 **ACCREDITATION ASSESSMENT FORM FOR
AUSTRALASIAN FACULTY OF OCCUPATIONAL AND ENVIRONMENTAL MEDICINE (AFOEM) TRAINING SETTINGS**

**This form is to be completed electronically by the Training Setting Contact**

(*i.e Setting Supervisor, Director, or Manager of the Training Setting)*

Any additional attachments should be sent separately.

Please do not alter the format of this document; it has been locked for editing.

**Please note: Accreditation Assessment Form must be submitted prior to the recruitment of a trainee.**

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| **General Information** |
| Setting name |  |
| Address |  |
| Setting contact  |  |
| Legal name of the entity  |  |
| Owner and Director of Practice |  |
| Contact phone  |  | Contact fax  |  |
| Contact email address |  |

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| **Supporting documents attached for review** |
| [ ]  Outline of OEM activities and hours spent on each activity **(mandatory)**[ ]  AFOEM Education Supervisor timetable **(mandatory)** |
| [ ]  Position description [ ]  Weekly activity roster [ ]  Others (Please specify) | [ ]  Liaison/Consultant[ ]  Schedule of clinical and other training meetings[ ]  Administrative roles and/or responsibilities |

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| **Indicate type of accreditation required** |
| First time accreditation | [ ]  | Routine reaccreditation | [ ]  |

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| **Form completed by** |  |
| **Position** |  |
| **Date of form completion** | **/       /** |
| **Signature** |  |

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| 1. **Setting Supervision**

*These standards relate specifically to workplace supervision, rather than to educational AFOEM training program supervision.* |
| **RACP STANDARD** |
| * 1. **There is a designated supervisor for each trainee.**
	2. **Trainees have access to supervision, with regular meetings.**
	3. **Supervisors are RACP approved and meet any other specialty specific requirements regarding qualifications for supervisors.**
	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. A minimum of one setting supervisor who is appropriately experienced in occupational medicine is allocated to each trainee. (Ideally the setting supervisor should be a fellow of AFOEM, be onsite and be familiar with the workplace)
		2. Regular meetings (normally at least weekly) shall occur between the trainee and the designated setting supervisor. The setting supervisor should be available to answer questions and assist with case management on a daily basis.
		3. The training setting shall facilitate capacity for the supervisor to monitor the quality of work being performed.
		4. The setting supervisor should be available to escalate complex cases and liaise where the trainee has queries.
		5. The setting supervisor should provide regular feedback to the trainee.
		6. If the minimum requirements are not met, accreditation may not be approved, or conditions imposed.
		7. An AFOEM educational supervisor and setting supervisor can liaise for the purpose of feedback on trainees. The AFOEM educational supervisor can also be the setting supervisor, however, where the AFOEM educational supervisor does not work at the setting other supervisory arrangements are required to provide the trainee with day to day oversight.
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| **Supervision Details (TO BE COMPLETED BY THE SETTING SUPERVISOR ONLY)** |
| Please provide information about the supervision arrangements for this setting within the parameters of the above requirements:  |
| How many hours per week will the setting supervisor be onsite to supervise the trainee? |
| How many hours per week will the setting supervisor provide remote supervision for the trainee? |
| Please provide details of who is the setting supervisor, their occupational medicine qualifications, and experience (attach CV and or further information) |
| How long are you prepared to be the setting supervisor? |
| Is the setting supervisor the same person as the AFOEM education supervisor? If no, how does the workplace allow for liaison between the setting supervisor and the AFOEM educational supervisor?  |
| How many trainees are you supervising in total (across all locations)? |
| Has the AFOEM Fellow Supervisor (i.e. the education/setting supervisor who is a FAFOEM) completed the Supervisor Professional Development Program (SPDP) workshops? ***Note: All Supervisors with a FAFOEM must complete SPDP 3 by end 2022 and complete or be*** [***exempt***](https://www.racp.edu.au/fellows/supervision/supervisor-professional-development-program) ***from SPDP 1 and 2 in line with their accreditation cycle, Workplace supervisors who are not Fellows of the AFOEM are not required to complete these workshops.***Please specify which workshops the Fellow supervisor(s) have completed. [ ]  SPDP 1[ ]  SPDP 2[ ]  SPDP 3If no, please comment below: |
| Supervisor Name  |  |
| Email address |  |
| Date | **/       /** |
| Signature  |  |

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| 1. **Facilities and Infrastructure**
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| **RACP STANDARD** |
| * 1. **There are appropriate facilities and services for the type of work being undertaken.**
	2. **Each trainee has a designated workspace including a desk, telephone and IT facilities.**
	3. **There are facilities and equipment to support educational activities, such as study areas and tutorial rooms.**
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| **MINIMUM REQUIREMENTS** |
| * + 1. The training setting shall provide adequate access to medical facilities (both at the setting or externally) to undertake the practice of Occupational and Environmental Medicine.
		2. Trainees shall have access to a designated workspace with administrative facilities, including a desk and access to information technology facilities.
		3. The training setting shall provide access to appropriate infrastructure to support the trainee’s education activities including, but not exclusively:
* workplace visits when applicable
* meeting rooms
* remote conferencing facilities.
 |
| **Do the Trainees have access to:** | **Yes** | **No** |
| Desk or study spaceTelephoneStudy/tutorial roomsTeaching aides (including distance education facilities)Comment (if applicable):  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  |
| Are there facilities to allow trainees to use online learning tools of the PREP program?Please provide details:  | **[ ]**  | **[ ]**  |
| Does the training setting provide access to appropriate infrastructure to support the trainee’s education as per 2.3.1? Please provide details:  | **[ ]**  | **[ ]**  |

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| 1. **Profile of Work**
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| **RACP STANDARD** |
| * 1. **The setting shall provide a suitable workload and appropriate range of work.**
	2. **Trainees participate in quality and safety activities.**
	3. **There is capacity for project work (including research) and ongoing training.**
 |
| **MINIMUM REQUIREMENTS** |
| * + 1. The training setting shall provide a broad and suitable workload and appropriate range of work as determined by the AFOEM Training Curriculum and the AFOEM PREP Training Handbook. The setting should provide:
* access to work settings for work setting visits
* exposure to a broad range of occupational medicine activities, including but not limited to:
* fitness for duty
* environmental or industrial exposures
* injury prevention advice
* health surveillance
* clinical management of common conditions in the Occupational and Environmental Medicine setting.
	+ 1. The training setting shall involve the trainee in workplace quality assurance and risk management activities (such as identification of workplace hazards, potential health impact and subsequent solutions).
		2. The trainee has the opportunity to conduct audit and evaluation.
		3. The setting should encourage and enable the development of professional qualities.
		4. The training setting shall encourage and facilitate trainee involvement in research.
 |
| **Please detail the learning environments trainees have access to?** | **Yes** | **No** |
| Multi-disciplinary occupational health units Variety of work setting visits (where applicable) Please provide details where relevant:  | [ ] [ ]  | [ ] [ ]  |
| **Do trainees have the opportunity to assess:** | **Yes** | **No** |
| Fitness for workEnvironmental or industrial exposures Injury prevention adviceHealth surveillanceSetting hazard assessmentLaws, standards and local customsClinical management of common conditions in the Occupational and Environmental Medicine settingOthers (please provide details):  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
| Please provide details of the profile of work including the proportion of time spent on each activity: |
| **Do trainees have the opportunity to develop the following skills?** | **Yes** | **No** |
| Communication skillsSafe practiceSelf-managementLeadershipAdvocacy of ideas to bring changeComment (if applicable):  | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  |
| **Do trainees have access to activities related to the following areas?** | **Yes** | **No** |
| AuditEvaluationResearch projectsPlease provide details where relevant:  | [ ] [ ] [ ]  | [ ] [ ] [ ]  |

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| 1. **Teaching and Learning**
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| **RACP STANDARD** |
| * 1. **There is an established training program or educational activities, such as multi-disciplinary meetings, academic meetings, rounds and journal clubs.**
	2. **There are opportunities to attend external educational activities as required.**
	3. **There is access to sources of information, both physical and online, including a medical library or e-library facility appropriately equipped for physician training.**
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| **MINIMUM REQUIREMENTS** |
| * + 1. Educational activities and peer discussion opportunities shall be available to trainees at this training setting.
		2. The training setting provides the opportunity for the AFOEM educational supervisor to perform formative assessments with their respective trainees.
		3. The training setting shall provide the trainee with access to external educational opportunities. These may include, but not be limited, to the following:
* the AFOEM Annual Training Meeting
* AFOEM regional training meetings
* relevant medical seminars and lectures
* training and professional development programs of the Australasian Faculty of Occupational and Environmental Medicine
* relevant short courses
* relevant university training
	+ 1. The training setting shall facilitate access to Occupational and Environmental Medicine resources such as:
* Library facilities or e-access to online libraries or databases
* Internet access
* journals
* computer retrieval and search facilities
* access to up-to-date legislation relevant to occupational and environmental facilities
* online lecture streams
 |
| **Please list the educational activities accessed by trainees:** |
| **Educational activity** | **Yes** | **No** *(if no, please outline the specific limitations of the setting to allow this)* |
| The annual training meeting of AFOEM | [ ]  | [ ]   |
| Regional training meetings | [ ]  | [ ]   |
| Relevant medical seminars and lectures | [ ]  | [ ]   |
| Training and professional development programs of the Australasian Faculty of Occupational and Environmental Medicine | [ ]  | [ ]   |
| Relevant short courses | [ ]  | [ ]   |
| Relevant university training  | [ ]  | [ ]   |
| Other (please specify) | [ ]  | [ ]   |
| What practices are in place to enable trainees to attend educational activities (e.g. protected time, cover for pager, leave to attend external courses, etc.)? |
| Do trainees have access to the resources as outlined in item 4.3.1 at this training setting? Yes **[ ]** No **[ ]** If not, what are the limitations of the setting in providing this?  |
| **Does this training setting provide the AFOEM educational supervisor the opportunity to perform the following formative assessments with their respective trainees?**  | **Yes** | **No** |
| Completing Learning Needs AnalysisMini-CEXDirect Observation of Fields Skills (DOFS)Case based discussion (CbD)Comment (if applicable):  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  |

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| 1. **Support Services for Trainees**
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| **RACP STANDARD** |
| * 1. **There are workplace policies covering the safety and well-being of trainees.**
	2. **There is a formal induction/orientation process for trainees.**
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| **MINIMUM REQUIREMENTS** |
| * + 1. All workplace policies and procedures required by relevant legislation are in place
		2. Trainees shall receive an induction/orientation for all aspects of the training setting
 |
| Are there processes in place to manage trainees with workplace grievances or difficulties? Yes [ ]  No [ ] Please provide details:  |
| Do trainees receive an induction/orientation upon commencement of employment? Yes [ ]  No [ ] Please provide details:  |

**Thank you for completing the Occupational and Environmental Medicine Accreditation Assessment Form.**

**Please return via email to**: accreditation@racp.edu.au