

Authorising Committee / Department:	Board
Responsible Committee / Department:	Accreditation Committee
Document Code:	POL RANZCP Accreditation Policy

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1. Purpose and Scope

For the accreditation of the following items in compliance with the Royal Australian and New Zealand College of Psychiatrists (RANZCP) Fellowship accreditation standards:

- a) Fellowship Training Programs and Zones
- b) Training Posts
- c) Certificates of Advanced Training (CAT)
- d) Formal Education Courses (FEC)

2. Accreditation Governance

Accreditation across the RANZCP is undertaken and governed by various committees:

Education Committee (EC)

Oversee the reporting provided by the CFT, AC, BTCs/NZTC, and SATs

Committee for Training (CFT)

- Oversee and administer the regulations of the Fellowship training programs, training posts and CATs in subspecialty areas as approved by the Board.

Branch Training Committee (BTC) / New Zealand Training Committee (NZTC)

- Oversee the implementation of the program, posts and CATs in their respective jurisdictions.
- Follow the standards set by the AC and report to the CFT and/or EC as required.
- Responsible for accreditation of training posts (for programs and CATs).

Subcommittees for Advanced Training (SAT)

- Follow the standards set by the AC and report to the AC and/or EC as required.
- *Responsible for accreditation of the CAT programs.

Accreditation Committee (AC)

- Set the accreditation standards, with approval from the RANZCP Board.
- Follow the standards and report to the EC as required.
- Responsible for accreditation of the Fellowship training programs and FECs.

* The RANZCP acknowledges that the governance structure relating to accreditation of CATs is inconsistent with accreditation processes for the Fellowship Program and, while this represents the situation at the time of this policy’s publication, it is under review via the College Governance and Risk Committee.

3. Principles of Accreditation

- 3.1 Accreditation is a quality assurance process to ensure that specialist medical training of psychiatrists meets accreditation standards which specify educational, clinical and governance requirements for the items stated in the above-mentioned scope.
- 3.2 The RANZCP accredits the items stated in the scope and has the authority to remove accreditation from the same. Individual training locations or health services are not accredited by the RANZCP.
- 3.3 The RANZCP determines the accreditation standards (guided by the Australian Medical Council (AMC) and the Accreditation Committee (AC) monitors and maintains the standards.
- 3.4 The Education Committee (EC) is responsible for the assessment and recommendations regarding accreditation outcomes.
- 3.5 The RANZCP uses the following accreditation terminology across all accreditation activities. (Definitions of each term are located in the Glossary):

Assessment against standards criteria <i>(Refer to Section 4 for further information)</i>	Accreditation decision outcomes <i>(Refer to Section 5 for further information)</i>	
	<u>New Settings:</u>	<u>Existing Settings:</u>
• Met	• Provisionally Accredited	• Accredited
• Substantially Met	• Not Accredited (refused)	• Conditionally Accredited
• Not Met		• Not Accredited (revoked)

- 3.6 Accreditation decision making is driven by the following principles:
- Accreditation is focused on the training setting's ability to deliver the training program and to provide a safe learning environment for trainees.
 - Accreditation findings and decisions relate to the accreditation standards and do not extend to areas outside of this scope.
 - Accreditation decisions will be risk based and proportionate.
 - A consistent approach is used for assessing risk and determining the accreditation outcome and any subsequent actions, using the Accreditation Decision Making Risk Framework.
 - Where an urgent response to an issue is required to protect a trainee's health and safety, the college will communicate the matter appropriately to the accredited training setting/provider to allow for all parties to meet their workplace health and safety obligations. If this includes removal of the trainee from the training setting (for example, providing immediate leave, moving the trainee to another setting), the parties will cooperate and coordinate actions to allow this to occur.
- 3.7 At a minimum, provisional RANZCP accreditation approval is required before a trainee is placed into a **new** program, post, Certification of Advanced Training (CAT) or Formal Education Course (FEC). This will carry conditions or recommendations that must be addressed to be awarded full "accredited" status as an existing program/post/CAT/FEC.
- 3.8 Interim accreditation is provided for the time between the assessment and the date of the formal outcome regarding eligibility for accreditation of **existing** programs, posts, FECS or CATS. Upon approval of the accreditation report, by the EC, the accreditation status recommended within the report will be backdated to cover the preceding period of interim accreditation.
- 3.9 The accreditation process is a maximum five-year cycle, which may include an accreditation location visit, a mid-cycle desktop audit, and surveys/interviews of trainees and supervisors. Demonstration of continued compliance with the RANZCP accreditation standards is required.
- 3.10 The AC and/or the Committee for Training (CFT) reserve the right to commence an accreditation process at any time should either Committee deem it necessary, having regard to compliance, at the time, with the accreditation standards or any circumstances that affect the safety and welfare of the trainees, and/or patients.

- 3.11 The AC and/or the CFT may receive recommendations from the Subcommittees of Advanced Training (SAT) in regard to accreditation of CATs.
- 3.12 Fellows, Affiliates (who are not on a training pathway), and Associates (trainees) of the RANZCP, and the appointed staff member/s, are eligible for membership of accreditation panels. Other representatives may be appointed to panel/s at the AC's discretion.
- 3.13 An observer may be permitted by the AC to join the accreditation panel.
- 3.14 New Fellowship Training Programs/Zones, CATs and FECs must apply to the EC for RANZCP Board approval to commence the accreditation process.
- 3.15 An application for the accreditation of a **new** Fellowship Training Program/Zone must be submitted with sufficient time for the application outcome to be determined prior to the start of the Training Program/Zone in line with training rotation cycles. Following initial approval from the EC, content of the Training Program/Zone is to be provided and approved before final approval may be granted.
- 3.16 An application for accreditation of a **new** FEC must be submitted with sufficient time prior to the start of the training year.
- 3.17 An application for a **new** Training Post must be submitted to the BTC or to the NZTC to commence the accreditation process.
- 3.18 Accreditation processes ensure procedural fairness. A governance structure oversees processes and incorporates the right to appeal. The [Review, Reconsideration and Appeals \(RRA\)](#) process and document is accessible on the RANZCP website.
- 3.19 All stakeholders must adhere to accreditation outcomes, such as conditions, recommendations and accreditation status, in relation to Fellowship Training Programs/Zones, Training Posts, CATs and FECs.
- 3.20 Representatives of the RANZCP involved in the accreditation process will sign a Deed of Undertaking in Relation to Confidential Information and Conflict of Interest.
- 3.21 In the event of the removal of accreditation of any items stated in the scope, the welfare and training of trainees are the primary concern of the RANZCP. For more information regarding the removal of accreditation, refer to the [Removal of Accreditation Policy](#) accessible on the RANZCP website.
- 3.22 Information obtained from communications and interviews during accreditation assessments will be de-identified.

4. Accreditation Assessment Responsibilities

Accreditation Scope	Accreditation review period and responsibilities			
	FULL	Responsibility	MID-CYCLE	Responsibility
Training Program/Zone	Up to 5 years with a site visit	AC + Panel	2 – 3 years/ desktop review	AC + DoT
Training Post	Up to 5 years with a site visit	BTC/NZTC + DOT	Ongoing monitoring	BTC/NZTC + DoT
Formal Education Course	Up to 5 years with a desktop review	AC + Panel	2 – 3 years/ desktop review	AC + Training Provider
Certificates of Advanced Training	<u>Program</u> : Up to 5 years with a desktop review	SAT	2 – 3 years/ desktop review	SAT + DOAT
	<u>Posts</u> : Up to 5 years with a site visit	BTC/NZTC + DOT	Ongoing monitoring	BTC/NZTC + DoAT/SAT
AC = Accreditation Committee DoT = Director of Training		BTC = Branch Training Committee DoAT = Director of Advanced Training		NZTC = New Zealand Training Committee SAT = Subcommittee of Advanced Training

5. Glossary

General Terms	
Accreditation Standard	Defines the outcome that must be achieved at the training setting. A standard consists of a series of criteria which are the measurable components of the standard.
College (RANZCP)	The Royal Australian and New Zealand College of Psychiatrists (RANZCP) is accredited by the Australian Medical Council (AMC) to provide specialist medical education and training.
Fellow	A medical practitioner who has successfully completed the RANZCP Fellowship training program and has been awarded Fellowship of the RANZCP.
Fellowship Training Program	A constituent of the RANZCP accredited to provide a full course of training leading to the award of Fellowship of the RANZCP. Each Training Program will have a training committee, or a local training committee delegated from the BTC/NZTC.
Formal Education Course	A structured academic program accredited by the RANZCP which is designed to cover the Stage 1 and Stage 2 syllabus.
Jurisdictional Health Department	An Australian State or Territory government department, or ministry, reporting to a minister for health, or the Aotearoa New Zealand Ministry of Health, as well as government in general.
Procedural Fairness	<p>A legal principle to act fairly without bias (real or apprehended) in administrative decision making. It includes the right to a fair hearing, including the opportunity to respond to allegations.</p> <p>Steps associated with ensuring procedural fairness include:</p> <ul style="list-style-type: none"> • providing the affected person with reasonable notice that an adverse decision may be made, including details of any issues being discussed and the information available to the decision maker. • an opportunity for the affected person to directly address the issue/s being decided on. • ensuring that conflicts of interest are declared and managed appropriately.
Supervisor	An appropriately qualified and trained medical practitioner, senior to the trainee appointed, approved or accredited by a college, who guides the trainee's education and/or on the job training on behalf of the college. The supervisor's training and education role will be defined by the college, and may encompass educational, support and organizational functions. RANZCP may or may not appoint the main supervisory role. RANZCP frequently defines a number of supervisory roles.
Trainee	A doctor in training undertaking the RANZCP Fellowship Training Program.
Training Post	An accredited position through which trainees can rotate during their training. Each post must provide the experiences outlined in the RANZCP Fellowship Training Program.
Training Provider	The entity legally responsible for the administration of the training setting. This may be a government provider (government department), statutory corporation (local health district, statutory hospital, statutory health service), a for-profit corporation, a not-for-profit corporation (charity), a partnership (a general practice partnership), or any other entity legally responsible for the training setting.
Training Setting	The place or position accredited, or applying for accreditation, by the college. This includes sites, posts, practices and networks (which are composed of multiple settings). Where RANZCP accredit networks or programs, these standards will apply, recognizing that various settings will contribute to meeting the standards overall.
Training Zone	The NZTC and some BTCs (WA, NSW and VIC) oversee multiple zones. Fellowship training in these regions therefore occurs within "zones", not "programs".
Accreditation Assessment and Outcomes Terminology	
Accredited	Official RANZCP approval that a specialist medical training setting has met /substantially met the required accreditation standards.
Commendation	A training setting's area of strength relevant to the delivery of the training program.

Condition	A qualification attached to the granting of accreditation at a training setting which requires action within a defined timeframe.
Conditional Accreditation	An accreditation granted to existing training settings with the purpose of gaining full compliance within the time given. Full accreditation will not be granted until conditions attached are fully satisfied.
Provisional Accreditation	An accreditation granted to new training settings with the purpose of gaining full compliance within the time given. Full accreditation will not be granted until conditions attached are fully satisfied.
Recommendation	A non-mandatory action to improve trainee experience and/or outcomes at the training setting.

6. RANZCP's commitment to Aboriginal and/or Torres Strait Islander peoples and Māori mental health

The RANZCP is committed to addressing the longstanding inequities experienced by Aboriginal and Torres Strait Islander peoples in Australia, and Māori in Aotearoa New Zealand, in both health outcomes and access to culturally safe mental health care. Central to this commitment is the College's work to grow and sustain the Indigenous psychiatric workforce, promote cultural safety for both patients and psychiatrists, and embed culturally responsive practices across training, policy, and service delivery. Guided by its vision, the RANZCP acknowledges the enduring disparities in health outcomes for Aboriginal and Torres Strait Islander peoples and Māori, which reflect systemic barriers to appropriate health services and the social determinants of health. The College is advancing this agenda through multiple initiatives, including increasing representation of Aboriginal, Torres Strait Islander and Māori peoples among its membership and staff, strengthening education in culturally appropriate care, and implementing its Reconciliation Action Plan and commitment to Te Tiriti o Waitangi.

7. Associated Documents

This policy is part of a suite of other relevant documents that are referenced throughout, and are available on the RANZCP's [Accrediting posts, programs & courses](#) webpage:

- RANZCP Training Program Accreditation Standards
- RANZCP Training Post Accreditation Standards
- RANZCP Accreditation Procedure – Training Programs
- RANZCP Accreditation Procedure – Training Posts
- RANZCP Accreditation Procedure – Formal Education Courses
- Accreditation Decision Making Risk Framework
- Guidance Document: Application of the risk framework and development of conditions
- Removal of Accreditation Policy and Procedure
- Review, Reconsideration and Appeals Policy and Procedure

REVISION RECORD

Document Owner	Education and Training Department		
Contact	Manager, Accreditation and Standards		
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21/07/2025	2.2	Legal / CEO	Minor update: - added section 12 – RANZCP's Commitment (as directed by Legal/CEO for compliance with AMC Cond.9).
29/11/2024	2.1	EC Executive	Clarification regarding terminology around Fellowship programs and Zones
11/08/2023	2.0	B2023/7 R13	Reviewed for updates and to address Certificates of Advanced Training
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Mar 2029			NEXT REVIEW