

Position Description

Accreditation Officer, Accreditation Assessment Panels: Fellowship Programs and Zones



Responsibilities/Role:

- Participate in Fellowship Program accreditation assessments.
- Liaise with panel members during the accreditation assessments.
- Contribute to the development of pre-assessment documentation and facilitate the accreditation assessment panel's familiarity with documentation. This includes Medical Training Survey (MTS) data.
- Liaise with local administration to prepare the timetable and ensure local arrangements are in place.
- Ensure all local stakeholders are abreast of the accreditation activity as suitable.
- Coordinate and participate in the pre-assessment panel meeting and on-site meetings.
- Determine, with the Assessment Panel, the recommendation regarding ongoing accreditation of the Fellowship Program and the commendations and recommendations of the assessment.
- Record (minute) the assessment in order to produce the draft Accreditation Assessment Report.
- Participate in meeting with the local Director of Training (DOT) and Assessment Panel at the conclusion of an assessment for informal debriefing.
- Ensure meeting attendees understand how their feedback will be used.
- Ensure any significant concerns are addressed as required by the [Accreditation Policy](#) and the [Removal of Accreditation Policy](#), and that the panel is aware of such requirements.
- Complete the draft accreditation assessment report, finalise the draft with the Panel, and participate in post-assessment meetings.
- Submit the Accreditation Report for approval as required by the Accreditation Standard Operating Procedures and circulate as required.
- Contribute to and coordinate the improvement of the Fellowship Program accreditation processes and procedures.

Selection Criteria:

- Appointment as a RANZCP Education and Training staff member with appropriate accreditation assessment training.
- A commitment to the administrative support of psychiatry training.

Voting Rights:

A full voting member of the Panel.

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
- Committee Meeting Operations Regulations and associated documents
- Accreditation Standard Operating Procedure

Review:

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

Revision Record

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