

# Position Description

## Trainee Member, Accreditation Assessment Panels: Fellowship Programs and Zones



### Roles & Responsibilities:

- Participate in accreditation assessments subject to completion of any required accreditation assessment panel training.
- Liaise 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.
- Participate in the pre-assessment panel meeting.
- Participate in the pre-assessment on-site panel meeting.
- Participate in panel and accreditation assessment meetings.
- Determine, with the assessment panel, the recommendation for ongoing accreditation or removal of accreditation of the Training Program, and the commendations and recommendations of the assessment.
- Raise any significant concerns which are identified during an assessment with local stakeholders and the RANZCP as suitable.
- Participate in panel meeting with the local Director of Training at the conclusion of an assessment for informal debriefing.
- Contribute to the completion of the accreditation assessment report and participate in any post-assessment meetings.
- Contribute to the continuous improvement of the Fellowship Program accreditation processes and procedures.
- Declare conflicts of interest in accordance with the RANZCP's [Declaring and Managing Conflict of Interest Guideline](#).

### Selection Criteria:

- A Trainee (Associate) of the RANZCP or admitted to the Fellowship within the past twelve months.
- No actual, potential or perceived conflict of interest.
- Demonstrated excellence in psychiatric training.
- Active or recent (within the past twelve months) participation in the Fellowship Program as verified by the RANZCP Training Department. Trainees who are “not in training” are ineligible to apply to be an accreditation panel member. Expressions of Interest from Trainees who have been on a break in training for longer than twelve months will be considered by the Chair of the Accreditation Committee.

### Associated Documents:

- Accreditation Assessment Panels: 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**

<b>Contact:</b>	<b>Manager, Accreditation, CPD and Reporting</b>		
<b>Authorising Body:</b>	Corporate Governance and Risk Committee		
<b>Responsible Committee:</b>	Accreditation Committee		
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13 April 2021	1.0	CGRC	New document
18 June 2024	2.0	Company Secretary	Updated to align with revised Accreditation Policy
<b>NEXT REVIEW: 2029</b>			