**BASIC PAEDIATRIC 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 |  | Fax number |  |
| Director of Paediatrics Education (DPE) | |  | |
| Director of Medical Services (DMS) or equivalent | |  | |
| Associated Network (if applicable) | |  | |
| Network Director of Physician Education (NDPE) (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 |  | Secondment Hospital |  |
| Other reason: | |  | |
| 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** | | | |
| **Unit** | **Number of clinics** | **Average number of inpatients** | **Number of Staff** |
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| Total number of neonatal beds | | |  |
| Total number of paediatrics beds | | |  |
| Average number of admissions per annum | | |  |
| Average number of paediatrics admission per annum | | |  |
| Average number of paediatrics outpatient clinics attended by Trainees per month | | |  |
| Average number of paediatrics outpatients seen by Trainees per month | | |  |
| Number of RACP Basic Trainee positions at this site | | |  |
| Number of RACP Advanced Paediatrics Trainees currently at the site | | |  |

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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 Paediatrics Education (DPE) appointed in a* ***tertiary/level 3*** *training site, with time protected for the role.*     2. *For every 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) who may act as an Education Supervisor for the term.*     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, cases must be discussed via telephone, if not in person.*     5. *Trainees have onsite supervision and after hours consultant access.*     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 so that they have access to training.*     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.*     11. *For accreditation as a* ***tertiary/level 3*** *training site, Advanced Trainees must be present.* | | | | | |
| Please list training workshops available to Education Supervisors: | | | | | |
| Please list ***primary*** staff in the following supervisory roles *(****NB****: “Please see attached” is not acceptable)* | | | | | |
| **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)? Yes  No  If no, please detail: | | | | | |
| 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 out of 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 ten medical subspecialty departments with terms available for Basic Paediatric trainees.* * *Facilities to host the Clinical Examination,* * *A Paediatrics Intensive Care Unit and High Dependency Unit,* * *Access to comprehensive diagnostic laboratory and imaging facilities,* * *For accreditation as a* ***Level 2 Training*** *site, refer to the relevant criteria.*   + 1. *For accreditation to provide medical subspecialty terms there must be a well-established department for the specialty with accredited subspecialties. Services must include acute, longitudinal/ongoing and ambulatory/outpatient care.*     2. *Sites providing terms in General Paediatrics or medical subspecialties must have facilities for ambulatory/outpatient care.*     3. *Training sites accredited for advanced training by the ATC in Community Child Health or the ATC in General Paediatrics will be recognised as suitable for basic training provided supervision and experience is at basic training level.*     4. *For accreditation to provide terms in Neonatology there must be a Neonatal Intensive Care Unit with associated neonatal surgery services onsite or at an affiliated site.* * *Training sites with a NICU accredited for advanced training by the ATC in Neonatal Perinatal Medicine will be recognised as suitable for basic training provided supervision and experience is at basic training level.*   + 1. *For accreditation to provide 6 month terms allowing Trainees to meet the mandatory Psychosocial and Developmental requirements there must be clinic(s) that would allow exposure to patient care in one of the following areas:* * *Developmental/Behavioural Paediatrics* * *Community Paediatrics* * *Disability/Rehabilitation Paediatrics* * *Child Protection or Child and Adolescent Mental Health.*   + 1. *Trainees have access to a designated workspace with standard administration facilities, including IT access, which are located within the department.*     2. *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** | |
| Neonatal Surgery Service |  | |  | |
| Paediatrics Emergency Department |  | |  | |
| Paediatrics Intensive Care Unit |  | |  | |
| Paediatrics High Dependency Unit |  | |  | |
| Radiology (general and ultrasound) |  | |  | |
| MRI |  | |  | |
| Pathology |  | |  | |
| Please detail Ambulatory/Outpatient Care facilities: | | | | |
| **Clinic** | **Onsite access** | **Offsite access** | **Clinic duration** | **Clinic frequency** |
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| **Please specify which of the following Paediatric Subspecialty departments are available to Basic Trainees at this hospital:** | **Please indicate the services included** | | | |
| **Subspecialty** | **# of Basic Training positions** | **Acute** | **Ongoing** | **Outpatient clinic** |
| Cardiology |  |  |  |  |
| Endocrinology |  |  |  |  |
| Gastroenterology |  |  |  |  |
| Haematology |  |  |  |  |
| Infectious Diseases |  |  |  |  |
| Medical Oncology |  |  |  |  |
| Nephrology |  |  |  |  |
| Neurology |  |  |  |  |
| Palliative Medicine |  |  |  |  |
| Respiratory |  |  |  |  |
| Rheumatology |  |  |  |  |
| Rehabilitation Medicine |  |  |  |  |
| Other |  |  |  |  |
|  | | | **Yes** | **No** |
| Is there a Neonatal Intensive Care Unit? | | |  |  |
| Is the site accredited for Advanced Training by the ATC in:   * Neonatal Perinatal Medicine? * Community Child Health? * General Paediatrics? | | |  |  |
| Is there a clinic that provides exposure to patient care in:   * Developmental/Behaviour Paediatrics? * Community Paediatrics? * Disability/Rehabilitation Paediatrics? * Child Protection? * Child and Adolescent Mental Health? | | |  |  |
| 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? | | |  |  |
|  | | | **Yes** | **No** |
| Do Trainees have access to:   * Desk or study space? * Computer and internet facilities? * 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 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. *Trainees completing General Paediatrics terms should attend (on average) a minimum of one ambulatory/outpatient clinic for at least one session per week.*     2. *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 Paediatrics & Child Health (available from RACP website).*     3. *Medical subspecialty terms for Trainees must be in departments with dedicated services for children. Trainees completing these terms should attend (on average) at least one ambulatory/outpatient clinic per week.*     4. *Formal consultant/senior registrar/fellow-led clinical handover following night duty must occur 7 days of the week and involves units receiving patients overnight.*     5. *Trainees are exposed to an environment that fosters and supports quality assurance meetings where possible.*     6. *All Trainees must complete Life Support training, Advanced Paediatric Life Support (APLS), Paediatric Life Support (PLS) or similar. The site must provide in-house training or access to external training.*     7. *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 |
| Clinical handovers are led by: Consultant  Senior registrar  Fellow |
| How often do formal 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 Paediatric 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 “parent or tertiary” site must have an established undergraduate and postgraduate teaching program as well as having demonstrated significant activity in clinical and basic research on the basis of grants and published papers.*     4. *A minimum of 3 hours of formal teaching per week (this may include video/teleconferencing).*     5. *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.*     6. *Trainees must complete the requirements of the PREP program.*     7. *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.*     8. *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.* |

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| Please list the educational activities available to Trainees: | | | | | | | | |
| **Educational activity** | **Frequency** | | **Duration** | | **General** | | **Paediatrics** | |
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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.)? | | | | | | | | |
| 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** | | |
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| **RACP assessor one** |  |
| **RACP assessor two** |  |
| **Date of report completed** | **/       /** |