointed as a casual vacancy shall be eligible for appointment in accordance with this Regulation. For the purposes of this Regulation, the period of time served as a casual vacancy shall not be counted as a period of membership.

5. OPERATION OF THE COMMITTEE

5.1 Refer to the Committee Meeting Operations Regulations for the Committee’s operational information including:

- Agenda
- Attendance
- Chair
- Committee Powers and Delegation
- Conflict of Interest
- Consent
- Confidentiality
- Co-opted Members
- Defects in Appointment or Qualification
- Financial Responsibility
- Media and Authorised Statements
- Meetings
- Minutes
- Observers
- Other Committees
- Proxies
- Quorum/Voting
- Review
- Risk Management
- Support
- Work Plan
- Definitions
- Associated RANZCP Documents

Any queries regarding the Committee Meeting Operations Regulations should be directed to the relevant staff member who is responsible for the Accreditation Committee.

5.2 Additional Specific Operational Information

5.2.1 Committee Powers and Delegations
   a) Replace ‘Any delegation from the Board cannot be sub-delegated by the Committee’ from the ‘Committee Powers and Delegation’ outlined in the Committee Meeting Operations Regulations with:

   The Accreditation Committee may establish Subcommittees or Working Groups. This must occur in consultation with the relevant Executive Manager. Approval to establish a Subcommittee or Working Group must be sought from the Education Committee, the Corporate Governance and Risk Committee (CGRC) and the Board.

5.2.2 Definitions
   In addition to the Definitions and Interpretation outlined in the Committee Meeting Operations Regulations:

   • ‘Committee’ means the Accreditation Committee
6. ASSOCIATED DOCUMENTS

- Relevant Regulations and Position Descriptions.
- Procedure for the appointment of trainees to College Committees.
- Procedure for the appointment of Community Members to College Committees.
- RANZCP Constitution, Code of Conduct, Code of Ethics, Conflict of Interest Guideline, Conflict of Interest Register, Risk Management Policy, Risk Register, Deed of Undertaking in Relation to Confidential Information and Conflict of Interest, Media and Communications Policy, Document Approval Pathway Procedure, and website.

Revision Record

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<tr>
<th>Contact:</th>
<th>Executive Manager, Education and Training</th>
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<td>Authorising Body:</td>
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<td>30 November 2013</td>
<td>1.0</td>
<td>B2013/7 R18</td>
<td>New document. Updated to reflect the changes approved by the Board under the new education governance model.</td>
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<tr>
<td>23 January 2014</td>
<td>1.1</td>
<td>Governance and Risk Committee (CGRC)</td>
<td>Updated to include an alteration to Section 4 regarding Australian and NZ committee representation.</td>
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<td>6 February 2014</td>
<td>1.2</td>
<td>Chair, CGRC</td>
<td>Updated to clarify the Chair election process.</td>
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<tr>
<td>19 March 2015</td>
<td>1.3</td>
<td>Manager, Education and Training</td>
<td>Update to remove reference to DOAT and DOT appointments being recommended by the CFT. This was request was not removed at the time the subcommittee became a committee.</td>
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<tr>
<td>June 2017</td>
<td>1.4</td>
<td>Senior Manager Corporate Governance and Risk</td>
<td>Regulations updated to include new and updated wording relating to conflicts of interest, meeting attendance, quorum, written resolutions, other committees, trainee and overseas trained psychiatrist representatives on College committees and associated documents. Articles updated to reflect new College constitution.</td>
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<tr>
<td>November 2017</td>
<td>1.5</td>
<td>Senior Manager Corporate Governance and Risk</td>
<td>Updated to reflect administrative changes and appropriate related resources.</td>
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<tr>
<td>4 June 2018</td>
<td>1.6</td>
<td>B2018/OOS R30</td>
<td>Updated to reflect that the Chair of the Committee may be a DoT or a DoAT.</td>
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<tr>
<td>16 May 2021</td>
<td>1.7</td>
<td>B2021/8 R16</td>
<td>Updated for currency and to clarify governance of accreditation activities and placed into revised template format including removal of operational content that is captured in the Committee Meeting Operations Regulations.</td>
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NEXT REVIEW: 2023