

Committee for Joint College Training in Haematology

Criteria for Accreditation of Advanced Training Sites

Background

Advanced training in Haematology is supervised by the Committee for Joint College Training (CJCT) in Haematology of the Royal Australasian College of Physicians (RACP) and the Royal College of Pathologists of Australasia (RCPA). Training is undertaken prospectively under the guidance of supervisors who provide formative and summative assessments of the trainees' program content and performance. It is the responsibility of the Colleges to not only prospectively approve training programs of individual trainees but to ensure that sites at which advanced training occur are of an acceptable quality. Trainees may only undertake years of core training at accredited sites.

Purpose of Accreditation

The purpose of site accreditation includes:

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. The opportunities for continuing education and research during advanced training
 - iv. The suitability of infrastructure for advanced training
 - v. Recommendations for improving training sites.
3. To assist trainees to select the site suitable to their current training needs.

Accreditation Criteria and Standards

The following criteria will be considered in approving accreditation.

STANDARD 1

The Haematology Department shall provide appropriate supervision for advanced training.

Criteria 1 - Laboratory

- 1.1 A consultant Haematologist, who is a Fellow of either, or both of, the RACP and RCPA, or equivalent, shall be available at all times to supervise trainees, including after hours..
- 1.2 A consultant Haematologist shall check all reports prepared by trainees, eg. bone marrow biopsy reports.
- 1.3 A consultant Haematologist shall provide complete back-up cover for trainees involved in after-hours work/on-call work.
- 1.4 A consultant Haematologist shall ensure that the trainee is involved in all operational aspects of the Department during the training period.

Criteria 1 - Clinical

- 1.5 A consultant Haematologist, who is a Fellow of either, or both of, the RACP and RCPA, or equivalent, shall be available at all times to supervise trainees, including after hours.
- 1.6 A consultant Haematologist will perform regular ward rounds with trainees responsible for inpatient care.
- 1.7 A consultant Haematologist will be available to, and actively supervise, trainees engaged in ambulatory care and liaison haematology.

STANDARD 2

The Haematology Department shall provide a sufficient workload of clinical material for advanced training.

Criteria 2 - Laboratory

- 2.1 A Haematology Laboratory shall be accredited by the appropriate certifying body and should have an appropriate workload to support each advanced trainee. This includes sufficient numbers of specimens for routine and specialised assays, marrow biopsies, transfusion requests, and clinical liaisons/consultations; if certain testing is unavailable in that service the supervisor will ensure that the trainee is provided with some exposure to this testing.

Criteria 2 - Clinical

- 2.2 Departments will have sufficient numbers of patient contacts to ensure an appropriate experience encompassing inpatient care, ambulatory care and liaison consultations for each trainee; if direct experience of management of common clinical consultancies is not available, the supervisor will enable exposure to the principles of relevant clinical management.

STANDARD 3

The Haematology Department shall provide a suitable infrastructure for advanced training.

Criteria 3

- 3.1 The Department shall ensure that the registrar attends regularly scheduled inter-disciplinary clinical meetings, Haematology clinical meetings and correlative pathology meetings.
- 3.2 The Department shall provide an appropriate academic environment for advanced training, through direct teaching, journal clubs, or other methods which can be documented.
- 3.3 The Department shall provide access to a medical library with current books, relevant journals, on-line clinical support tools and computer facilities.
- 3.4 The Haematology Laboratory shall be appropriately equipped to provide adequate training in all aspects of haematopathology.

STANDARD 4

The Haematology Department should provide encouragement for trainees to undertake research during advanced training.

Criteria 4

- 4.1 The Department shall provide opportunities for research in clinical or laboratory aspects of Haematology, for each trainee.

- 4.2 The trainee shall be involved in at least one defined research project during their advanced training.

Method of Accreditation Assessment

1. Assessment by Questionnaire/Survey

- Accredited departments must complete and return a survey report form for renewal of accreditation every five years. The CJCT will inform the site director of the review 3 months in advance of the due date, by a covering letter together with the survey form. Survey report forms will be considered by the JSAC at their meeting in March/April.
- The CJCT will review applications for accreditation according to the criteria and standards outlined above. Sites will be notified of the recommendations of the CJCT and accreditation will be ratified for a five year period. Those sites which do not meet the criteria and standards for accreditation will be given provisional accreditation for a further year pending further review which may involve a formal site visit, and consideration of any appeal which may be sought.
- In general, sites will be accredited unconditionally to supervise trainees. However, sites with limited training opportunities may be accredited for less than the duration of training (e.g. for 12 or 24 months of advanced training). Trainees are required to spend at least 12 months at more than one site during their training.
- A site seeking accreditation for advanced training must demonstrate that it has suitable staff, workload and facilities available to the trainee to allow advanced training in Haematology. There are four general standards with criteria listed relating to each standard. Each criterion will be applied to each site by the CJCT.
- The senior staff members of an accredited site must advise the CJCT in Haematology as soon as possible of any significant consultant staff / trainee position changes or other changes that may adversely affect advanced training in Haematology.

2. Assessment by Site Visit

While accreditation of sites will be achieved predominantly by survey, in exceptional circumstances a site visit may be undertaken if more information is required to confirm the adequacy of a site for advanced training.

Visits of individual training sites may be undertaken in certain circumstances (see below). Any such site visit will be arranged by the CJCT and will follow approved guidelines. A site visit will include at least one member of the CJCT and either another CJCT member or an appointed individual who is also a member of the Haematology Society of Australia and New Zealand (HSANZ).

A site visit may be undertaken in the following circumstances:

1. New application for training sites.
2. Those sites that do not meet the accreditation standards and criteria as determined from the survey questionnaires.
3. Those sites that have had no trainees in Haematology for 5 years.
4. Where concerns about a site's adequacy are raised through formal channels.

Reporting Process

Departments will need to complete and return a survey report to the CJCT for initial consideration of accreditation and review of the accreditation status every five years. They are also required to report to the CJCT on any significant changes during the five-year cycle which may affect training.

The survey report will be considered by the CJCT and a determination made as to whether a site verification visit is required to confirm adequacy of the site. If a site visit is not required, the CJCT will advise the site of their ongoing accreditation status for a further five-year period.

If a site visit is required, a report will be prepared which will include the method of assessment, the criteria and standards used, and the reasons for the results of site assessment. A report will then be considered by the CJCT. The CJCT will advise the site of their accreditation status and send the report to the site/department.

Provisional Accreditation

Provisional accreditation may be granted to sites which are waiting to be reviewed and accredited by the CJCT through the normal accreditation process. This is to ensure that existing trainees are not disadvantaged and to allow a current trainee to complete training if accreditation is removed or not provided.

Accreditation Cycle

Sites are reviewed every five years. The CJCT may also undertake to review a site at its discretion before the end of the cycle.

Accreditation of Overseas Advanced Training Sites

Training obtained outside Australasia for some but not the totality of advanced training is acceptable, provided the proposed training site meets the accreditation standards and criteria. Overseas training sites will be assessed 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 RACP handbook, *Requirements for Physician Training*, which includes the requirements of advanced training in Haematology.

Appeal Process

If a site does not gain accreditation or reaccreditation, or is not satisfied with the decision or the accreditation process, then it has the right to appeal to the CJCT to reconsider its decision. If the CJCT upholds its original decision, applicants may request an appeal to the Adult Medicine Division Education Committee (AMDEC) as outlined in the RACP College Appeal Process.

For a copy of the RACP College Appeals process, please email:

Haematology@racp.edu.au

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November 2000
Updated Oct 2017