

# Position Description

## Second 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 Second 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 any assessment panel and accreditation assessment meetings or interviews.
- Provide guidance to the assessment panel.
- 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 the panel meeting with the 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 associated correspondence as necessary.
- Participate in post-assessment teleconferences.
- Contribute to the continuous improvement of FEC accreditation processes and procedures.

### Meeting Attendance:

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

**Selection Criteria:**

- Current Fellowship and good standing in the Royal Australian and New Zealand College of Psychiatrists (RANZCP).
- Is an accredited RANZCP supervisor who has a special interest in training demonstrated for example by experience as (or similar to) a Director of Training, a Director of Advanced Training, a BTC/NZTC Chair or a mental health service director.as
- Experience with Fellowship program assessments or evidence of current experience / participation in other accreditation activities such as training post assessments.
- A commitment to the education and professional development of psychiatry.
- Demonstrated experience in an area of psychiatry practice/expertise, as evidenced in a curriculum vitae.
- Appropriate participation in the RANZCP Continuing Professional Development Program.
- No perceived, potential or real conflict of interest that cannot be mitigated.
- Appropriate medical registration and professional indemnity.

**Selection Process:**

- The Second Member shall express interest in the position when called upon.
- The Second Member shall be appointed to the accreditation panel and specific assessment/s by the Accreditation Committee.
- The appointment as Second Member is not limited other than by the currency of the relevant Selection Criteria.
- The Second Member will not be allocated to an accreditation assessment of a FEC in which they are a stakeholder.
- 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

- Local Training Committees
- Local Health Services.

**External Relationships:**

- The Second 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>2/12/21</b>	1.1	Accreditation Manager	Minor edit to align with Terms of Reference
<b>NEXT REVIEW: 2026</b>			