

BACKGROUND

The Certificate of Postgraduate Training in Clinical Psychiatry Committee (**Committee**) was established on 20 September 2023 to oversee the implementation and administration of the RANZCP Certificate of Postgraduate Training in Clinical Psychiatry (**Certificate**). The RANZCP received funding through the Australian Government under the Psychiatry Workforce Program (**PWP**) to develop the Certificate.

1. ROLE

The role of the Committee is to oversee and administer the implementation of the Certificate.

2. RESPONSIBILITIES

The Committee shall be responsible for:

- (a) Establishing policies and procedures to allow for the successful implementation of the Certificate.
- (b) Confirm eligibility for entry into the Certificate, including assessment of recognition of prior learning applications.
- (c) Ratifying and approving elective learning plans.
- (d) Accrediting Certificate Supervisors, Elective Supervisors and Certificate Reviewers
- (e) Determining criteria and standards of performance to satisfy the rules and processes of the Certificate.
- (f) Reviewing Certificate Participants' Portfolios and awarding qualification for participants who meet the standards of performance and completion of all requirements.
- (g) Evaluating the graduate outcomes and recommending changes to the curriculum based on findings.
- (h) Recommending any amendments to curriculum (including learning outcomes, learning activities and assessment) or its implementation to the Education Committee.
- (i) Reviewing policy matters in relation to the Certificate for recommendation to the Education Committee.
- (j) Overseeing the training of Certificate Supervisors, Elective Supervisors and Certificate Reviewers, Certificate Peer Group Facilitators and Certificate Assessors and advising them of procedural changes.
- (k) Recommending, establishing, managing, and participating in subcommittees and working groups for specific purposes determined by the Committee and approved by the Education Committee which would benefit the implementation and administration of the Certificate.
- (l) Identifying and managing risks associated with the Committee, in accordance with the RANZCP's Risk Management Policy, and for reporting high level risks to the Education Committee.

3. REPORTING RELATIONSHIPS

- (a) The Committee shall report on its activities to each meeting of the Education Committee.

- (b) The Committee will work closely with the Chief Executive Officer and senior management to ensure its responsibilities are met.

4. COMPOSITION/MEMBERSHIP

- (a) Membership of the Committee will comprise a maximum of:
- A Chair (Fellow)
 - Five (5) Fellows with an adequate geographical spread including at least one representative from New Zealand
 - Up to 2 Lead Certificate Assessors (Fellows)
 - Representative, Committee for Examinations (Fellow)
 - Member with experience in regional, rural or remote psychiatry (Fellow)
 - Member with experience in Private Practice (Fellow)
 - Member who identifies as Aboriginal and/or Torres Strait Islander (Fellow or Trainee)
 - Representative, Certificate Participant
 - Community Member
- (b) The Committee must include appropriate representation from Australia and New Zealand.
- (c) The Committee shall endeavour to achieve diversity, including gender balance.

5. ELECTIONS AND APPOINTMENTS

5.1 Chair

- (a) Nominations will be called for from amongst the Fellowship of the College. The Chair shall be appointed by Board upon the recommendation from the Education Committee.
- (b) The term of office for the Chair position shall be three (3) years. The Chair will be eligible for reappointment to the position to serve a maximum of two (2) consecutive terms.
- (c) In the event of the resignation of the Chair, an appointment will be made in accordance with 5.1(a) above.

5.2 Members

- (a) Nominations will be called for from amongst the Fellowship of the College. The member shall be appointed by the Education Committee and noted by the Board.
- (b) The term of office for this member position shall be three (3) years. The member will be eligible for reappointment to the position to serve a maximum of two (2) consecutive terms.
- (c) In the event of the resignation of a member, the position will be appointed in accordance with 5.2(a) above.

5.3 Lead Certificate Assessors

- (a) Expressions of Interest will be called for from amongst the cohort of Certificate Assessors (Fellows) via the Certificate Manager. The Certificate Assessors shall be appointed by the Education Committee and noted by the Board.

- (b) The term of office for the Lead Certificate Assessor position shall be three (3) years. Lead Certificate Assessor will be eligible for reappointment to the position to serve a maximum of two (2) consecutive terms.
- (c) In the event of a resignation of a Lead Certificate Assessor, the position will be appointed in accordance with 5.3(a) above.

5.4 Representative, Committee for Examinations (Fellow)

- (a) The Committee shall write to the Committee for Examinations (CFE) via the Chair to request Expressions of Interest from CFE Committee Members. The appointment will be made by the Education Committee and noted by the Board.
- (b) The term of office shall coincide with their term on the Committee for Examinations.
- (c) In the event of a resignation of the Committee for Examinations representative, the position will be appointed in accordance with 5.4(a) above.

5.5 Member who identifies as Aboriginal and/or Torres Strait Islander (Fellow or Trainee)

- (a) Nominations will be called for amongst Fellows and Trainees of the College who identify as Aboriginal and/or Torres Strait Islander. The member shall be appointed by the Education Committee and noted by the Board
- (b) In the event of the position not being filled by a Fellow or Trainee of the College who identifies as Aboriginal and/or Torres Strait Islander, the position can be filled by a Member (Fellow or Trainee) with significant experience in the provision of mental health care for Aboriginal and Torres Strait Islander Peoples.
- (c) The term of office for this member position shall be three (3) years. The Member will be eligible for reappointment to the position to serve a maximum of two (2) consecutive terms.
- (d) In the event of the resignation of the Member, a casual vacancy shall not arise and the position will be appointed in accordance with 5.5(a) above.

5.6 Representative, Certificate Participants

- (a) Nominations will be called for from amongst active Certificate Participants. The member shall be appointed by the Education Committee and noted by the Board.
- (b) The term of office for this member position shall be two (2) years.
- (c) In the event of the resignation of a member, the position will be appointed in accordance with 5.6 (a) above.

5.7 Community Member

- (a) The Community member representative will be appointed in accordance with the *Procedure for Appointment of Community members to College Committees*.
- (b) Community members have voting rights.
- (c) The term of office of the community member shall coincide with their term on the Community Collaboration Committee (CCC).
- (d) In the event of the resignation of the Community member representative, the position will be appointed in accordance with 5.7(a) above.

5.8 Casual Vacancies

- (a) In the event of the resignation of a member of the Committee, a casual vacancy shall arise for the remainder of the term.
- (b) A person appointed as a casual vacancy shall be eligible for election or appointment in accordance with this Regulation. For the purposes of this Regulation, the period of time served as a casual vacancy shall not be counted as a period of membership.
- (c) In the event that the resignation is a representative position e.g. a representative of the Bi-national Committee for Trainees, the appointment will be made in consultation with that committee.
- (d) In the event that the resignation is for the Aboriginal and Torres Strait Islander Representative Position, a casual vacancy shall not occur and that position shall remain vacant until filled.

5.9 Co-opted Members

Refer to the *Committee Meeting Operations Regulations* for information regarding Co-opted Members.

5.10 Observers

Refer to the *Committee Meeting Operations Regulations* for information regarding Observers.

6. COMMITTEE SUPPORT

The Committee shall be supported by the staff of the College, specifically staff of the Education and Training Department. The Committee shall be supported by the Certificate Project Team until the operational team is established.

7. OPERATION OF THE COMMITTEE

7.1. Refer to the [Committee Meeting Operations Regulations](#) for the Committee's operational information including:

- Agenda
- Attendance
- Chair
- Committee Powers and Delegation
- Confidentiality
- Conflict of Interest
- Consent
- Co-opted Members
- Defects in Appointment or Qualification
- Financial Responsibility
- Media and Authorised Statements
- Meetings
- Minutes
- Observers
- Other Committees
- Proxies
- Quorum/Voting
- Review
- Risk Management
- Support
- Voting Member Term
- Work Plan
- Definitions and Interpretation
- Associated RANZCP Documents

Any queries regarding the *Committee Meeting Operations Regulations* should be directed to the relevant staff member who is responsible for the Committee.

7.2. Additional Specific Operational Information

7.2.1 Committee Powers and Delegations

Replace 'Any delegation from the Board cannot be sub-delegated by the Committee' from the 'Committee Powers and Delegation' outlined in the Committee Meeting Operations Regulations with:

The Committee may establish Subcommittees or Groups. This must occur in consultation with the relevant Executive Manager. Approval to establish a Subcommittee or Group must be sought from the Corporate Governance and Risk Committee and the Board upon endorsement from the parent Board Constituent Committee.

7.2.2 Definitions

In addition to the Definitions and Interpretation outlined in the Committee Meeting Operations Regulations:

- (a) '**Committee**' means the Certificate of Postgraduate Training in Clinical Psychiatry Committee for the purpose of these Regulations.

ASSOCIATED DOCUMENTS

- *Committee Meeting Operations Regulations* and associated documents
- *Education Committee Regulations*
- *Community Collaboration Committee Regulations*
- *Procedure for Appointing Community Members to College Committees*
- *Policies and Procedures for the Certificate Program*

REVISION RECORD

Contact:	Executive Manager, Education and Training		
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Responsible Committee:	Corporate Governance and Risk Committee		
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Date	Version	Approver	Description
20 September 2023	1.0	B2023/8 R14	New document.
4 December 2023	1.1	Governance Manager	Updated to reflect change of program name approved by Board from "Diploma" to "Certificate of Postgraduate Training in Clinical Psychiatry"
NEXT REVIEW: 2025			