

Terms of Reference

Accreditation Assessment Panels: Fellowship Programs and Zones



BACKGROUND

Fellowship Program and Zone Accreditation Assessment Panels (**Panels**) are appointed by the Accreditation Committee to undertake assessment of Fellowship programs in accordance with the RANZCP Accreditation Regulations and the RANZCP Accreditation Schedule.

1. RESPONSIBILITIES

The responsibilities of the Panels are to:

- (a) Review information and data gathered from trainees, supervisors and other key stakeholders to consider whether the RANZCP Accreditation Standards (the Accreditation Standards) are met.
- (b) Undertake inspections of training sites where required.
- (c) Evaluate the information and evidence gathered to determine whether the Accreditation Standards are met.
- (d) Provide a recommendation on accreditation status to the Accreditation Committee in accordance with the Policies for Accreditation and Removal of Accreditation.
- (e) Provide feedback regarding best practice (commendations) and recommendations to support quality improvement and Fellowship Programs continuing to meet the Accreditation Standards.
- (f) Identify and report any instances where the Fellowship Program is in significant breach of the Accreditation Standards to the Accreditation Committee Chair in accordance with RANZCP procedures.
- (g) Identify, report, and manage risks in accordance with the College's Risk Management Policy.

2. KEY DELIVERABLES

The Panel's key deliverables are to:

- (a) Provide an accreditation assessment report with recommendation on the Fellowship Program accreditation status. This requires timely responses and input to draft reports following accreditation visits.
- (b) Participate in mid-cycle accreditation review/s as required.

3. MILESTONES

Activity	Timeline
Review data from previous assessments, the pre-visit questionnaire and survey responses	Approximately three weeks prior to the assessment
Conduct first meeting of the Panel	Immediately prior to commencement of an assessment
Consult with program stakeholders	During the assessment
Review data and identify further investigations	During the assessment

Conduct further investigations if required	TBC As required
Evaluate data and develop commendations and recommendations	Final day of an assessment
Submit final report to the Accreditation Committee	Approximately one month following completion of assessment

Commented [A1]: Anita is this the correct time frame? 4 weeks seems quite quick when it has to be written, approved by the panel and AC Chair and also go to the site for Factual review?

4. REPORTING RELATIONSHIPS AND REPORTS

- (a) Panels shall provide an update to the Accreditation Committee following a completed accreditation assessment and as required.
- (b) Panels shall provide an update to the Education Committee and Board, via the Accreditation Committee, as required. The report should include:
 - A summary of the panel's findings following assessment against the Accreditation Standards
 - A recommendation regarding the accreditation status of the Fellowship Program
 - Recommendations to achieve accreditation against the Accreditation Standards
 - Progress against any unresolved recommendations relating to an accreditation assessment.
- (c) Panels will work with the Accreditation Committee to ensure responsibilities are delivered.
- (d) Panel members will participate in meetings with external stakeholders as required during accreditation assessments.

5. MEMBERSHIP COMPOSITION

- (a) A Panel will ~~be~~ comprise of a maximum of four (4) members, including:
 - Lead Member (Fellow or Affiliate)
 - Second Member (Fellow or Affiliate)
 - Trainee Representative
 - RANZCP staff member to provide policy guidance and secretariat support
- (b) The Panel shall endeavour to include appropriate representation from Australia and New Zealand.
- (c) The Panel shall endeavour to achieve diversity, including gender balance.

6. APPOINTMENTS

- (a) Expressions of interest will be called for prior to the commencement of the Panel.
- (b) Appointment to a Panel will be made by the Accreditation Committee, taking into consideration the selection criteria outlined in the relevant Position Description, circumstances of the accreditation assessment, physical location, and any actual, perceived or potential conflicts of interest. Appointments will be noted by the Education Committee and the Board.
- (c) Panel members will be allocated specific accreditation assessments by the Accreditation Committee. In order to manage conflicts of interest, Fellow and Affiliate members of the Panel shall not be allocated to an accreditation assessment in which they are a stakeholder. In addition, the Trainee Member must not be allocated to accreditation assessments in their jurisdiction or RANZCP training program.

7. TIMEFRAME

A Panel is convened for a time limited period in order to undertake the Panel's accreditation assessment/s. Panels may be extended or reconvened as required for the mid-cycle review of their assessments and as required.

8. RESOURCES

Each Panel will be supported by staff of the College, specifically staff of the Education and Training Department.

9. OPERATIONAL

Refer to the following documents for the Panel's operational requirements:

- [Committee Meeting Operations Regulations](#)
- Accreditation Policy
- Removal of Accreditation Policy

ASSOCIATED DOCUMENTS

- Committee Meeting Operations Regulations and associated documents
- Accreditation Committee Regulations
- Panel Position Descriptions
- Training Program Accreditation Standards and Accreditation Assessment Report
- Accreditation Policy
- Removal of Accreditation Policy
- Accreditation Standard Operating Procedure

Revision Record

Contact:	Manager, Accreditation, CPD and Reporting		
Authorising Body:	Board or President's Meeting		
Responsible Committee:	Corporate Governance and Risk Committee		
Document Code:	ToR Accreditation Assessment Panels: Fellowship Programs		
Date	Version	Approver	Description
16 May 2021	1.0	B2021/8 R18	New document.
18 June 2024	2.0	Company Secretary	Revised as required by revision schedule and to align with updated Accreditation Policy.
NEXT REVIEW: 2027			