# RACP2016_CMYK_withtag_OL The Royal Australasian College of Physicians

# Advanced Training Committee (ATC) in Adolescent and Young Adult Medicine

**Accreditation Survey for Adolescent and Young Adult Medicine Advanced Training Sites – Core A and Core B Training**

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| **General Information** | | | |
| **Site** |  | | |
| **Site Address** |  | | |
| **Training alliance/ Area Health Service (Network)** |  | | |
| **Department** *(If more than one Department, please list numerically)* |  | | |
| **What is the current site accreditation level?**  *Please specify number of months the site is currently accredited for* | Core A  AND        Core B  Not applicable | | |
| **What is the site accreditation level being applied for?**  *Please specify number of months being applied for* | Core A  AND        Core B | | |
| **What is the position title for the training position being applied for?**  *(If more than one position please list numerically)* | Core A positions:    Core B positions: | | |
| **Will trainees be rotating to other sites?**  *If yes, please specify names of sites.* |  | | |
| **What division is being applied for?** | Adult Medicine  Paediatrics & Child Health  Both | | |
| **Head of Unit** |  | | |
| **Site Contact** |  | | |
| **Site Address** |  | | |
| **Contact Telephone** |  | **Contact Fax** |  |
| **Contact Email** |  | | |
| Please list supporting documents attached: | | | |
| Number of Advanced Trainees (full time equivalent): | | | |
| Name(s) of current Advanced Trainee(s): | | | |

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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. *The primary supervisor for Advanced Trainees will be a practicing physician in the area of adolescent and/or young adult medicine, and a Fellow of the RACP (or equivalent).*     2. *A secondary supervisor must be available for Advanced Trainees. The secondary supervisor will be a Fellow of the RACP (or equivalent).*     3. *Each trainee must have a minimum of two supervisors during each training term.*     4. *There should be no more than 2.0 FTE trainees per 1.0 FTE supervisor(s).*   ***1.2.1*** *The physician nominated as a primary supervisor must work directly with the Advanced Trainee and be present to observe direct patient care.*  ***1.2.2*** *Trainees meet with their supervisor(s) formally at approximately three months intervals a minimum of four times a year.*  ***1.3.1*** *Supervisors will have attended an RACP supervisor workshop within the last 5 years, or intend to attend within 6 months of commencing as a supervisor.*  ***1.3.2*** *Supervisors must be familiar with the requirements of the Adolescent and Young Adult Medicine Advanced Training Program and Curriculum.*  ***1.4.1*** *Supervisors have protected non-clinical administration time, part of which can be allocated to supervision of trainees and informal meetings with trainees on a minimum weekly basis.*  ***1.4.2*** *Supervisors have protected time to support the trainee to complete requirements including PREP formative assessments.* |

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| Number of trainees |  | | | | |
| Consultants on site to act in supervisory capacity | | | FRACP | | FTE |
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| How often do trainees meet formally with their supervisors? | | | | |  |
| Are supervisors available in the same physical location as trainees?  Yes  No  Comment: | | | | | |
| Are supervisors available by phone when not on-site?  Yes  No  Comment: | | | | | |
| Do consultants have a proportion of paid non-clinical administration time to supervise trainees?  Yes  No  Comment: | | | | | |
| What is the amount of dedicated time? | |  | | | |
| How often do supervisors meet with trainees in person? | | | |  | |
| Has each supervisor attended a RACP supervisor workshop with the last 5 years? | | | | Yes  No | |

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| **Surveyor Comments (RACP use only)** | |
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| Standard 1.1, 1.2, 1.3, 1.4 Achieved? Yes  Needs improvement | |
| Action required | To be actioned by (date) |
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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 There are facilities and equipment to support educational activities, such as study areas and tutorial rooms****.* | |
| ***MINIMUM REQUIREMENTS*** | |
| * + 1. *There is administrative support for the service so that trainee’s clinical workload is not diminished by time spent on clerical work.*     2. *Trainees are provided with the following:* * *A dedicated workstation or office* * *A work e-mail address* * *A dedicated telephone* * *Appropriate software for clinical purposes* * *Access to printing, fax and photocopying facilities* * *Internet access to common information databases*   ***2.2.1*** *If trainees cannot physically attend formal education sessions, there must be facilities such as videoconferencing that allow them to access these.*  ***2.2.2*** *Trainees must have access to the RACP Advanced Training Portal using facilities provided by the workplace.*  ***2.2.3*** *Trainees will have access to resources supporting remote electronic learning if required to work away from the primary training site.* | |
| Is administrative support provided for trainees? Yes  No  Please detail: | |
| Are trainees provided with the following:  A dedicated workstation or office Yes  No  A dedicated telephone Yes  No  Appropriate software for clinical purposes Yes  No  Access to printing, fax and photocopying facilities Yes  No  Internet access to common information databases Yes  No | |
| Please detail trainee access to the following:  Study/tutorial rooms  Teaching aides (including distance education facilities) | |
| Do trainees have access to the Advanced Training Portal? Yes  No  Do trainees have access to remote electronic learning if away from the primary site?  Yes  No  Please detail: | |
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| **Surveyor Comments (RACP use only)** | |
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| Standard 2.1, 2.2 Achieved? Yes  Needs improvement | |
| Action required | To be actioned by (date) |
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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*** |
| * + 1. *The trainee’s workload must encompass some or all of the range of patient contacts required for the Advanced Trainee, including:* * *Ambulatory care/outpatient clinics* * *Involvement in a multi-disciplinary adolescent and young adult medicine team* * *Continuity of care across 12 months*   + 1. *The trainee must see predominantly adolescent and/or young adult patients.*     2. *The trainee must see a range of adolescent and young adult cases and conditions.*     3. *The trainee must be provided with leadership and advocacy opportunities to learn how to advocate on behalf of adolescents and young adults as well as to build the knowledge and confidence needed to be a leader in adolescent and young adult medicine.* |

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| **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: Position Title** | | | | |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| AM |  |  |  |  |
| PM |  |  |  |  |
| **Trainee #2: Position Title** | | | | |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| AM |  |  |  |  |
| PM |  |  |  |  |
| **Trainee #3: Position Title** | | | | |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| AM |  |  |  |  |
| PM |  |  |  |  |
| Further comments on above activities: | | | | |

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| **Surveyor Comments (RACP use only)** | |
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| Standard 3.1 Achieved? Yes  Needs improvement | |
| Action required | To be actioned by (date) |
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| **RACP STANDARD** | |
| * 1. ***Trainees participate in quality and safety activities.*** | |
| ***MINIMUM REQUIREMENTS*** | |
| ***3.2.1*** *The site involves the Advanced Trainee in quality assurance activities.* | |
| Please detail trainees involvement in morbidity/mortality audits, intake meetings, quality assurance/audit evaluations of clinical management of common conditions. Include frequency of these meetings. | |
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| **Surveyor Comments (RACP use only)** | |
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| Standard 3.2 Achieved? Yes  Needs improvement | |
| Action required | To be actioned by (date) |
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| **RACP STANDARD** | |
| * 1. ***There is the capacity for project work (including research) and ongoing training.*** | |
| ***MINIMUM REQUIREMENTS*** | |
| ***3.3.1*** *The site should have an active clinical or basic research program to which the Advanced Trainee can contribute in sufficient degree to obtain experience in research methodology. Alternatively, access to such research opportunities should be available.* | |
| Does the site have an active clinical or basic research program?  Please detail: | |
| Does the trainee have the opportunity for research in adolescent and young adult medicine?  Yes  No  Please detail opportunities: | |
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| **Surveyor Comments (RACP use only)** | |
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| Standard 3.3 Achieved? Yes  Needs improvement | |
| Action required | To be actioned by (date) |
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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* |
| ***4.1.1*** *Trainees have access to regular adolescent and young adult medicine educational activities on site or an opportunity to attend at an affiliated site.*  ***4.1.2*** *The site must provide Advanced Trainees the opportunity to discuss and teach in an academic context (for example with junior colleagues and undergraduate students)****.***  ***4.1.3*** *The site must provide Advanced Trainees the opportunity to participate in regular multidisciplinary meetings and discussions (for example with nursing staff and allied health staff).*  ***4.2.1*** *Trainees must be given the opportunity to attend external education events relevant to the practice of adolescent and young adult medicine as per the appropriate award entitlements for study leave.*  ***4.3.1*** *Trainees have access to a medical library and e-library suited to Advanced Training in Adolescent and Young Adult Medicine.* |

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| Does the Advanced Trainee(s) have opportunities for teaching junior colleagues in an academic context?  Yes  No  If yes, please provide details: |
| Does the Advanced Trainee(s) participate in multidisciplinary meetings and discussions with nursing and allied health staff?  Yes  No  If yes, please provide details: |
| Are trainees able to attend a scientific meeting of educational value in each year of their training?  Yes  No  Comment:  If yes, please detail how your department supports this |
| Does the Advanced Trainee(s) have access to external education activities relevant to adolescent and young adult medicine?  Yes  No  If yes, please provide details: |
| Is it possible to access a library or journals online? Yes  No  Please detail: |
| Are there computer retrieval and search facilities available to trainees? Yes  No  Please detail: |

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| **Surveyor Comments (RACP use only)** | |
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| Standard 4.1, 4.2, 4.3 Achieved? Yes  Needs improvement | |
| Action required | To be actioned by (date) |
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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* |
| ***5.1.1*** *Trainees are aware if and have access to occupational health and safety resources, including a policy appropriate to the activities and environment of its service.*  ***5.1.2*** *All workplace policies and procedures required by Federal and State legislation are in place.*  ***5.2.1*** *Supervisors or designees provide an orientation/induction into training at the setting to new trainees commencing in the first week of training.* |
| Please list policies dealing with trainee safety and wellbeing: |
| Are there processes in place to manage trainees with training-related grievances or trainees in difficulty? |
| Do trainees receive an orientation/induction that commences within their first week of training?  Yes  No  Comments: |

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| **Surveyor Comments (RACP use only)** | |
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| Standard 5.1, 5.2 Achieved? Yes  Needs improvement | |
| Action required | To be actioned by (date) |
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Are there any other factors which should be taken into account when assessing this application for accreditation?

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# Head of Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_

Thank you for completing this survey.

Please return this completed and signed form to the Adolescent and Young Adult Medicine Education Officer via email [AdolescentMed@racp.edu.au](mailto:AdolescentMed@racp.edu.au)

**Please note whilst the accreditation assessors may make an overall accreditation recommendation, the Advanced Training Committee in Adolescent and Young Adult Medicine will determine the final accreditation decision.**