

# Regulations

## Accreditation Committee



### Background

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

### 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 RANZCP'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 (**DoT**)
  - a Director of Advanced Training (**DoAT**)
  - Chair, Committee for Training (**CFT**) ex-officio (or delegate from the CFT)
  - a New Zealand Representative
  - an Overseas Trained Psychiatrist (**OTP**) Representative
  - a Bi-national Committee for Trainees (**BCT**) Representative
  - a Community Member with lived experience Representative.
- b) The Executive Manager responsible for the Education portfolio (or delegate) 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 RANZCP 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 RANZCP. 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 they are 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 are 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 may be eligible for reappointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.
- e) The Chair can be a current Dot or a DoAT providing that any perceived, potential, or actual conflicts of interest are managed in accordance with the RANZCP'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 RANZCP 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 RANZCP. 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 they are elected, or such later date, when a successor is elected.
- c) The Deputy Chair may be eligible for reappointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.
- d) The Deputy Chair **cannot** be a current DoT or DoAT.
- 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 DoT and DoAT**

- a) Election of the DoT and the DoAT 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 they are elected, or such later date when a successor is appointed.
- c) The DoT and DoAT may be eligible for reappointment to their respective positions to serve a maximum of two (2) consecutive terms, i.e. 6 years.
- d) In the event of the resignation of the DoT or DoAT, a casual vacancy will arise. Nominations may be called, and the appointment will be made by the Committee in consultation with the CFT and Education Committee.

#### **4.2.4 Chair, CFT**

- a) The Chair CFT 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 CFT.

#### **4.2.5 New Zealand Representative**

- a) Nominations are called from among the New Zealand Fellows and Affiliates of the RANZCP.
- 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 they are 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 are 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 New Zealand Representative may be eligible for reappointment 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 OTP 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 (3) years commencing from the conclusion of the Annual General Meeting in the election year in which they are 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 are 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 OTP Representative may be eligible for reappointment to this position to serve a maximum of two (2) consecutive terms, i.e. six years.
- f) The OTP Representative shall provide written report(s) to the OTPRC in relation to their membership 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 BCT Representative

- a) The BCT Representative is appointed in accordance with the *Bi-national Committee for Trainees Regulations*.
- b) Their term of office will be 12 months, commencing from the conclusion of the Annual General Meeting in the election year in which they are appointed, or such date when a successor is appointed.
- c) The BCT Representative may be eligible for reappointment to this position to serve a maximum of five (5) 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 thereafter.
- e) The BCT Representative shall provide written report(s) to the BTC in relation to their representation on the Committee (non-confidential items only).
- f) In the event that the Trainee resigns from the BCT Representative position a Casual Vacancy will arise. The appointment will be in accordance with the *Bi-national Committee for Trainees Regulations*.

#### **4.2.8 Community Member with lived experience Representative**

- a) The Community Member with lived experience Representative will be appointed in accordance with the *Appointment of Community Members to College Committees Procedure*.
- b) Preference will be given to a candidate having relevant skills in adult education or training.
- c) Their term of office shall either coincide with their term on the Community Collaboration Committee (**CCC**) or related committee. If not from the CCC or a related committee, their term will be three (3) years, commencing from the conclusion of the Annual General Meeting in the election year in which they are appointed, or such date when a successor is appointed.
- d) The Community Member with lived experience Representative may be eligible for reappointment to this position to serve a maximum of two (2) consecutive terms, i.e. six years.
- e) In the event that the Community Member with lived experience Representative resigns a Casual Vacancy will arise. The appointment will be in accordance with the *Appointment of Community Members to College Committees Procedure*.

#### **4.2.9 Co-opted Members**

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

#### **4.2.10 Observers**

Refer to the *Committee Meeting Operations Regulations* for information regarding Observers.

#### **4.2.11 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) 4.2.7 f) and 4.2.8 e).
- 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
- Voting Member Term
- Work Plan
- Definitions and Interpretation
- 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

- Committee Meeting Operations Regulations.

## Revision Record

<b>Contact:</b>	<b>Executive Manager, Education and Training</b>		
<b>Authorising Body:</b>	Board		
<b>Responsible Committee:</b>	Education Committee		
<b>Document Code:</b>	REG Accreditation Committee Regulations		
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
27 November 2022	1.9	B2022/13 R11	Updated to include a Community Member with lived experience as part of the Committee's composition
26 October 2022	1.8	Executive General Manager, Education and Operations	Updated with minor edits to reflect the latest Regulations template and to replace the Trainee Representative Committee (TRC) Representative position with a Bi-national Committee for Trainees (BCT) Representative now that the BCT has formed and replaces the TRC.
16 May 2021	1.7	B2021/8 R16	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.
4 June 2018	1.6	B2018/OOS R30	Updated to reflect that the Chair of the Committee may be a DoT or a DoAT.
November 2017	1.5	Senior Manager Corporate Governance and Risk	Updated to reflect administrative changes and appropriate related resources.
June 2017	1.4	Senior Manager Corporate Governance and Risk	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.
19 March 2015	1.3	Manager, Education and Training	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.
6 February 2014	1.2	Chair, CGRC	Updated to clarify the Chair election process.
23 January 2014	1.1	Governance and Risk Committee (CGRC)	Updated to include an alteration to Section 4 regarding Australian and NZ committee representation.
30 November 2013	1.0	B2013/7 R18	New document. Updated to reflect the changes approved by the Board under the new education governance model.
<b>NEXT REVIEW: 2023</b>			