

# Position Description

Trainee Member – Accreditation Assessment  
Panels: Formal Education Course



<b>Authorising Body:</b>	Board
<b>Responsible Committee(s):</b>	Accreditation Committee
<b>Responsible Department(s):</b>	Education Committee
<b>Document Code:</b>	PD Trainee Member – Accreditation Assessment Panels: Formal Education Course

## Responsibilities/Role:

- Participate in accreditation assessments of FECs as allocated by the Accreditation Committee.
- Liaise with panel members during the accreditation assessment.
- Ensure familiarity with pre-assessment accreditation documentation.
- Identify key areas of focus for the assessment.
- Participate in panel and accreditation assessment meetings.
- 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.
- Participate in panel meeting with Branch Training Committee or New Zealand Training Committee at the conclusion of an assessment for informal debriefing.
- Contribute to the completion of the accreditation assessment report and participate in post-assessment teleconference meetings.
- Contribute to the continuous improvement of FEC accreditation processes and procedures.

## Meeting Attendance:

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

### **Selection Criteria:**

- Current associate membership of The Royal Australian and New Zealand College of Psychiatrists (RANZCP).
- Active participation<sup>1</sup> and good standing in the Fellowship Program, as verified by the RANZCP Training Department.
- Successful completion of stage one of Fellowship training.
- A commitment to the education and professional development of psychiatry.
- Demonstrated excellence in psychiatric training, as evidenced in a curriculum vitae.
- No perceived, potential or real conflict of interest that cannot be mitigated.
- Current medical registration and professional indemnity.

### **Selection Process:**

- The Trainee Member shall express interest in the position when expressions of interest are invited.
- The Trainee Member shall be appointed to accreditation panel and specific assessment/s by the Accreditation Committee.
- The appointment as Trainee Member is not limited other than by the currency of the Selection Criteria.
- The Trainee Member will not be allocated to an accreditation assessment of an FEC in their own state, territory, or RANZCP training program or in which they participate.
- 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 National Training Committee
- Directors of Training
- Trainees in the Training Program

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<sup>1</sup> It is preferred that trainees are actively engaged in training, however trainees who are on a break-in-training (BIT) may be suitable. Applications from trainees on a BIT will be considered on a case-by-case basis.

- Local Training Committees
- Local Health Services.

**External Relationships:**

- The Trainee 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
- RANZCP Constitution, Media and Communications Policy, Code of Conduct, Code of Ethics, Conflict of Interest Guideline, Conflict of Interest Register, Risk Management Policy, relevant Risk Register, Deed of Undertaking in relation to Confidentiality and Conflict of Interest, Privacy Policy, Delegation of Authority Guideline, Travel and Expense Policy and Expense Claim Form, Document Approval Pathway Procedure and RANZCP website.

**Review:**

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

**Revision Record**

<b>Contact:</b> Manager, Accreditation, CPD and Reporting			
Date	Version	Approver	Description
13 April 2021	1.0	CGRC	New document
<b>11 June 2021</b>	1.1	Executive Manager, Education and Training	Footnote added to Selection Criteria
<b>NEXT REVIEW: 2026</b>			