

# Education and Training

## REMOVAL OF ACCREDITATION

### POLICY AND PROCEDURE



<b>Authorising Committee/ Department:</b>	RANZCP Board
<b>Responsible Committee/ Department:</b>	Education Committee
<b>Document Code:</b>	<b>POL PRC EDT-TRN Removal of Accreditation - Policy and Procedure</b>

## 1 POLICY PURPOSE

- 1.1 For the removal of accreditation from Fellowship Programs and Zones, Certificates of Advanced Training, training posts, and Formal Education Courses (FECs) which are not compliant with the Royal Australian and New Zealand College of Psychiatrists (RANZCP) 2012 Fellowship Accreditation Standards.

## 2 PRINCIPLES OF REMOVAL OF ACCREDITATION

- 2.1 Accreditation is a quality assurance process to ensure that training delivered under the RANZCP 2012 Fellowship Regulations meets the RANZCP Accreditation Standards which specify educational, clinical, and governance requirements for Fellowship Programs and Zones, Certificates of Advanced Training, training posts, and FECs.
- 2.2 The RANZCP has the authority to remove accreditation (including provisional accreditation) from Fellowship Programs and Zones, Certificates of Advanced Training, training posts, and FECs.
- 2.3 Information obtained from communications and interviews during accreditation assessments will be de-identified wherever appropriate.
- 2.4 In the event of removal of the accreditation of a Fellowship Program or Zone, Certificate of Advanced Training, training post, or an FEC, the welfare and training of trainees are the primary concern of the RANZCP.
- 2.5 The Removal of Accreditation - Policy and Procedure ensures a transparent process with a governance structure and the right to appeal.
- 2.6 Accreditation decisions can be appealed, and the [Review, Reconsideration and Appeal Policy and Procedure \(ranzcp.org\)](#) document is accessible on the RANZCP website.
- 2.7 All stakeholders must adhere to all outcomes and recommendations regarding accreditation visits in relation to Fellowship Programs and Zones, Certificate of Advanced Training Programs, training posts and FECs.

## 3 REMOVAL OF THE ACCREDITATION FROM A FELLOWSHIP OR ADVANCED TRAINING PROGRAM OR ZONE

- 3.1 The Accreditation Committee (AC) is responsible for the accreditation of Fellowship Programs and Zones. Subcommittees for Advanced Training (SATs) monitor accreditation of Certificate of Advanced Training programs. For more information, refer to the [Accreditation Policy and Procedure](#).

- 3.2 A recommendation that a Fellowship Program or Zone and/or Certificate of Advanced Training should have its accreditation removed can only be made after an accreditation assessment by the AC. An assessment may occur as part of the normal accreditation cycle, or as a response to concerns and training issues raised with the AC, or the Committee for Training (CFT).
- 3.3 When removal of accreditation is recommended as an outcome of an assessment, the accreditation report is watermarked “draft” and provided to the Director of Training (DOT)\_ and the Branch Training Committee (BTC) or the New Zealand Training Committee (NZTC) for factual checking.
- 3.4 Following factual checking, the draft report is submitted by the AC to the CFT (for noting) and the Education Committee (EC) with the recommendation that removal of Fellowship Program or Zone accreditation is recommended, which requires Board approval.
- 3.5 Should the EC agree with the AC’s recommendation to remove the accreditation of a Fellowship Program or Zone or Certificate of Advanced Training, the EC will determine the next steps to remove accreditation. This may include a recommendation to the Board for removal of accreditation, or the convening of an EC working group to further assess the situation.
  - 3.5.1 The working group, as a minimum, will include one panel member from the accreditation assessment, one CFT member, one EC member, one AC member, and a trainee representative.
  - 3.5.2 The working group will be responsible for developing a proposal for the Board on a plan of action for the management of affected trainees. The plan should include:
    - I. cessation of any planned intake of trainees to the Fellowship Program, Zone or Certificate of Advanced Training.
    - II. appointment of a person or body, in the absence of a Director of Training (DOT), to act as interim DOT for the Fellowship Program, Zone or Certificate of Advanced Training.
    - III. Conduct an audit of all trainees and training posts in the Fellowship Program, Zone or Certificate of Advanced Training to determine the feasibility of trainees to continue their training without moving health services or training sites.
    - IV. assessment of the suitability of any accredited training post, its supervisory arrangements, and its capacity to deliver training.
    - V. evaluation of whether it is safe, feasible, and practicable that trainees complete their training locally. If it is not possible to complete training locally, the trainees’ training trajectory should be put on hold until it is decided, with advice from the CFT, on how best to proceed.
  - 3.5.3 The working group proposal will be tabled, initially at the CFT and AC, and progressed via the AC to the EC for consideration. Upon EC approval of the plan of action it shall be submitted to the Board for endorsement.
- 3.6 Should the Board not endorse the EC’s plan of action it may request the EC reconvene the working group to review the plan.
- 3.7 The Board makes the final decision on the removal of the accreditation of the Fellowship Program, Zone and Certificate of Advanced Training.
- 3.8 If the Board does not endorse the removal of accreditation, it will provide direction on the steps to be taken to resolve the issues relating to the continued accreditation of the Fellowship Program, Zone or Certificate of Advanced Training.
- 3.9 Stakeholders are informed of the Board’s decision regarding accreditation status including trainees, supervisors, health service management, the local jurisdiction including district health

boards, and the local Branch Training Committee (BTC) or the New Zealand Training Committee (NZTC), and the Specialist Training Program, when relevant.

- 3.9.1 The Board shall decide on how to communicate with stakeholders. This may include the AC finalising the accreditation report and providing it to the BTC or the NZTC who may disseminate the executive summary and appropriate appendices to stakeholders including local health services.
- 3.9.2 The Executive Manager, Education and Training, College President and CEO will liaise with the health services, the Australian Medical Council, and the Medical Council of New Zealand as indicated.
- 3.9.3 Should there be any significant changes proposed for a training program or zone, the MCNZ will be advised as per the Memorandum of Understanding between the Medical Council of New Zealand and the Royal Australian and New Zealand College of Psychiatrists

#### **4 REMOVAL OF THE ACCREDITATION FROM A TRAINING POST**

- 4.1 BTCs and the NZTC are responsible for the accreditation of training posts. For more information, refer to the [Accreditation Policy and Procedure](#).
- 4.2 Should a training post not meet the Training Post Accreditation Standards, the BTC or the NZTC may recommend to the CFT the removal of the training post's accreditation.
  - 4.2.1 Neither the DOT, the Director of Advanced Training (DOAT), the BTC nor the NZTC has the sole authority to remove a training post's accreditation.
- 4.3 The CFT ratifies a BTC's or NZTC's recommendation for removal of accreditation of a training post unless it considers that doing so will have a significant impact on the training program or zone, in which case it will refer consideration to the EC. The BTC or the NZTC may be further consulted by the CFT and / or the EC, and the EC can consult the Board if required in order to determine the post's accreditation status.
- 4.4 In exceptional circumstances the CFT, together with the AC, may carry out an accreditation assessment of a training post that is recommended for accreditation removal.
- 4.5 If the removal of accreditation is approved by the EC and the Board, the BTC or the NZTC must include plans for affected trainees if a training post loses its accreditation. The plan should consider the capacity and feasibility of relocating affected trainees to an alternative training post. Additionally, details of support from the BTC, NZTC, and/or the DOT must be provided to the trainees.
  - 4.5.1 The training post accreditation report may be made available to stakeholders.
  - 4.5.2 Should there be any significant changes proposed for a training post, the MCNZ will be advised as per the Memorandum of Understanding between the Medical Council of New Zealand and the Royal Australian and New Zealand College of
- 4.6 If the accreditation is removed from a training post, the training time, and workplace-based assessments for that rotation/run, will be recognised by the RANZCP and credited to the trainee's record.
- 4.7 The AC can recommend to the CFT the removal of accreditation from training posts as an outcome of a program or zone accreditation assessment.

## **5 APPLICATION TO REGAIN ACCREDITATION**

- 5.1 After the removal of the accreditation of a training post, a health service may apply to regain the accreditation of the post. A new application must be submitted to the BTC or the NZTC as per clause 2.18 of the [Accreditation Policy](#).
- 5.2 Re-accreditation of a Fellowship Program or Zone and/or FEC is performed on a case-by-case basis with appropriate consultation by the AC with BTC or the NZTC and with the CFT.

## **6 REMOVAL OF THE ACCREDITATION OF A FORMAL EDUCATION COURSE**

- 6.1 Should an FEC not meet the FEC Accreditation Standards, a recommendation for removal of accreditation is made by the AC to the EC for endorsement by the Board. At such time trainees are also notified and informed of alternative FEC providers. The AC may consult with the CFT before making a recommendation to the EC. The FEC's accreditation shall be removed following the Board's endorsement of the recommendation.
- 6.2 The AC shall inform the CFT, the BTC or the NZTC, DOTs, trainees, and the FEC provider of the removal of accreditation if the Board endorses the removal of accreditation.
- 6.3 Following the removal of the accreditation of an FEC the FEC provider may submit a new application to the AC. For more information refer to the [Accreditation Policy and Procedure](#).
- 6.4 After the removal of the accreditation of an FEC, trainees are informed again of alternative FEC providers.

## **7 MONITORING, EVALUATION AND REVIEW**

- 7.1 The AC shall implement, monitor, and review this Policy.
- 7.2 This Policy will be reviewed every three years and updated as required.

## **8 ASSOCIATED DOCUMENTS**

- a. RANZCP Regulations:
  - i. Regulations, Policies, and Procedures
- b. RANZCP Policies:
  - i. Privacy Policy
  - ii. Code of Ethics
  - iii. Reconsideration and Appeals Policy
  - iv. Accreditation – Policy and Procedure
- c. RANZCP Accreditation Standards:
  - i. Addiction Psychiatry
  - ii. Adult Psychiatry
  - iii. Child and Adolescent Psychiatry
  - iv. Consultation-Liaison Psychiatry
  - v. Forensic Psychiatry
  - vi. Psychiatry of Old Age

- vii. Psychotherapies
  - viii. Training Program Accreditation
  - ix. Training Post Accreditation
  - x. Formal Education Course Accreditation
  - xi. Guidelines for appropriate adult acute inpatient workloads for RANZCP trainees
- d. AMC jurisdictional contacts
- i. <https://www.amc.org.au/assessment-and-accreditation-of-specialist-medical-programs-v2/>.

## 9 GLOSSARY

### Glossary of Definitions

Term	Definition
Formal Education Course	A structured academic program designed to cover the knowledge required at each stage in training through to vocational registration which is provided or approved by each Branch Training Committee (BTC) or the New Zealand Training Committee (NZTC).
Fellowship Program	A constituent of the RANZCP accredited to provide a full course of training leading to the award of the Fellowship of the RANZCP. Each program will have a training committee, or a local training committee delegated from the BTC/NZTC. The BTC/NZTC are ultimately responsible for the quality of Fellowship training in their Program or any Zones within their jurisdiction, and each program or zone will have a Director of Training.
Training Post	A position through which registrars can rotate during their training. Each training post must provide the experiences required for one of the designed rotations/runs in the Fellowship Program. During any rotation/run through the training post, an RANZCP accredited supervisor must be working with the trainee to meet the requirements set out in the Supervision Policy and Regulations.
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”, and each zone has a DOT.

### REVISION RECORD

**Contact:** Senior Manager, Accreditation, CPD and Reporting

Date	Version	Approver	Description
29/11/2024	V2.1	EC Executive	Clarification regarding terminology around Fellowship Programs and Zones
11/08/2023	V2	B2023/7 R14	Reviewed for updates and to address Certificates of Advanced Training
10/21/21	V1.1	EC	Clarification regarding potential program accreditation assessment on posts
14/08/21	V1	B2021/10 R19	New document
<b>NEXT REVIEW 2025</b>			