



ADDICTION MEDICINE SURVEY FORM TO ACCREDIT TRAINING SETTINGS

General Information

Name of site	Primary site:	
	Linked sites:	
Date of visit		

Director of service		
Supervisors		

Surveyor(s)	Position
Supporting documents attached for review: Timetable/Roster <input type="checkbox"/> Registrar Job Description <input type="checkbox"/> Teaching Activities & Programs from Scientific Conferences <input type="checkbox"/>	
Current AChAM Advanced Trainees (please list)	

1. Supervision

RACP STANDARD

- 1.1** *There are two designated supervisors for each Trainee.*
- 1.2** *Trainees have access to supervision, with regular meetings.*
- 1.3** *Supervisors are RACP approved and meet any other specialty specific requirements regarding qualifications for supervisors.*
- 1.4** *Supervisors are supported by the setting or network to be given the time and resources to meet RACP Supervision requirements and criteria on supervision.*

MINIMUM REQUIREMENTS

- 1.1.1** *A fellow of the AChAM is available to act as supervisor/co-supervisor. Trainees are provided with supervision that meets the specialty specific requirements, including number of supervisors and qualifications for supervisors, as outlined in their training requirements. The co-supervisor must be a fellow of AChAM.*
- 1.2.1** *The Fellow of the AChAM nominated as supervisor must work directly with the advanced Trainee and be present to observe direct patient care.*
- 1.3.1** *Supervisors are trained in the supervision of advanced Trainees in Addiction Medicine. Supervisors must attend Supervisor Workshops to become accredited supervisors.*
- 1.4.1** *Consultants have a proportion of non-clinical administration time, part of which can be directed to supervision of Trainees.*

Supervisor	FTE	Fellow of AchAM	Supervisor	FTE	Fellow of AchAM
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
Number of contact hours allocated (per week)					
Please specify the type of supervision the Trainee receives: Individual <input type="checkbox"/> Group <input type="checkbox"/> Both <input type="checkbox"/>					
Further comments:					
Are supervisors trained in the supervision of Advanced Trainees in Addiction Medicine (ie attended a Supervisor's workshop)? Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:					
Do consultants have dedicated time to supervise Trainees? Yes <input type="checkbox"/> No <input type="checkbox"/> What is the amount of dedicated time?					

Surveyor Comments (RACP use only)

Standard 1.1, 1.2, 1.3, 1.4 Achieved? Yes ☐ Needs Improvement ☐

Action Required	To be actioned by (date)

2. Facilities and Infrastructure

RACP STANDARD

2.1 There are appropriate facilities and services for the type of work being undertaken.

2.2 Each trainee has a designated workspace including a desk, telephone and IT facilities

2.3 There are facilities and equipment to support educational activities, such as study areas and tutorial rooms.

MINIMUM REQUIREMENTS

2.1.1 The Addiction Medicine Training Site has access to other medical services including joint management (shared care) of patients with addiction problems, particularly with primary care and mental health services.. The medical services should be headed by qualified specialists.

2.2.1 Trainees have allocated desk, computer, telephone, shelving and storage space.

2.3.1 There are meeting rooms and other facilities available for the educational activities under section 4.1, below

Service		Head of service name and qualification
Adolescent Medicine	<input type="checkbox"/>	
Inpatient/residential/acute withdrawal unit	<input type="checkbox"/>	
Ambulatory (Community) Assessment	<input type="checkbox"/>	
Detoxification Service	<input type="checkbox"/>	
Methadone Clinics	<input type="checkbox"/>	
Psychiatry	<input type="checkbox"/>	
Pain Medicine	<input type="checkbox"/>	
Emergency Medicine	<input type="checkbox"/>	
Other		

Please list other services the Trainee has regular access to:

Please detail the Trainee's involvement in these services:

Do Trainees have the following:	
An allocated desk Yes <input type="checkbox"/> No <input type="checkbox"/>	An allocated telephone Yes <input type="checkbox"/> No <input type="checkbox"/>
An allocated computer Yes <input type="checkbox"/> No <input type="checkbox"/>	Shelving & storage space Yes <input type="checkbox"/> No <input type="checkbox"/>
Please describe facilities available for educational use	

Surveyor Comments (RACP use only)	
Standard 2.1, 2.2, 2.3 Achieved? Yes <input type="checkbox"/> Needs Improvement <input type="checkbox"/>	
Action Required	To be actioned by (date)

3. Profile of work
RACP STANDARD
3.1 The setting shall provide a suitable workload and appropriate range of work.
MINIMUM REQUIREMENTS
<p>3.1.1 A broad range of substance problems are addressed in a clinical context.</p> <p>3.1.2 Minimum of 15 patients per week are seen, two patients of which are new patients (pro-rata).</p> <p>3.1.3 Trainees have the opportunity to write comprehensive reports to outside bodies.</p> <p>3.1.4 Exposure to a broad range of cases with a varying degree of clinical complexity.</p> <p>3.1.5 Trainees have the opportunity to manage long-term patient. NB* Long term patients refer to patients who return for at least 1 -2 follow-up consultations after primary assessment.</p>
Please detail the types of substance abuse and problems that are addressed at the training environment:
Does the facility provide a rehabilitation program for patients and their families? Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the facility provide access to patients from the indigenous community? Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the facility provide access to patients from varying socio-economic backgrounds?

Yes <input type="checkbox"/> No <input type="checkbox"/>			
Does the facility provide access to adolescent patients? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Does the facility provide access to patients using drugs during pregnancy? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Does the site provide exposure to Public Health Medicine as it relates to Addiction Medicine? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please detail:			
Does the Trainee attend patient consultations in the following areas: Acute Withdrawal and/or Intoxication Co-morbid medical conditions Co-morbid psychiatric conditions Rehabilitation Outpatient Clinics Other			
Approx. number of patients seen per week		Approx. number of opiate related consultations per week	
Of these, how many are new patients?		Approx. number of non-opiate related consultations per week	
Do Trainees have the opportunity to write <i>comprehensive reports to outside bodies</i> ? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide samples of <i>comprehensive reports to outside bodies</i> .			
Are Trainees rostered for On Call duty? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Do Trainees have the opportunity to manage long-term patients? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Surveyor Comments (RACP use only)	
Standard 3.1 Achieved? Yes <input type="checkbox"/> Needs Improvement <input type="checkbox"/>	
Action Required	To be actioned by (date)

RACP STANDARD
3.2 Trainees participate in quality and safety activities.

MINIMUM REQUIREMENTS
3.2.1 <i>Trainees are involved in quality assurance activities at least weekly</i>
<p>Please detail the quality assurance activities that Trainees are involved in:</p> <p>How many hours per week do Trainees spend on these activities?</p>

Does your site provide training for dealing with aggravated or aggressive patients? Yes ☐ No ☐

If Yes, please detail:

Surveyor Comments (RACP use only)	
Standard 3.2 Achieved? Yes <input type="checkbox"/> Needs Improvement <input type="checkbox"/>	
Action Required	To be actioned by (date)

RACP STANDARD
3.3 <i>There is the capacity for project work including Research and ongoing training.</i>
MINIMUM REQUIREMENTS
<p>3.3.1 <i>The facility provides opportunities for the advanced Trainee to obtain experience in research methodology and develop research interests either onsite or through affiliation with appropriate research institutions.</i></p> <p>3.3.2 <i>A minimum of 4 hours per week be set aside for Trainees to conduct research/independent learning.</i></p>
<p>Are there opportunities for Trainees to obtain experience in research methodology?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please detail:</p> <p>Are there opportunities for Trainees to design, perform, and report on quality assurance studies?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please detail:</p> <p>Please list research and quality assurance studies that have been undertaken in the previous 12 months</p> <p>Please comment on Trainee involvement in these projects and studies</p>

Are there opportunities for Trainees to develop research interests onsite? Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:	
Are there opportunities for Trainees to develop research interests through affiliation with appropriate research institutions? Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:	
Hours per week set aside for Trainees to conduct research/independent learning	
Surveyor Comments (RACP use only)	
Standard 3.3 Achieved? Yes <input type="checkbox"/> Needs Improvement <input type="checkbox"/>	
Action Required	To be actioned by (date)

4. Teaching and Learning	
RACP STANDARD	
<p>4.1 <i>There is an established training program or educational activities such as multidisciplinary meetings, academic meetings, rounds, journal clubs.</i></p> <p>4.2 <i>There are opportunities to attend external education activities as required.</i></p> <p>4.3 <i>There is access to sources of information, both physical and online, including a medical library or e-library facility appropriately equipped for physician training.</i></p>	
MINIMUM REQUIREMENTS	
<p>4.1.1 <i>The facility provides formal training which may include some or all of the following: a lecture program, journal club, grand rounds, seminars, case presentations, conferences, research meetings.</i></p> <p>4.1.2 <i>The facility encourages and provides the opportunity for Trainees to teach junior colleagues, undergraduates and other health professions and to be involved in quality assurance activities.</i></p> <p>4.2.1 <i>The facility provides the opportunity for advanced Trainees to attend scientific meetings and encourage trainees to attend other educational activities within the state or country</i></p> <p>4.2.2 <i>Trainees are provided with guidance about how to seek support to attend local, national and international scientific meetings and to submit abstracts to such meetings</i></p> <p>4.3.1 <i>Trainees have access to a medical library with current and relevant texts, journals, computer retrieval and search facilities.</i></p>	
Activities that occur/will occur	Description

Lecture program	<input type="checkbox"/>		
Grand rounds	<input type="checkbox"/>		
Case presentations	<input type="checkbox"/>		
Research meetings	<input type="checkbox"/>		
Journal club	<input type="checkbox"/>		
Seminars	<input type="checkbox"/>		
Conferences	<input type="checkbox"/>		
How many hours/week are spent on formal training?			
Do Trainees have the opportunity to teach:			
Junior colleagues	<input type="checkbox"/>	Other health professions	<input type="checkbox"/>
Undergraduates	<input type="checkbox"/>	Total number of hours per week spent on teaching	
Are Trainees encouraged to attend scientific meetings and other external educational activities? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please list scientific meetings attended and specify who attended:			
Is there the opportunity for Trainees to feedback/disseminate learning (or alternatively hear from colleagues) from these scientific meetings? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please detail:			
Describe how Trainees are guided/supported to attend scientific meetings and submit abstracts			
Please select the following that apply to your training setting			
There is a library on the facility premises	<input type="checkbox"/>	The library carries latest copies of major medical journals and texts	<input type="checkbox"/>
There is ready access to the library	<input type="checkbox"/>	There is online access to the library/journals	<input type="checkbox"/>
If there is no library on the premises, there is ready access to another library	<input type="checkbox"/>	There is access to computer retrieval and search facilities	<input type="checkbox"/>

Surveyor Comments (RACP use only)

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Standard 4.1, 4.2, 4.3 Achieved? Yes <input type="checkbox"/> Needs Improvement <input type="checkbox"/>	
Action Required	To be actioned by (date)

5. Support Services for Trainees

RACP STANDARD

5.1 There are workplace policies covering the safety and well-being of Trainees

5.2 There is a formal induction/orientation process for Trainees

MINIMUM REQUIREMENTS

5.1.1 Mechanisms exist to respond to conflict between the educational aspirations/needs of the training organisation and the administrative and industrial/clinical service requirements of the employing authority.

5.1.2 There are policies relevant to the safety and wellbeing of Trainees

5.2.1 Supervisors or designees provide an orientation/induction into training at the setting to new Trainees within the first week of commencement of training

Please describe how a balance between service delivery and training is maintained:

Please list any policies in place relevant to the safety and wellbeing of Trainees

Do Trainees receive an orientation/induction within their first week of training? Yes ☐ No ☐

Please provide further details

Surveyor Comments (RACP use only)

Standard 5.1, 5.2 Achieved? Yes ☐ Needs Improvement ☐

Action Required

To be actioned by (date)

Accreditation Decision (RACP use only)

Overall facility recommendations

Accreditation status									
Not accredited			<input type="checkbox"/>		Provisional (pending Trainee feedback)			<input type="checkbox"/>	
Accredited			<input type="checkbox"/>		Conditional (action/s required)			<input type="checkbox"/>	
Action/s						To be actioned by (date)			
Areas of training accredited and maximum number of months training time									
Accredited Core	6 months		<input type="checkbox"/>		24 months		<input type="checkbox"/>		
	12 months		<input type="checkbox"/>						
	18 months		<input type="checkbox"/>						
Consultation-liaison term in general facility setting	<input type="checkbox"/>		Pain Clinic Attachment		<input type="checkbox"/>		In-patient/residential/acute withdrawal unit		<input type="checkbox"/>
Ambulatory (community) assessment and/or detoxification service	<input type="checkbox"/>		Experience prescribing opioid substitution treatment		<input type="checkbox"/>		Research (PREP) or Psychiatry experience (new curriculum)		<input type="checkbox"/>
<i>Special Groups of Patients</i>									
Mental health	<input type="checkbox"/>	Pain medicine	<input type="checkbox"/>	Adolescents	<input type="checkbox"/>	Public health medicine	<input type="checkbox"/>	Obstetrics	<input type="checkbox"/>
Number of positions Accredited									
Accreditation length (years)									
Year of next review									

Surveyor signature		Name in print	
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Surveyor signature		Name in print	
Date		/ /	