

Terms of Reference (ToR)

Accreditation Assessment Panels: Fellowship Programs



This document is to be read in conjunction with the [Committee Meeting Operations Regulations](#).

BACKGROUND

Fellowship Program Accreditation Assessment Panels are appointed by the Accreditation Committee to undertake assessment of Fellowship programs in accordance with the RANZCP Accreditation Regulations and the RANZCP Accreditation Schedule.

1. RESPONSIBILITIES

The Panels' responsibilities are to

- review information and data gathered from trainees, supervisors and other key stakeholders to consider whether the RANZCP Accreditation Standards (the Accreditation Standards) are met.
- undertake inspections of training sites where required.
- evaluate the information and evidence gathered to determine whether the Accreditation Standards are met.
- provide a recommendation on accreditation status to the Accreditation Committee in accordance with the Policies for Accreditation and Removal of Accreditation.
- provide feedback regarding best practice (commendations) and recommendations to support quality improvement and Fellowship Programs continuing to meet the Accreditation Standards.
- identify and report any instances where the Fellowship Program is in significant breach of the Accreditation Standards to the Chair of the Accreditation Committee in accordance with RANZCP Policy.
- identify, report and manage risks in accordance with College Policy.

2. KEY DELIVERABLES

The Panels' key deliverables are:

- Provide an accreditation assessment report with recommendation on the Fellowship Program accreditation status.
- Participate in mid-cycle accreditation review/s as required.

3. MILESTONES

Activity	Timeline: Fellowship Program Panel
Review data from previous assessments and survey responses	Three weeks prior to the assessment
Conduct first meeting of the Panel	Immediately prior to commencement of an assessment
Consult with Branch Training Committees (BTCs) and the New Zealand Training Committee (NZTC)	During the assessment
Review data and identify further investigations	During the assessment
Conduct further investigations if required	TBC
Evaluate data and develop commendations and recommendations	Final day of an assessment
Submit final report to the Accreditation Committee	One month following completion of assessment

4. REPORTING RELATIONSHIPS AND REPORTS

A Panel shall provide an update to the Accreditation Committee following a completed accreditation assessment and as required. A Panel shall provide an update to the Education Committee and Board, via the Accreditation Committee, as required.

The report should include:

- a summary of the panel's findings following assessment against the Accreditation Standards
- a recommendation regarding the accreditation status of the Fellowship Program
- recommendations to achieve accreditation against the Accreditation Standards
- progress against any unresolved recommendations relating to an accreditation assessment.

Panels will work closely with the Accreditation Committee to ensure responsibilities are delivered.

5. APPOINTMENTS AND COMPOSITION OF THE PANEL

Each Panel will be composed of up to 4 members who will be appointed by the Accreditation Committee depending on eligibility according to the respective position description/s in accordance with Accreditation Policies.

Where possible, there will include representation on the Panel from New Zealand and Australia.

The Accreditation Committee will endeavour to achieve gender balance in the Panel.

Members of a Fellowship Program Accreditation Assessment Panel will include:

- a Lead Member
- a Second Member
- a Trainee Member
- a RANZCP staff member to provide policy guidance and secretariat support.

Membership of a panel will be formed, at the discretion of the Accreditation Committee, taking into consideration suitability, experience and physical location and to avoid actual, perceived or potential conflict of interest.

In addition to the above members, relevant RANZCP staff may attend Panel meetings as required. The Panel may also invite observers by agreement.

6. TIMEFRAME

A Panel is convened for a time limited period in order to undertake the Panel's accreditation assessment/s. Panels may be extended or reconvened as required for the mid-cycle review of their assessments and as required.

7. ASSOCIATED DOCUMENTS

- 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
- RANZCP Constitution, Media and Communications Policy, Code of Conduct, Code of Ethics, Conflict of Interest Guideline, Conflict of Interest Register, Risk Management Policy, relevant Risk Register, Deed of Undertaking in relation to Confidentiality and Conflict of Interest, Privacy Policy, Delegation of Authority Guideline, Travel and Expense Policy and Expense Claim Form, Document Approval Pathway Procedure and RANZCP website.

Revision Record

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