Position Description
Lead Member – Accreditation Assessment Panels: Formal Education Course

Responsibilities/Role:

- Participate in accreditation assessments of FECs as allocated by the Accreditation Committee.
- Confer with panel members during the accreditation assessment.
- Ensure familiarity with pre-assessment accreditation documentation.
- Identify key areas of focus for the assessment.
- Participate in any assessment panel and accreditation assessment meetings or interviews, ensuring that all participants (particularly trainees and FEC providers) 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 FEC, and the commendations and recommendations of the assessment.
- Meet the FEC provider at the conclusion of an assessment for informal debriefing.
- Raise any concerns regarding the possible removal of accreditation, immediately following the accreditation assessment, with the AC Chair or delegate.
- Contribute to the completion of the accreditation assessment report and associated correspondence as necessary.
- Participate in post-assessment teleconferences.
- Liaise with the Accreditation Committee as appropriate regarding finalisation of a program’s formal accreditation status.
- Contribute to the continuous improvement of FEC accreditation processes and procedures.

Meeting Attendance:

- The Lead Member is expected to attend all relevant meetings and participate in matters that are considered outside of meetings, where practicable.
Selection Criteria:

- Current Fellowship and good standing in the Royal Australian and New Zealand College of Psychiatrists (RANZCP).
- Is an accredited RANZCP supervisor who has a special interest in training as demonstrated for example by experience as (or similar to) a Director of Training, a Director of Advanced Training, a BTC/NZTC Chair or a mental health service director.
- Experience with Fellowship program assessments or evidence of current experience / participation in other accreditation activities such as training post assessments.
- A commitment to the education and professional development of psychiatry.
- Demonstrated experience in an area of psychiatry practice/expertise, as evidenced in a curriculum vitae.
- Appropriate participation in the RANZCP Continuing Professional Development Program.
- No perceived, potential or real conflict of interest that cannot be mitigated.
- Appropriate medical registration and professional indemnity.

Selection Process:

- The Lead Member shall express interest in the position when called upon.
- The Lead Member shall be appointed to the accreditation panel and specific assessment/s by the Accreditation Committee.
- The appointment a Lead Member is not limited other than by the currency of the relevant Selection Criteria.
- A Lead Member will not be allocated to an accreditation assessment of a FEC in which they are a stakeholder.
- Membership of each accreditation panel shall be determined by the Accreditation Committee according to the specific circumstances of the accreditation assessment, and approved by the Board.
- A signed Deed of Undertaking recorded with the RANZCP.

Voting Rights:

A full voting member of the Panel.

Reporting Relationships:

Internal Relationships:

Accreditation outcomes are reported by the accreditation panel as required to:
- The Board
- Corporate Governance and Risk Committee
- The Education Committee
- The Accreditation Committee
- The Committee for Training
- The Committee for Education Evaluation, Monitoring and Reporting
- Branch Training Committees or the New Zealand Training Committee
- Directors of Training
- Trainees in the Training Program
• Local Training Committees
• Local Health Services.

**External Relationships:**
• The Lead Member participates in meetings with external stakeholders as required during accreditation assessments.

**Associated RANZCP Document/Sources of Information:**
• Accreditation Committee Regulations and Panel Position Descriptions
• FEC Accreditation Standards and Accreditation Assessment Report
• Accreditation Policy
• Removal of Accreditation Policy
• Committee Meeting Operations Regulations

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

**Revision Record**

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<th>Date</th>
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<th>Approver</th>
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<td>13 April 2021</td>
<td>1.0</td>
<td>CGRC</td>
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<td>1.1</td>
<td>Accreditation Manager</td>
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**NEXT REVIEW: 2026**