

# Terms of Reference

## Accreditation Assessment Panels: Formal Education Course



### BACKGROUND

Formal Education Course (**FEC**) Accreditation Assessment Panels (**Panel**) are formed by the Accreditation Committee, noted by the Education Committee and the RANZCP Board, to undertake assessment of FECs in accordance with the RANZCP Accreditation Regulations and the RANZCP Accreditation Schedule.

### 1. RESPONSIBILITIES

The Panels' responsibilities are to:

- (a) Review information and data gathered from trainees, supervisors, FEC providers, and other stakeholders to determine whether the RANZCP FEC Accreditation Standards (the Accreditation Standards) are met.
- (b) Undertake on-site reviews of the delivery of FECs when required.
- (c) Evaluate 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 FECs continuing to meet the Accreditation Standards.
- (f) Identify and report any instances where the FEC provider 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 Panels' key deliverables are to provide an accreditation assessment report with recommendation on the FEC's accreditation status.

### 3. MILESTONES

Activity	Timeline
Review data from previous assessments and survey responses	Two months prior to assessment
Review data, including trainee survey results and the provider's completed questionnaire and identify further investigations	Approximately one month prior to assessment
Consult with program stakeholders	During the assessment
Evaluate data and develop commendations and recommendations	During the assessment
Conduct further investigations if required	Two weeks following the assessment
Submit final report to the Accreditation Committee	Approximately one month following completion of assessment (including any further investigations)

#### 4. REPORTING RELATIONSHIPS

- (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 FEC.
  - Recommendations to the FEC provider to achieve accreditation against the Accreditation Standards.
  - Progress achieved by the FEC provider against any unresolved recommendations in an accreditation assessment.
- (c) Panels will work closely 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) Each Panel will comprise ~~of~~ a maximum of four (4) members, including:
  - Lead Member (Fellow or Affiliate)
  - Second Member (Fellow or Affiliate)
  - a Trainee in the later stage of training
  - a RANZCP staff member to provide policy guidance and secretariat support.
- (b) Panels shall endeavour to include appropriate representation from Australia and New Zealand.
- (c) Panels 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, Trainee Members 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 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
- FEC Accreditation Standards and Accreditation Assessment Report
- Accreditation Policy
- Removal of Accreditation Policy
- Accreditation Standard Operating Procedure

## Revision Record

<b>Contact:</b>	<b>Manager, Accreditation, CPD and Reporting</b>		
<b>Authorising Body:</b>	Board		
<b>Responsible Committee:</b>	Corporate Governance and Risk Committee		
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<b>NEXT REVIEW: 2027</b>			