

Accreditation Committee Guideline

Feedback regarding accreditation status outside of a scheduled assessment



The Royal Australian & New Zealand College of Psychiatrists



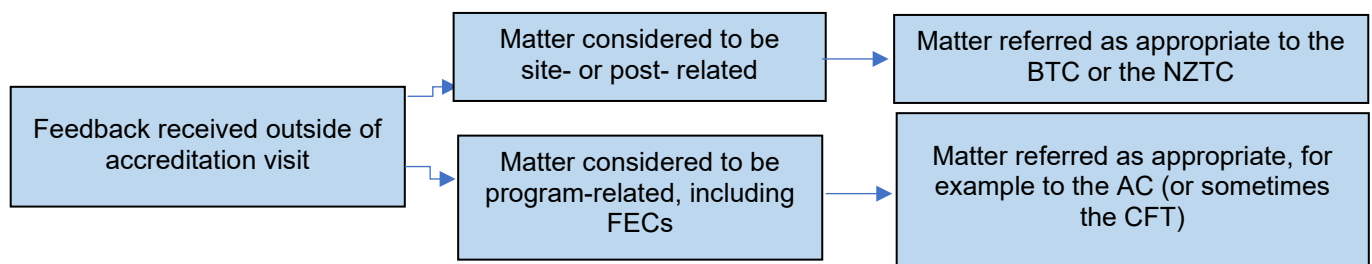
Introduction

There are occasions when stakeholders (for example trainees) provide comment relating to RANZCP Fellowship training, including Formal Education Courses (FECs), outside of a formal, scheduled accreditation assessment (or visit). On such occasions it is not possible for the information to be included in the accreditation assessment or its formal report. There are, however, options to provide feedback, separate from accreditation assessments. Requests from stakeholders for anonymity can be made.

In providing feedback, it is important to be aware that Branch Training Committees (BTCs) and the New Zealand Training Committee (NZTC) are responsible for the accreditation of individual training posts in Fellowship programs.

Feedback options

Separate meetings with an accreditation panel occur during accreditation assessments / visits with relevant stakeholders such as trainees, supervisors, training directors, FEC providers, and health service management. Should an issue or feedback be received outside of a formal accreditation assessment, it may be considered for referral as appropriate **with the permission of the person involved**.



Any area/s of significant and pressing concern identified via feedback can be escalated as appropriate through channels outlined in the [Accreditation Policy \(ranzcp.org\)](https://www.ranzcp.org/accr-policy).

Additional pathways exist for submitting feedback to the RANZCP including:

Mid-cycle accreditation reviews

Between five-yearly accreditation assessments, each Fellowship Program and FEC is reviewed by the Accreditation Committee (AC). The review is generally paper-based and includes surveys of relevant stakeholders. Trainees and Directors of Training (DOTs) and, for FECs, course providers, are asked about their views on compliance with the respective Accreditation Standards and are invited to provide comment on the status of the recommendations of the previous accreditation report. The outcome of a mid-cycle accreditation review is reported to the AC and made available to respective BTCs or to the NZTC.

Accreditation Standards are available for reference on the RANZCP website: [Training program accreditation | RANZCP](#).

RANZCP email addresses

accreditation@ranzcp.org is the address for RANZCP staff who support the AC. This is the most appropriate place to submit feedback about Fellowship training. This includes feedback regarding FECs, where contact with the FEC provider has not been successful.

training@ranzcp.org is the address for RANZCP staff who support the Committee for Training (CFT). This is the most appropriate place to submit feedback about a training post where direct contact to the BTC or NZTC is not successful in the first instance.

The Bi-national Council for Trainees can also be contacted via details available on the RANZCP website: [Bi-national Committee for Trainees | RANZCP](#).

End of rotation In-Training Assessment form

This form provides a formal opportunity for trainees to inform the RANZCP of feedback relating to a rotation's adherence to Fellowship training regulations, for example provision of supervision. Where training concerns are identified, the CFT will confer with the BTC or the NZTC to review.

Confidentiality

RANZCP staff are available to receive feedback submitted to the RANZCP. Information received will be deidentified as appropriate.

The member welfare support line is available for support and confidential advice:
1800 941 002 (Aus) or 0800 220 728 (NZ).

Full details are available on the RANZCP website:
<https://www.ranzcp.org/membership/wellbeing-support-for-members/member-welfare-support-line>.

Conflict of Interest

Conflicts of interests may arise in situations where an individual may actually or potentially benefit, or be disadvantaged, by a particular matter. Conflicts of interest are managed in accordance with the RANZCP [Conflict of Interest Guideline](#), which includes disclosure as a standing agenda item at the commencement of RANZCP committee meetings.

Conclusion

Accreditation panel members are available during meetings of an accreditation assessment/visit. The Lead Member of the panel will inform meetings of options for submitting feedback outside of the accreditation assessment. It is not possible for feedback received outside of an accreditation assessment to be included in an accreditation assessment report.

Stakeholders are always welcome to provide feedback to, and/or engage with, the RANZCP.