

Position Description

Lead Member, Accreditation Assessment Panels: Fellowship Programs and Zones



Roles & Responsibilities:

- Participate in accreditation assessments subject to completion of any required accreditation assessment panel training.
- Confer with panel members during the accreditation assessment.
- Ensure familiarity with pre-assessment accreditation documentation and RANZCP requirements.
- Identify key areas of focus for the assessment.
- Chair the pre-assessment panel meeting.
- Participate in the pre-assessment on-site assessment panel meeting.
- Lead the assessment panel and accreditation assessment meetings, ensuring that all participants are aware of how their feedback is used.
- Provide guidance to the assessment panel.
- Determine, with the assessment panel, the recommendation for ongoing accreditation or removal of accreditation of the Fellowship Program, and the commendations and recommendations of the assessment.
- Meet the local Director of Training with the panel at the conclusion of an assessment for informal debriefing.
- Raise any significant concerns which are identified during an assessment with local stakeholders and the RANZCP as suitable.
- Raise any concerns regarding the possible removal of accreditation, immediately following the accreditation assessment, with the Accreditation Committee (AC) Chair or delegate.
- Contribute to the completion of the accreditation assessment report and associated correspondence as necessary.
- Participate in any post-assessment meetings.
- Liaise with the Education Committee and the Board as appropriate regarding finalisation of a program's formal accreditation status.
- Contribute to the continuous improvement of the Fellowship Program accreditation processes and procedures.
- Declare and manage Conflicts of Interest in accordance with the RANZCP's [Declaring and Managing Conflict of Interest Guideline](#).

Selection Criteria:

- Fellow or Affiliate of the RANZCP.
- No actual, potential or perceived conflict of interest.
- Current specialist medical registration and professional indemnity.
- Meet registration standards of Continuing Professional Development (CPD).
- Demonstrated experience in psychiatry practice.
- Experience as a Director of Training (DoT), a Director of Advanced Training (DoAT), a service director, an accredited RANZCP supervisor, or previous experience in two accreditation assessments as a trainee member of an accreditation panel.

- Affiliates must have at least five (5) years of experience as an accredited RANZCP supervisor.
- Will have ideally completed a minimum of two assessments as Second Member during the previous five calendar years. Will ideally maintain currency of experience in accreditation by participating in accreditation activities (a minimum of one assessment, either of a training post or training program) every two calendar years.
- RANZCP Affiliates currently participating in a training pathway are not eligible for appointment to the Panel.

Associated Documents:

- Accreditation Assessment Panel: Fellowship Programs and Zones Terms of Reference
- Accreditation Committee Regulations and Panel Position Descriptions
- Training Program Accreditation Standards and Accreditation Assessment Report
- Accreditation Policy
- Removal of Accreditation Policy
- Accreditation Standard Operating Procedures
- Committee Meeting Operations Regulations and associated documents

Review:

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

Revision Record

Contact:	Manager, Accreditation, CPD and Reporting		
Authorising Body:	Corporate Governance and Risk Committee		
Responsible Committee:	Accreditation Committee		
Document Code:	PD Lead Member, Accreditation Assessment Panels: Fellowship Programs and Zones		
Date	Version	Approver	Description
13 April 2021	1.0	CGRC	New document
18 June 2024	2.0	Company Secretary	Updated to align with revised Accreditation Policy
NEXT REVIEW: 2029			