

**The Royal Australasian College of Physicians**  
**Training Committee in Addiction Medicine**  
**Criteria for Accreditation of Training Sites**

### **Background**

Training in addiction medicine is supervised by the Training Committee (TC) in Addiction Medicine. Training is undertaken prospectively under guidance of supervisors who provide formative and summative assessments of the trainee's program content and performance. In order to facilitate approval of training positions submitted by trainees each year, the TC will accredit the training sites and then periodically review the accreditation of sites, in order to ensure that they are of acceptable quality.

### **Purpose of Accreditation of Sites**

1. To facilitate approval of training programs
2. To determine:
  - I. the appropriateness of supervision for advanced training;
  - II. the sufficiency of clinical experience;
  - III. opportunities for continuing education and research during advanced training;
  - IV. the suitability of infrastructure for advanced training;
  - V. recommendations for improving training at the sites.
3. To assist trainees to select the site suitable to their current training needs.

### **General Guidelines**

1. Positions accredited for advanced training in addiction medicine will have demonstrated to the TC that they have suitable staff, work and case load facilities to permit advanced training.
2. Documentation for each criterion will be required in order to obtain accreditation.
3. The position should preferably be affiliated with a university teaching hospital.
4. In general a registrar position must be able to provide at least 12 months of training in order to be accredited.
5. Accredited positions must notify the TC of any substantial change of circumstances which might impair their ability to meet the minimum criteria for accreditation, within the month after the change in circumstances.
6. Visits could lead to recommendations for improving training at the site.
7. Sites will be visited at least once every 5 years.
8. Site visits usually include opportunities to discuss the training experience with trainees who may already be working at the proposed site.

## Addiction Medicine - Standards for Accreditation of Advanced Training Sites

The following criteria will be considered in accreditation of a training position.

RACP Standards		Minimum Requirements	
1. Supervision			
1.1	<b>There is a designated supervisor for each trainee.</b>	1.1.1	<p><i>A fellow of the AChAM, is available to act as supervisor/co-supervisor.</i></p> <p><i>Trainees are provided with supervision that meets the specialty specific requirements, including number of supervisors and qualifications for supervisors, as outlined in their <a href="#">training requirements</a>.</i></p>
1.2	<b>Trainees have access to supervision with regular meetings.</b>	1.2.1	<i>The Fellow of the AChAM nominated as supervisor must work directly with the advanced trainee and be present to observe direct patient care.</i>
1.3	<b>Supervisors are RACP approved and meet any other specialty specific requirements regarding qualifications for supervisors.</b>	1.3.1	<i>Supervisors are trained in the supervision of advanced trainees in addiction medicine. Supervisors must attend Supervisor Workshops to become accredited supervisors. Information regarding Supervisor Workshops can be found <a href="#">here</a>.</i>
1.4	<b>Supervisors are supported by the setting or network to be given the time and resources to meet RACP supervision requirements and criteria on supervision.</b>	1.4.1	<i>Consultants have a proportion of non-clinical administration time, part of which can be directed to supervision of trainees.</i>
2. Facilities and Infrastructure			
2.1	<b>There are appropriate facilities and services for the type of work being undertaken.</b>	2.1.1	<i>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.</i>
2.2	<b>Each trainee has a designated workspace, including a desk, telephone and IT facilities.</b>	2.2.1	<i>Trainees have an allocated desk, computer, telephone, shelving and storage space.</i>

2.3	<b>There are facilities and equipment to support education activities, such as study areas and tutorial rooms.</b>	2.3.1	<i>There are meeting rooms and other facilities available for educational activities under section 4.1, below.</i>
<b>3. Profile of Work</b>			
3.1	<b>The setting shall provide a suitable workload and appropriate range of work.</b>	3.1.1	<i>A broad range of substance problems are addressed in a clinical context.</i>
		3.1.2	<i>Minimum of 15 patients per week are seen, two patients of which are new patients (pro-rata).</i>
		3.1.3	<i>Trainees have the opportunity to write comprehensive reports to outside bodies.</i>
		3.1.4	<i>Exposure to a broad range of cases with a varying degree of clinical complexity.</i>
		3.1.5	<i>Trainees have the opportunity to manage long-term patients.</i> <i>NB* Long term patients refer to patients who return for at least 1-2 follow up consultations after primary assessment.</i>
3.2	<b>Trainees participate in quality and safety activities.</b>	3.2.1	<i>Trainees are involved in quality assurance activities at least weekly.</i>
3.3	<b>There is capacity for project work (including research) and ongoing training.</b>	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>
		3.3.2	<i>A minimum of 4 hours per week be set aside for trainees to conduct research/independent learning.</i>
<b>4. Teaching and Learning</b>			
4.1	<b>There is an established training program or educational activities such as multidisciplinary meetings, academic meetings, rounds, and journal clubs.</b>	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>
		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>
4.2	<b>There are opportunities to attend external education activities as required.</b>	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>
		4.2.2	<i>Trainees are provided with guidance about how to seek support to attend local, national and</i>

			<i>international scientific meeting and to submit abstracts to such meetings.</i>
4.3	<b>There is access to sources of information, both physical and online, including a medical library or e-library facility appropriately equipped for physician training.</b>	4.3.1	<i>Trainees have access to a medical library with current and relevant texts, journals, computer retrieval and search facilities.</i>
<b>5. Trainee Safety and Support Services</b>			
5.1	<b>There are workplace policies covering the safety and wellbeing of trainees.</b>	5.1.1	<i>Mechanisms exist to respond to conflict between the educational aspirations/needs of the training organisation and the administrative and industrial/clinical services requirements of the employing authority.</i>
		5.1.2	<i>There are policies relevant to the safety and wellbeing of trainees.</i>
5.2	<b>There is a formal induction/ orientation process for trainees.</b>	5.2.1	<i>Supervisors or designees provide orientation/induction into training at the setting to new trainees within the first week of commencement of training.</i>

### Reporting Process

Departments will need to complete and return a survey report to the TC for initial consideration of accreditation. The survey report is considered by the TC and the accreditation decision conveyed to the sites as soon as possible.

Once provisional accreditation has been granted to a site, the TC will arrange with the site for a visit. Upon completion of the site visit, the TC will send a Site Accreditation Report to the training site.

### Accreditation

Sites will be assessed according to the criteria described and may be assigned variable levels of accreditation. Sites will be scheduled to be reviewed again in 1 to 5 years' time.

### Approval of Overseas Training

Training obtained overseas is acceptable, provided the proposed training site meets the accreditation criteria. Overseas training sites will be assessed and approved based on information provided by the trainee's supervisor/Head of Department in the form of a letter and completion of survey forms. The supervisor will also receive the Chapter of Addiction Medicine Training Manual, which includes the requirements of training in Addiction Medicine for information. If a local supervisor has recent knowledge of the facilities provided by an overseas training site, this will also be considered in the approval process. A site visit will not be considered.

For enquiries about overseas training, please contact [addictionmedtraining@racp.edu.au](mailto:addictionmedtraining@racp.edu.au).

## **RACP contacts**

Training Accreditation Services:

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