

Position Description

Trainee Member, Accreditation Assessment Panels: Formal Education Course



Roles & Responsibilities:

- Participate in accreditation assessments of Formal Education Courses (FECs) as allocated by the Accreditation Committee (AC).
- Liaise with panel members during the accreditation assessment.
- Ensure familiarity with pre-assessment accreditation documentation and RANZCP requirements.
- 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.
- Raise any significant concerns which are identified during an assessment with local stakeholders and the RANZCP as suitable.
- 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 any post-assessment meetings.
- Contribute to the continuous improvement of the FEC accreditation processes and procedures.
- Declare conflicts of interest in accordance with the RANZCP's [Declaring and Managing Conflict of Interest Guideline](#).

Selection Criteria:

- A Trainee (Associate) of the RANZCP or admitted to the Fellowship within the past twelve months.
- No actual, potential or perceived conflict of interest.
- Demonstrated excellence in psychiatric training.
- Active or recent (within the past twelve months) participation in the Fellowship Program, as verified by the RANZCP Training Department. Trainees who are “not in training” are ineligible to apply to be an accreditation panel member.
- Expressions of Interest from Trainees who have been on a break in training for longer than twelve months will be considered by the Accreditation Committee Chair.

Associated Documents:

- Accreditation Assessment Panel: Formal Education Course Terms of Reference
- Accreditation Committee Regulations and Panel Position Descriptions

- FEC Accreditation Standards and Accreditation Assessment Report
- Accreditation Policy
- Removal of Accreditation Policy
- Committee Meeting Operations Regulations and associated documents
- Accreditation Standard Operating Procedure

Review:

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

Revision Record

Contact:	Manager, Accreditation, CPD and Reporting		
Authorising Body:	Corporate Governance and Risk Committee		
Responsible Committee:	Education Committee		
Document Code:	PD Trainee Member, Accreditation Assessment Panels: Formal Education Course		
Date	Version	Approver	Description
13 April 2021	1.0	CGRC	New document
11 June 2021	1.1	Executive Manager, Education and Training	Footnote added to Selection Criteria
18 June 2024	2.0	Company Secretary	Updated to align with revised Accreditation Policy
NEXT REVIEW: 2029			