

**REACCREDITATION ASSESSMENT FORM FOR**

**AUSTRALASIAN FACULTY OF PUBLIC HEALTH MEDICINE (AFPHM)TRAINING SETTINGS**

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

(*i.e Director, Manager or Trainee Supervisor 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**:

1. A Re-accreditation Assessment form must be completed for each training setting (including networked training settings) due for routine accreditation (For example, if the existing accreditation for the training setting is due to expire and/or where an existing trainee has been undertaking part-time training and has exceeded three years of training in a position at this setting).
2. Where a previously accredited position is terminated for a period greater than six (6) months, then accreditation status will lapse. When a new trainee seeks to occupy such a terminated position, a new Accreditation Assessment Form must be completed which can be found in the [RACP website](https://www.racp.edu.au/about/accreditation/advanced-training).

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| **General Information** | |
| Organisation/Health Jurisdiction |  |
| Training Setting/Facility Name |  |
| Training Network  (If applicable) |  |
| Training Position |  |
| Address of Training Setting |  |
| Postal Address (if different) |  |
| Phone Number |  |
| Email Address |  |

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| --- | --- | --- |
| Routine reaccreditation |  | Other reason: |
| Date of last accreditation review | |  |

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| --- | --- |
| **Form completed by the Training Setting Contact:** | |
| Name |  |
| Title |  |
| Date |  |

## Part A: Standards required for AFPHM training setting accreditation

Part A is an overview of the standards which a training setting needs to meet in order to achieve accreditation and to maintain its accreditation status through annual re-accreditation. The standards are consistent across the RACP and indicated in the left - hand column of the table. They are categorized under five main headings as follows:

1. Supervision

2. Facilities and Infrastructure

3. Profile of Work

4. Teaching and Learning

5. Trainee Safety and Support Services

The minimum requirements for accreditation in public health medicine are shown in the right-hand column. Each requirement is matched against the corresponding RACP standard.

**Please complete and endorse EITHER Part B OR** **Parts C & D**

**Part B: Accreditation Checklist**

Part B is a confirmation that the content of the last Accreditation Assessment Form remains unchanged.

**Part C: Description of Variations to Accreditation Checklist Responses**

If you are unable to confirm Part B, please detail any changes or variations since the last Accreditation.

**Part D: Actions taken as a result of variations**

Please detail any actions taken/to be taken to resolve any deficiencies arising from the variations arising in

Part C.

# Part A: Standards required for AFPHM Training Setting Accreditation

Is the position currently occupied by an AFPHM Advanced Trainee? Yes No

| **RACP Standard** | | **Minimum Requirements for Advanced Training in Public Health Medicine** |
| --- | --- | --- |
| **1. Supervision** | | |
| * 1. ***There is a designated supervisor for each Trainee.*** | | * + 1. *The training setting will be overseen by a Supervisor who, under normal circumstances is responsible for supervising no more than two AFPHM Trainees at any time.* |
| * 1. ***Trainees have access to supervision, with regular meetings.*** | | * + 1. *The Supervisor assist Trainees to develop a learning contract by identifying work-based projects and strategies to achieve these that will enable attainment of the AFPHM competencies.*     2. *The Supervisor meets regularly (either face-to-face or through telecommunications) with Trainees, at least once every 2 weeks, to review progress towards meeting the learning contract.* |
| * 1. ***Supervisors are RACP approved and meet any other specialty specific requirements regarding qualifications for supervisors.*** | | * + 1. *The Supervisor meets the AFPHM requirements for Supervisors or Co-supervisors (i.e. if the Supervisor is not a FAFPHM, then the trainee must have a co-Supervisor who is a FAFPHM).* |
| * 1. ***Supervisors are supported by the setting or network to be given the time and resources to meet Faculty supervision requirements and criteria on supervision.*** | | * + 1. *The Supervisor is resourced and supported by AFPHM to be a Supervisor.* |
| **2. Facilities and Infrastructure** | | |
| * 1. *There are appropriate facilities and services for the type of work being undertaken.* | * + 1. *Trainees are provided with the following within two weeks of commencement:* * *Appropriate software for Public Health purposes, including statistical software when required* * *Access to printing, fax and photocopying facilities* * *Access to rooms for meetings* * *Internet access to common information databases such as the Cochrane database* | |
| * 1. *Each trainee has a designated workspace including a desk, telephone and IT facilities* | * + 1. *Trainees are provided with the following within two weeks of commencement:* * *A dedicated workstation or office* * *A dedicated desk top or laptop computer with access to software for word processing, spreadsheets and databases* * *A work e-mail address* * *Access to a form of telecommunication such as telephone, teleconference or videoconference facilities* | |
| * 1. ***There are facilities and equipment to support educational activities, such as study areas and tutorial rooms.*** | * + 1. *Within two weeks of commencement:* * *Trainees will have access to resources supporting remote electronic learning when required to work away from the principal training setting.* | |

| **3. Profile of work** | | |
| --- | --- | --- |
| * 1. ***The setting shall provide a suitable workload and appropriate range of work.*** | | * + 1. *The work placement will be responsible for public health outputs that are able to contribute to meeting the AFPHM competencies*     2. *Ensures that a variety of public health work covering a range of public health competencies is available to Trainees (for example, Trainees should have the opportunity to produce written and oral communications for the organisation)*     3. *The work placement provides opportunities for Trainees to become involved in the day-to-day public health issues and encourages involvement.*     4. *The training setting, as well as the Supervisor, is aware that the employee is undertaking advanced training in Public Health Medicine and supports the Trainee’s professional development by encouraging a respect for the balance of their responsibilities as both an employee and a Trainee.*     5. *The Supervisor has access to and is familiar with the AFPHM Curriculum and assessment requirements.*     6. *The Supervisor fulfils the requirements of the AFPHM Supervisor role.* |
| * 1. ***Trainees participate in quality and safety activities.*** | | * + 1. *The work placement provides Trainees with opportunities for participation in processes to review the quality of public health programs and practice.* |
| * 1. ***There is the capacity for project work (including research) and ongoing training.*** | | * + 1. *Trainees are supported in their work on the specific projects described in the learning contract* |
| **4. Teaching and Learning** | | |
| * 1. ***There is an established training program or educational activities such as multidisciplinary meetings, academic meetings, rounds, and journal clubs.*** | ***4.1.1*** *Trainees have access to educational activities on training setting or an opportunity to attend at an affiliated training setting.* | |
| * 1. ***There are opportunities to attend external education activities as required.*** | ***4.2.1*** *Trainees have the opportunity to participate in national and state-based learning activities organised by the AFPHM.* | |
| * 1. ***There is access to sources of information, both physical and online, including a medical library or e-library facility appropriately equipped for physician training.*** | * + 1. *Within two weeks of commencement, the Trainee will have access to a library facility - either a local area health service, university library or access to an e-library facility.* | |
| **5. Trainee Safety and Support Services** | | |
| * 1. ***There are workplace policies covering the safety and well-being of Trainees.*** | * + 1. *Trainees are aware of and have access to occupational health and safety resources.* | |
| * 1. *There is a formal induction/orientation process for Trainees.* | * + 1. *Within two weeks of commencement, the Trainee is provided with an orientation to the organisation and to the principle training setting.*     2. *The training setting will be overseen by an education supervisor who assists the Trainee to participate in the orientation program of the AFPHM Advanced Training Program.* | |

**Please complete EITHER Part B OR PART C and D.**

# Part B: Accreditation Checklist

# Please confirm that ALL content of the last Accreditation Assessment remains unchanged. Refer to previous checklist (part A, C and D for individual training setting or part B,C and D from the networked training settings or training consortia) from the last assessment for reference.

|  |  |  |
| --- | --- | --- |
| **Accreditation Checklist – Content unchanged since last accreditation** | | **Yes**  **No** |
| Name |  | |
| Title |  | |
| Signature |  | |
| Date |  | |

# Part C: Description of Variations to Accreditation Checklist Responses

# If you are unable to confirm part B, please detail any changes or variations since the last accreditation.

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# Part D: Actions taken/to be taken to resolve any deficiencies arising from the variations identified in Part C (Above)

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| **Endorsement for Part C and D** | |
| Name |  |
| Title |  |
| Signature |  |
| Date |  |

**Thank you for completing the Public Health Medicine Re-Accreditation Assessment Form.**

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