

Accreditation of training settings policy

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Contact Officer:	Executive Officer, Site Accreditation
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1. Overview

- 1.1. This policy defines the aims, principles, criteria and process for the accreditation of training settings for Trainees enrolled in education programs provided by the RACP.

2. Background and Aims

- 2.1. The accreditation of training settings is Trainee centred in its aims and principles.
- 2.2. Accreditation of training settings supports the provision of quality training environments with an appropriate balance between teaching and learning and service provision.
- 2.3. Accreditation of training settings is undertaken in recognition of community expectations of a fully trained (and competent) professional physician.
- 2.4. Processes for the accreditation of training settings must be transparent, reliable, valid and flexible.
- 2.5. The term “settings” refers to sites, facilities, individual posts, networks and consortia. A single training position may involve learning and service provision at a number of facilities. A single facility may be accredited for a number of positions, or a group of facilities may form a network or consortium to provide training to one or more trainees on rotation. Hereafter, “settings” will refer to the full range of training environments. Accreditation of training settings ensures that the training needs of individual Trainees are being met in each case.

3. The Policy

- 3.1. Training settings must be accredited by the relevant accrediting group of the RACP in Australian and New Zealand: for Basic Training in the Divisions these are accredited by the standing Accreditation Subcommittees of the Adult Medicine Division Education Committee (AMDEC) and the Paediatric & Child Health Division Education Committee (PDEC); for



Advanced Training in the Divisions and Chapters these are accredited by Committees that oversee training (SAC/STC/JSAC/Education Committees) and for the

- 3.2. Faculties these may be accredited by their respective Education Committees or Accreditation Committees. Hereafter these committees are referred to as “accrediting groups”.
- 3.3. Accrediting groups may accredit a range of training settings including networks but must specify the scope of accreditation at the time of each accreditation assessment.
- 3.4. All accreditation decisions will be based on criteria. Each accrediting group will have a set of accreditation criteria that are publicly available.
- 3.5. Criteria for accreditation of training settings will be consistent with the Standards for Accreditation of Training Settings. Criteria will consist of minimum requirements and indicators for assessment aligned with the RACP standards.
- 3.6. The criteria documents of each accrediting group must be ratified by the CEC before implementation.
- 3.7. The criteria and current list of accredited settings for each accrediting group in the College will be publicly available via the RACP website.
- 3.8. Training settings will be accredited for fixed terms.
- 3.9. An accrediting group may accredit training settings based on the recommendations and information from accreditation assessments undertaken by external organisations including specialty societies and other Colleges. However, the external organisation must agree to be consistent with practices as set out in this policy. Any fees must be fully quoted and agreed to before the assessment takes place.
- 3.10. RACP accrediting groups may recognise accreditation by other organisations as evidence of criteria being met, as long as this recognition is set out in the RACP accrediting group’s criteria for accreditation.

4. Procedures, forms and supporting documentation

- 4.1. Training settings will be initially assessed for accreditation by a Survey Form addressing the accreditation criteria. An interview with Supervisors and Trainees, which can be a teleconference or a visit to the setting, may be undertaken to provide further information for assessment. All accreditation assessments must include Trainee feedback.
- 4.2. Where accreditation assessment is by site visit, site visitors must be Fellows of the RACP. Fellows acting as site visitors will not be remunerated but will have travel expenses reimbursed. All travel for site visits will adhere to the RACP Travel Guidelines & Policy.
- 4.3. Where possible, accrediting groups should undertake joint site visits if the same facility is to be accredited by more than one accrediting group.
- 4.4. If a site visit is undertaken outside of Australia and New Zealand, this will be done on a cost recovery basis. The service/facility to be accredited will be required to pay full costs associated with the visit.



- 4.5.** New training settings that are yet to recruit a Trainee will be assessed for provisional accreditation based on assessment which does not include Trainee feedback. Once notified of provisional accreditation the training setting may employ a Trainee. Within a specified timeframe the training setting should be reassessed including Trainee feedback.
- 4.6.** If the setting is found not to meet criteria following this reassessment, the Trainee will not be disadvantaged however the Trainee's subsequent terms will not be accredited as core training unless they are in an accredited setting.
- 4.7.** Where an accreditation assessment finds a training setting has not met the criteria, the training setting may be granted conditional accreditation and given a specified timeframe to provide a progress report outlining steps being taken to meet the criteria. If a report is not provided within this timeframe accreditation will be withdrawn. If the report shows satisfactory progress, conditional accreditation will be extended until an accreditation assessment is made. If the report does not show satisfactory progress accreditation will be withdrawn and the training setting must take steps to meet criteria before reapplying for accreditation.
- 4.8.** Accrediting groups may provide specific recommendations to assist a setting to meet criteria. The accrediting group may also support training settings where negotiation with relevant health jurisdictions is required to ensure training settings meet criteria.
- 4.9.** Accreditation of a training setting may be reassessed if the accrediting group learns of changes affecting the setting's ability to meet criteria.
- 4.10.** When accreditation criteria are changed or updated, current accreditation status of training settings will stand. All settings will be notified of the change. Training settings will be assessed against the new criteria when the setting is due for reassessment.
- 4.11.** All Fellows and others involved in accreditation assessments must be free of possible conflicts of interest.
- 4.12.** All training setting accreditation decisions will be recorded on the College Administration System (CAS). Lists of accredited training settings will be publicly available on the RACP website. The RACP will not keep records of training settings accredited by other Colleges, even where joint programs are offered.
- 4.13.** Appeals to accreditation decisions will be in accordance with the College Appeal process (refer College Appeals Policy).