

## **New Zealand Advanced Training Subcommittee – Medical Oncology Criteria for Accreditation of Advanced Training Sites**

### **BACKGROUND**

Accreditation of advanced training sites was approved as an activity of the Royal Australasian College of Physicians (RACP) in September 1999.

Advanced training in medical oncology is supervised by the New Zealand Advanced Training Subcommittee (NZ ATS) - Medical Oncology of the RACP. Training is undertaken prospectively under guidance of supervisors who provide formative and summative assessments of the trainee's programme content and performance.

In order to facilitate approval of training programmes submitted by trainees yearly, the NZ ATS - Medical Oncology will accredit the training sites and then periodically review the accreditation of sites in order to ensure that they are of acceptable quality and of an adequate standard.

### **PURPOSE OF ACCREDITATION OF SITES**

- 1 To facilitate approval of training programmes
- 2 To determine:
  - 2.1 the appropriateness of supervision for advanced training;
  - 2.2 the level of clinical workload for advanced training;
  - 2.3 the suitability of infrastructure for advanced training;
  - 2.4 opportunities for research during advanced training;
  - 2.5 availability of training in the allied components of medical oncology;
  - 2.6 recommendations for improving training at the sites.
- 3 To assist trainees to select the site suitable to their current training needs.

## **ACCREDITATION CRITERIA**

The following criteria will be considered in accreditation of a site.

### **Criteria 1**

**The Medical Oncology Department shall provide appropriate supervision for advanced training.**

- 1.1 A consultant medical oncologist shall provide complete back-up cover for trainees involved in after-hours work and on-call.
- 1.2 A medical oncologist shall ensure that the trainee is involved in all aspects of the running of the Department during the training period, including inpatient and outpatient medical management, student and postgraduate teaching, quality assurance, etc.
- 1.3 A consultant medical oncologist who has attended an RACP supervision workshop shall supervise the trainee.

### **Criteria 2**

**The Medical Oncology Department shall provide a sufficient workload of clinical material for advanced training.**

- 2.1 A Medical Oncology Department should have an appropriate workload to support each advanced trainee. This includes regular weekly outpatient consultation clinics, sufficient numbers of new patients, consultations, review consultations, chemotherapy occasions of service, inpatients and appropriate procedures including paracenteses, pleurodeses, lumbar punctures, bone marrow biopsies, etc.
- 2.2 For diversity of practice and experience, the Department should have at least two full time medical oncologists (or equivalent) on staff. Sites with just one medical oncologist on staff will be considered for 6 months core medical oncology training only.

### **Criteria 3**

**The Medical Oncology Department shall provide a suitable infrastructure for advanced training.**

- 3.1 The Department shall provide the trainee with regularly scheduled interdisciplinary clinical meetings, medical oncology clinical meetings and correlative pathology and radiology 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 and computer facilities.

#### **Criteria 4**

**The Medical Oncology Department should provide encouragement for trainees to undertake research during advanced training:**

- 4.1 The Department shall provide opportunities for research in clinical or laboratory aspects of medical oncology, for each trainee.
- 4.2 The trainee shall be encouraged to be involved in at least one defined research project during their advanced training
- 4.3 Trainees shall be encouraged to attend scientific meetings of local, national and international societies, and to submit abstracts to such meetings.

#### **Criteria 5**

**The institution shall provide linked services with one of the following allied components of medical oncology training: haematology, radiation oncology or palliative medicine.**

- 5.1 The institution shall provide linked services with a department of haematology, radiation oncology or palliative medicine, headed by an accredited specialist (FRACP, FRACR, FRCPA), with adequate facilities to provide a level five or six service. These services are accredited for training in these specialties and suitable for core medical oncology training in these specialties.

#### **Applying for accreditation**

Departments who wish to apply for accreditation for advanced training in medical oncology must complete a *Survey Form* for the SAC in Medical Oncology. Two representative members of the NZ ATS - Medical Oncology will then conduct site visit.

After the site visit, the site's representative will be sent a copy of the draft site visit report and asked to verify that the information it contains is accurate. The final report will be considered by the NZ ATS - Medical Oncology at its next meeting and the accreditation decision will be conveyed to the site as soon as possible. The NZ ATS - Medical Oncology meets twice each year, usually in June and December.

For each training site, the NZ ATS - Medical Oncology will determine:

- whether the site should be able to provide suitable core training in medical oncology;
- what proportion of each 12 month period may be accredited for core training in medical oncology;
- whether the site should be able to provide suitable core training in the related subspecialties of radiation oncology, haematology or palliative medicine;
- the maximum amount of time that may be spent in core training at the site by any one trainee;
- the maximum number of trainees that may be approved for core training at the site at any one time;
- when the accreditation status of the site will next be reviewed

### **Accreditation cycle**

The NZ ATS - Medical Oncology reviews the accreditation status of each site every five years. The process for a site review is the same as the process for a new application for accreditation. (See "Applying for accreditation" above) Sites will be asked to complete a new *Survey Form* and host a site visit at the end of their five-yearly cycle.

The NZ ATS - Medical Oncology may also undertake to review a site at its discretion before the end of the cycle. (See "Provisional accreditation" below)

### **Provisional accreditation**

Provisional accreditation may be granted to sites which are waiting to be reviewed and accredited by the NZ ATS - Medical Oncology through the normal accreditation process. This is to ensure that existing trainees at the site are not disadvantaged.

Provisional accreditation may also be granted to sites which are undergoing substantial change or when the NZ ATS - Medical Oncology has determined that a review must take place before the end of the standard five-yearly cycle.

### **Accreditation of Overseas Advanced Training Sites**

The NZ ATS - Medical Oncology may approve training overseas if 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, official job description and/or completed *Survey Form*, and the trainee's *Annual Application for Approval of Advanced Training*. The supervisor will also receive the RACP handbook *Requirements for Physician Training* which includes the requirements for advanced training in medical oncology. A site visit will not be considered.

### **Appeals 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 request that the NZ ATS - Medical Oncology reconsider its decision. If the NZ ATS - Medical Oncology upholds its original decision, the applicants may request review of the decision which is conducted by the New Zealand Adult Medicine Division Education Committee (NZ AMDEC). If the NZ AMDEC upholds the decision of the NZ ATS - Medical Oncology, the applicants may appeal the decision to the RACP Appeals Committee. The decision of this committee will be forwarded to the applicants, the NZ ATS - Medical Oncology and the NZ AMDEC.