# RACP2016_CMYK_withtag_OL

# PAEDIATRIC & CHILD HEALTH PALLIATIVE MEDICINE SURVEY FORM TO ACCREDIT TRAINING SETTINGS

*Only electronic submissions of this survey as a* ***Word document*** *will be accepted.*

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| **General Information *(mandatory)*** |
| Date of accreditation assessment  |       |
| Name of training setting  |       |
| Training network or Area Health Service, if applicable  |       |
| Site Address |       |
| Head of Department and or Site contact  |  |
| Contact Telephone |       |
| Previous Accreditation: Please list major changes that have occurred to the service since last accreditation |       |
| Accreditation applied for | Number of trainees:      Terms:      * Core Paediatric Palliative Medicine:       months max
* Term 4 and/or 6 Adult Palliative Medicine
* Foundation accreditation
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| Supporting documents attached:      |
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| Names of current Trainees      |
| Are there other trainee positions in related disciplines?Please List       |

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| **1. 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 FOR ADVANCED TRAINING IN PAEDIATRIC PALLIATIVE MEDICINE***  |
| ***1.1.1*** *One on-site primary supervisor able to provide direct supervision to the trainee and who holds FRACP or FAChPM and who is actively practicing in paediatric palliative medicine at a minimum of 0.5 FTE* ***AND*** *who has either:*1. *Completed training under the RACP in Paediatric Palliative Medicine; or*
2. *Began working as a medical specialist in Paediatric Palliative Medicine in Australasia prior to January 1, 2005.*
	* 1. *A co-supervisor who may be:*
3. *A remote supervisor who would, except for being off-site, qualify as a primary supervisor as above OR;*
4. *Another local supervisor holding either:*
5. *FRACP and/or FAChPM in palliative medicine working in a geographically proximate adult palliative care service, or;*
6. *FRACP, with an interest in Paediatric Palliative care, working in the same health care facility as the Advanced Training Position and who has a nominated secondary supervisor with FRACP(Pall Med) and/or FAChPM.*

***1.1.3*** *The total of the primary and the co-supervisors FTE of practice shall be equal to or greater than 1.0 FTE.****1.2.1*** *Supervision of the annual project to be provided by the staff in the Department or other competent person.****1.3.1*** *Supervisors are trained in the supervision of advanced trainees in Palliative Medicine.****1.4.1*** *Consultants have a proportion of non-clinical administration time, or other protected time, part of which can be directed to supervision of Trainees.* |
| Supervisor  | FTE | FRACP (Pall Med) and/or FAChPM | Able to supervise on-site | Available by telephone | Available in person on request |
|  |  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  | [ ]  | [ ]  | [ ]  | [ ]  |
| Are supervisors trained in the supervision of advanced trainees in Palliative Medicine? Yes [ ]  No [ ]  Comment:        |

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| Does the site provide consultants with dedicated time to supervise Trainees? If so what is the amount?      |
| How often do Trainees meet formally with supervisors? What kinds of meetings are these?       |
| What percentage of non-clinical time is allocated for Supervisors?      |
| Other inter-disciplinary team members      |
| **Surveyor Comments (RACP use only)** |
| Supervisor qualifications checked by College? | Yes [ ]  (Education Officer to check and confirm) |
|       |
| Standards for Supervision achieved? Yes [ ]  Needs Improvement [ ]  |

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| **2. Facilities and Infrastructure**  |
| *RACP STANDARD* |
| *2.1 There are appropriate facilities and services for the type of work being undertaken.**2.2 Trainee has a designated workspace including a desk, telephone and IT facilities.**2.3 There are facilities and equipment to support educational activities, such as study areas and tutorial rooms.* |
| ***MINIMUM REQUIREMENTS FOR ADVANCED TRAINING IN PAEDIATRIC PALLIATIVE MEDICINE*** |
| ***2.1.1***  *Access to services such as:* * + *Paediatric oncology services*
	+ *Paediatric pain service*
	+ *Anaesthetic service*

***2.2.1*** *Trainee has a designated workspace including a desk, telephone and IT facilities****2.3.1*** *There are meeting rooms and other facilities available for interdisciplinary palliative care clinical meetings and other educational meetings.* |
| **Describe the service’s relationship with:** |
| Paediatric Oncology Services  |       |
| Pain or anaesthetic services |       |
| Other relevant specialties |       |
| Please indicate availability of meeting rooms and other facilities used for educational purposes      |
| Please describe the workspace available to the trainee. Include access to IT services.  |
| **Surveyor Comments (RACP use only)** |
|       |
| Standards for Facilities and Infrastructure achieved? Yes [ ]  Needs Improvement [ ]  |

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| **3. Profile of work** |
| **RACP STANDARD** |
| * 1. ***The setting shall provide a suitable workload and appropriate range of work.***
 |
| ***MINIMUM REQUIREMENTS FOR ADVANCED TRAINING IN PAEDIATRIC PALLIATIVE MEDICINE*** |
| * + 1. *The trainee shall have a suitable workload and appropriate range of work as determined by the* ***Palliative Medicine Advanced Training Curriculum*** *and* ***Palliative Medicine Advanced Training Program Requirements Handbook*** *(available from the RACP website).*
		2. *The site must be able to demonstrate, for EACH training position applied for:*
* *50 paediatric palliative care patients in the 12 months prior to accreditation who had received multidisciplinary assessment and input from the service; AND*
* *A minimum of 15 deaths of patients during the same period who were enrolled with the service and who had received multi-disciplinary assessment and input from the Service.*
 |
| **Indicative weekly Trainee workload** Please complete a timetable as per below for each trainee on site showing typical weekly activities. Please attach rosters/time tables if there are more than 3 Trainees on site. **Trainee #1** |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| AM |  |  |  |  |
| PM |  |  |  |  |
| **Trainee #2** |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| AM |  |  |  |  |
| PM |  |  |  |  |
| **Trainee #3** |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| AM |  |  |  |  |
| PM |  |  |  |  |
| **Please Iist any outpatient clinics attended by Trainees:** |
| Clinic name/type | Supervising Consultant | Frequency  | # patients |
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| Number of Paediatric Palliative Care patients (existing and new) in the last 12 months: |       |
| Number of Paediatric Palliative Care deaths in the last 12 months: |       |
| **After Hours/On-call** |
| Does the Service provide an after hour on call service? Yes [ ]  No [ ] If Yes, please detail to whom is this service available (e.g. patients, GPs, hospital staff)? Does the trainee participate in the on call service? Yes [ ]  No [ ] Does the trainee have access to a Palliative Medicine specialist after hours? Yes [ ]  No [ ] If Yes, please detail:  |
| **Surveyor Comments (RACP use only)** |
|       |
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| Standards for Profile of Work achieved? Yes [ ]  Needs Improvement [ ]  |

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| ***RACP STANDARD*** |
| * 1. ***Trainees participate in quality and safety activities.***
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| ***MINIMUM REQUIREMENTS FOR ADVANCED TRAINING IN PAEDIATRIC PALLIATIVE MEDICINE*** |
| ***3.2.1*** *Opportunities to undertake research including trials, audits, QA activities, and/or continuing professional development during advanced training.* |
| Please detail Trainee involvement in morbidity/mortality audits or meetings, intake meetings quality assurance/audit evaluations of clinical management of common conditions and NSAP. Include the frequency of these meetings and describe the role of the trainee at these meetings.      |
| **Surveyor Comments (RACP use only)** |
|       |
| Standards for Profile of Work achieved? Yes [ ]  Needs Improvement [ ]  |

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| ***RACP STANDARD*** |
| * 1. ***There is the capacity for project work (including research) and ongoing training.***
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| ***MINIMUM REQUIREMENTS FOR ADVANCED TRAINING IN PAEDIATRIC PALLIATIVE MEDICINE*** |
| ***3.3.1*** *The trainee shall be encouraged to be involved in a project to meet the training requirements.*  |
| Does each trainee have the opportunity for research in clinical aspects of palliative care?Yes [ ]  No [ ]  If yes, please provide examples of what opportunities are available for the trainee:      If no, please provide comment:        |
| Is the current trainee involved in a project within this service? Yes [ ]  No [ ]  Comment:       |
| **Surveyor Comments (RACP use only)** |
|       |
| Standards for Profile of Work achieved?Yes [ ]  Needs Improvement [ ]  |

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| **4. Teaching and Learning** |
| ***RACP STANDARD*** |
| ***4.1 There is an established training program or educational activities such as multidisciplinary meetings, academic meetings, rounds, journal clubs.******4.2 There are opportunities to attend external education activities as required.******4.3 There is access to sources of information, both physical and online, including a medical library or e-library facility appropriately equipped for physician training.*** |
| ***MINIMUM REQUIREMENTS FOR ADVANCED TRAINING IN PAEDIATRIC PALLIATIVE MEDICINE*** |
| * + 1. *At least weekly interdisciplinary palliative care clinical meetings. The Training Position shall include provision of an appropriate academic environment for advanced training, through direct teaching, journal clubs, or other activities that can be documented.*

***4.2.1*** *Peer-review meetings and correlative imaging meetings****4.2.2*** *Trainee shall be supported generally and with time to attend and present at scientific meetings of local, national and international societies.****4.3.1*** *A medical library including access to general and palliative care specific journals* |
| Activity | Trainee can attend/is involved | Frequency (e.g. weekly) | Length (e.g. 1 hour) |
| Interdisciplinary palliative care clinical meetingPlease list disciplines involved? | [ ]  |       |       |
| Peer-review meetings | [ ]  |       |       |
| Correlative imaging meetingsPlease list meetings and their frequency | [ ]  |       |       |
| Direct teachingPlease specify form and frequency. | [ ]  |       |       |
| Journal clubs | [ ]  |       |       |
| Other |       | [ ]  |       |       |
| Other |       | [ ]  |       |       |
| Other |       | [ ]  |       |       |
| Other |       | [ ]  |       |       |
| Are Trainees able to attend scientific meetings of local, national and international societies, and to submit abstracts to such meetings? If yes please provide details. Yes [ ]  No [ ]  Comment:       |
| Please list scientific meetings trainees can attend       |
| Do trainees have access to a medical library on or off site? Yes [ ]  No [ ]   |
| Please describe Trainee access to IT facilities for educational purposes including access to online databases/journals.       |
| **Surveyor Comments (RACP use only)** |
|       |
| Standards for Teaching and Learning achieved? Yes [ ]  Needs Improvement [ ]  |

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| **5. Support Services for Trainees** |
| RACP STANDARD |
| *5.1 There are workplace policies covering the safety and well-being of Trainees**5.2 There is a formal induction/orientation process for Trainees* |
| ***MINIMUM REQUIREMENTS FOR ADVANCED TRAINING IN PAEDIATRIC PALLIATIVE MEDICINE*** |
| *5.1.1 There are a range of policies dealing with health and safety of Trainees, and Trainees are aware of these policies.**5.1.2 There are policies and procedures for identifying Trainees in Difficulty****5.2.1*** *Supervisors or designees provide an orientation/induction into training at the setting to new Trainees within the first week of commencement of training.* |
| What policies are in place that relate to the safety and well-being of Trainees?      |
| What are the policies and procedures for identifying Trainees in Difficulty?      |
| Do trainees receive an orientation/induction within their first week of training? Yes [ ]  No [ ] Please provide further details       |
| **Surveyor Comments (RACP use only)** |
|       |
| Standards for Support Services achieved? Yes [ ]  Needs Improvement [ ]  |

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| **Accreditation Decision (RACP use only)** |
| Please assess the compliance with the RACP standards using the Matrix below |
| **RACP Standard** | **1****No significant issues** | **2****Minor issues** | **3****Moderate issues** | **4****Severe issues** |
| 1. Supervision
 | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| 1. Facilities and infrastructure
 | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. Profile of work
 | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. Teaching and learning
 | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. Support services
 | [ ]  | [ ]  | [ ]  | [ ]  |
| **Assessor comments on trainee interview** |
|       |
| **Assessor comments on previous report recommendations (if applicable)** |
|       |
| **Overall recommendations** |
|       |
| **Action/s required** | **To be actioned by** |
|       | **/       /** |
| **Accreditation status** |
| Accredited – Paed Pall Med Training | **Core:** [ ]   | **Non-Core: [ ]**  |
| Other Accreditation  | **Adult Pall Med - Module 4 and/or 6:** [ ]  | **Diploma:** [ ] Comments:       |
| Conditional (action/s required) | **Core:** [ ]  | **Non-Core:** [ ]  |
| Maximum Training Time |       |
| Number of Trainees |       |
| **Accreditation length** |       |
| **Year of next review** |       |

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| **RACP assessor one** |       |
| **RACP assessor two** |       |
| **Date of report completed** | **/       /** |