**BASIC PHYSICIAN TRAINING**

**ACCREDITATION ASSESSMENT FORM**

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

This form should be completed electronically and returned via email to: [accreditation@racp.edu.au](mailto:accreditation@racp.edu.au)

Any additional attachments should be sent separately.

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| **General Information** | | | |
| Date of accreditation assessment | | **/** **/** | |
| Hospital name | |  | |
| Address | |  | |
| Phone number |  | Email: |  |
| Director of Physician Education (DPE) | |  | |
| Director of Medical Services (DMS) or equivalent | |  | |
| Associated Network *(*if applicable) | |  | |
| Network Director of Physician Education (NDPE)  (if applicable) | |  | |
| University affiliation (if applicable) | |  | |
| ACHS Accreditation status | |  | |

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| **Indicate type of accreditation required** | | **Current level of accreditation (if applicable)** | |
| First time accreditation |  | Level 3 Teaching Hospital |  |
| Routine reaccreditation |  | Level 2 Teaching Hospital |  |
| Request for upgrade |  | Level 1 Teaching Hospital |  |
| Other reason: | | Secondment Hospital |  |
| Date of last accreditation review | |  | |

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| **List all RACP Basic Training accredited settings as part of formal or informal networks**  ***(Please note: training will only be approved if undertaken in an accredited setting)*** | |
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| **Hospital Information** | |
| Total number of hospital beds |  |
| Total number of designated medical beds |  |
| Average number of Emergency Department presentations per annum |  |
| Average number of hospital admissions via the Emergency Department per annum |  |
| Number of RACP Basic Trainees at this site |  |
| Number of RACP Basic Trainees on rotation within the Network (if applicable) |  |

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| **Description of hospital (RACP use only)** |
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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*** | | | | | |
| * + 1. *There is a Director of Physician Education (DPE) appointed in a tertiary/level 3 training site, with time protected for the role.*     2. *For every 3 to 5 Trainees in the PREP program, a minimum of one consultant is available to act as Education Supervisor.*     3. *In each rotation there will be Ward Service Consultant(s) (e.g. term supervisors).*     4. *Trainees are supervised in ambulatory/outpatient clinic settings. Supervision should be commensurate with Trainees’ level of experience. All new and complex review cases must be discussed with a consultant, preferably at the time of patient assessment. Alternatively, discussion is conducted at weekly review meetings.*     5. *Trainees have a minimum of phone access to supervision when working out of hours.*     6. *Trainees must meet with Education Supervisor/Professional Development Advisor or DPE at minimum three times yearly.*     7. *DPEs and Education Supervisors must advise the College of their supervisory roles.*     8. *Education Supervisors must attend training workshops in educational requirements.*     9. *All staff at the training site acting in a supervisory capacity must have dedicated time to fulfil these roles.*     10. *The training site provides administrative assistance to support the DPE and Education Supervisor.* | | | | | |
| Please list training workshops available to Education Supervisors: | | | | | |
| Please list all staff in the following supervisory roles: | | | | | |
| **Name** | **Education Supervisor** | **Ward Consultant** | **Professional Development Advisor** | **Supervisory**  **FTE**  **(%)** | **Total**  **FTE**  **(%)** |
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| Have supervisors notified the RACP of their roles (DPE/Education Supervisor etc.)? Yes  No  If no, please detail: | | | | | |
| Does the DPE have protected time allocated for this role? Yes  No  If Yes, please indicate approximate FTE  0.2  0.3  0.5 Other | | | | | |
| Are trainees allocated a specific supervisor for every term? Yes  No  Comment: | | | | | |
| What is the ratio of Education Supervisors to trainees? | | | | | |
| Are trainees supervised in ambulatory/outpatient clinic settings? Yes  No  Please detail the type of supervision provided: | | | | | |
| Please detail supervision arrangements of trainees for after-hours work: | | | | | |
| Do Consultants have dedicated time to supervise trainees? Yes  No  If yes, please specify hours per week: | | | | | |
| Is administrative support provided by the site for DPEs and Education Supervisors?  Yes  No  Please detail: | | | | | |

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| **Assessor comments (RACP use only)** |
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| 1. **Facilities and Infrastructure** | | | | |
| ***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.*** | | | | |
| ***MINIMUM REQUIREMENTS*** | | | | |
| * + 1. *For accreditation as a* ***Tertiary/Level 3*** *Training Site, the site must have:* * ***A minimum of 9 subspecialty departments****, each headed by a physician with a substantial appointment responsible for supervision of Trainees.* * *To have a term in these departments counted towards basic training subspecialty requirements, a Trainee will need to spend a minimum of 50% of their time in the subspecialty in at least two of the following three areas: acute, longitudinal/ongoing and ambulatory/outpatient care* * *Facilities to host the Clinical Examination,* * *An Intensive Care Unit or High Dependency Unit,* * *Access to diagnostic facilities including pathology, diagnostic imaging and nuclear medicine,* * *Access to General Medicine available onsite or through rotation to another site,* * *Access to facilities for acute care and/or ambulatory/outpatient care,* * *For accreditation as a* ***Level 2*** *or* ***Level 1*** *Training Site, refer to the relevant criteria.*   + 1. *For accreditation to provide medical subspecialty terms in a non-parent/non-tertiary site there must be a well-established department for the subspecialty.*     2. *Trainees have access to a designated workspace with standard administration facilities, including IT access, which are located within the department or available elsewhere within the site.*     3. *Trainees must have access to readily available study/tutorial rooms with appropriate teaching aides and other educational facilities. This must include distance education facilities as a minimum.* | | | | |
| **Facilities** | **Onsite access** | | **Offsite access** | |
| Emergency Department |  | |  | |
| Intensive Care Unit |  | |  | |
| High Dependency Unit |  | |  | |
| **Radiology Services** |  | |  | |
| General and Ultrasound |  | |  | |
| MRI |  | |  | |
| Interventional procedures |  | |  | |
| Nuclear Medicine |  | |  | |
| Pathology |  | |  | |
| Please detail Ambulatory/Outpatient Care facilities: | | | | |
| **Clinic** | **Onsite access** | **Offsite access** | **Clinic duration** | **Clinic frequency** |
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| General Medicine | # of Basic Training positions | Acute | Ongoing | Outpatient clinic |
| Please detail General Medicine available to trainees |  |  |  |  |
|  | | | Yes | No |
| Do trainees have access to General Medicine onsite? | | |  |  |
| Do trainees have access to General Medicine through rotation to another hospital?  If through rotation to another hospital, please specify the hospital and detail the arrangements: | | |  |  |
| Please specify which of the following Subspecialty departments are available to trainees at this hospital. | Please indicate the services included and the number of hours spent per week | | | |
| **Subspecialty** | **# of Basic Training positions** | **Inpatient**  **Service** | **Consults** | **Outpatient** |
| Cardiology |  |  |  |  |
| Endocrinology |  |  |  |  |
| Gastroenterology |  |  |  |  |
| Geriatric Medicine |  |  |  |  |
| Haematology |  |  |  |  |
| Infectious Diseases |  |  |  |  |
| Intensive Care Medicine (ICU/HDU) |  |  |  |  |
| Medical Oncology |  |  |  |  |
| Nephrology |  |  |  |  |
| Neurology |  |  |  |  |
| Palliative Medicine |  |  |  |  |
| Respiratory Medicine |  |  |  |  |
| Rheumatology |  |  |  |  |
| Other |  |  |  |  |
|  | | | **Yes** | **No** |
| Are there facilities to host the Clinical Examination? If “Yes”, what is the number of candidates that can be hosted?  What year was the Clinical Examination last hosted? | | |  |  |
| Do trainees have access to:  Desk or study space?  Computer and internet facilities (including Wi-Fi)?  Study/tutorial rooms?  Teaching aides (including distance education facilities)?  Comment: | | |  |  |
| Are there facilities to allow trainees to use online learning tools of the PREP program?  Please detail: | | |  |  |

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| **Assessor comments (RACP use only)** |
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| 1. **Profile of Work** |
| **RACP STANDARD** |
| * 1. ***The site 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. *Trainees have a suitable workload and appropriate range of work determined by the Basic Training Curriculum and the PREP Basic Training Program Requirement Handbook for Adult Medicine (available from RACP website).*     2. *For accreditation to provide General Medicine terms there must be a General Medicine department or unit. Within the term there must be available acute, longitudinal/ongoing and ambulatory/outpatient clinic exposure. Trainees must have a role in assessment plus a role in the longitudinal/ongoing care of their patients who are admitted through the Emergency Department to the Intensive Care Unit or High Dependency Unit. Trainees must attend (on average) at least one ambulatory/outpatient clinic per week.*     3. *Formal consultant-led clinical handover following night duty must occur at minimum 5 days of the week and involves units receiving patients overnight.*     4. *Trainees are exposed to an environment that fosters and supports quality assurance meetings where possible.*     5. *All Trainees must complete Advanced Life Support training of minimum 3 hours duration (as part of a continuous block) by the end of their first term as a Basic Trainee. If such training is unavailable within the hospital, Trainees should be supported to attend external training.*     6. *Trainees have access to activities such as audits, clinical trials and research.* |
| Please describe the Trainees’ role in the assessment and longitudinal/ongoing care of their patients who are admitted through the Emergency Department to the Intensive Care Unit and/or High Dependency Unit: |
| Do trainees attend ambulatory/outpatient clinics? Yes  No  On average, how many clinics do trainees attend?       per week       per fortnight |
| Are clinical handovers consultant led? Yes  No  If no, please provide details: |
| How often do formal consultant-led clinical handovers occur following night duty?    Please list the units involved: |
| Please detail the site quality assurance and clinical practice improvement activities that involve trainees: |
| Do trainees receive Advanced Life Support training at this site? Yes  No  Please describe arrangements: |
| Please describe any activities that trainees have access to (e.g. audits, clinical trials, research): |

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| **Assessor comments (RACP use only)** |
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| 1. **Teaching and Learning** | | | | |
| ***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.*** | | | | |
| ***MINIMUM REQUIREMENTS*** | | | | |
| * + 1. *There is a training program and educational activities related to the Basic Training Curriculum.*     2. *There is protected time and resources provided to complete educational activities.*     3. *A minimum of 3 hours of formal teaching per week (this may include video/teleconferencing).*     4. *Trainees attend the formal teaching sessions and other training sessions as provided by the site. Service commitment does not prevent or excuse trainee attendance at these sessions.*     5. *Trainees must complete the requirements of the PREP program.*     6. *Opportunities exist for Trainees to access the RACP lecture series or a comparable series electronically, in which the content is aligned with the Basic Training Curriculum.*     7. *The parent/tertiary site or network must provide access to a medical library (either by hard copy or electronically) with current books and access to online content.* | | | | |
| Please list the educational activities available to Trainees: | | | | |
| **Educational activity** | **Weekly** | **Fortnightly** | **Monthly** | **Duration** |
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| Please provide further details of educational activities: | | | | |
| **A copy of the education program roster must be included and attached with this submission.** | | | | |
| 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.)? | | | | |
| How much protected time do trainees have to formal education activities on a weekly basis? | | | | |
| **Do Trainees have access to:** | **Yes** | **No** | **Hard copy** | **Online** |
| RACP lecture series or comparable series |  |  |  |  |
| Computer terminals |  |  |  |  |
| Online databases |  |  |  |  |
| Medical library |  |  |  |  |
| Major medical journals and medical texts |  |  |  |  |

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| **Assessor comments (RACP use only)** |
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| 1. **Support Services for Trainees** |
| ***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.*** |
| ***MINIMUM REQUIREMENTS*** |
| * + 1. *The site meets all legislative requirements with regards to policies in WH&S, Infection Control and Human Resources.*     2. *DPEs and Education Supervisors provide induction/orientation into training for Trainees within the first week of commencement of training at the site.* |
| Please list policies dealing with trainee safety and well-being: |
| Are there processes in place to manage trainees with training related grievances or Trainees in difficulty? Yes  No  Comment: |
| Do trainees receive an induction/orientation within their first week of training? Yes  No  Comment: |

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| **Assessor comments (RACP use only)** |
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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** | | | | | |
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| **Assessor comments on previous report recommendations (if applicable)** | | | | | |
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| **Overall recommendations (note: the accreditation subcommittee is responsible for the final decision)** | | | | | |
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| **Action/s required** | | | | **To be actioned by** | |
|  | | | | **/       /** | |
| **RACP assessor one** | |  | | | |
| **RACP assessor two** | |  | | | |
| **Date of report completed** | | **/       /** | | | |