



The Royal Australasian College of Physicians Training Committee in Addiction Medicine

Criteria for Accreditation of Training Sites

Background

Training in addiction medicine is supervised by the Training Committee (TC) in Addiction Medicine. Training is undertaken prospectively under guidance of supervisors who provide formative and summative assessments of the trainee's program content and performance. In order to facilitate approval of training positions submitted by trainees each year, the TC will accredit the training sites and then periodically review the accreditation of sites, in order to ensure that they are of acceptable quality.

Purpose of Accreditation of Sites

1. To facilitate approval of training programs
2. To determine:
 - i. the appropriateness of supervision for advanced training;
 - ii. the sufficiency of clinical experience;
 - iii. opportunities for continuing education and research during advanced training;
 - iv. the suitability of infrastructure for advanced training;
 - v. recommendations for improving training at the sites.
3. To assist trainees to select the site suitable to their current training needs.

General Guidelines

1. Positions accredited for advanced training in addiction medicine will have demonstrated to the TC that they have suitable staff, work and case load facilities to permit advanced training.
2. Documentation for each criterion will be required in order to obtain accreditation.
3. The position should preferably be affiliated with a university teaching hospital.
4. In general a registrar position must be able to provide at least 12 months of training in order to be accredited.
5. Accredited positions must notify the TC of any substantial change of circumstances which might impair their ability to meet the minimum criteria for accreditation, within the month after the change in circumstances.
6. Visits could lead to recommendations for improving training at the site.
7. Sites will be visited at least once every 5 years.
8. Site visits usually include opportunities to discuss the training experience with trainees who may already be working at the proposed site.

Accreditation Criteria

The following criteria will be considered in accreditation of a training position.

Criterion 1

The site will have adequate staff to provide supervision of advanced training.

- 1.1 A fellow of the AChAM, is available to act as supervisor/co-supervisor
- 1.2 Trainees can have one or more supervisors, whose appointments combine to make a full time appointment.
- 1.3 The Fellow of the AChAM nominated as supervisor must work directly with the advanced trainee and be present to observe direct patient care.
- 1.4 Supervisors are trained in the supervision of advanced trainees in addiction medicine. Supervisors must attend Supervisor Workshops to become accredited supervisors. Information regarding Supervisor Workshops can be found [here](#).
- 1.5 Please specify whether individual supervision of the trainee occurs or whether group supervision occurs (or both).

Criterion 2

Formal training is available in addiction medicine.

- 2.1 The site provides formal training which may include some or all of the following: a lecture program, journal club, grand rounds, seminars, case presentations, conferences, research meetings.
- 2.2 The site encourages and provides the opportunity for trainees to teach junior colleagues, undergraduates and other health professions and to be involved in quality assurance activities.
- 2.3 The site provides the opportunity for advanced trainees to attend scientific meetings and encourage trainees to attend other educational activities within the state or country.
- 2.4 The site provides opportunities for the advanced trainee to obtain experience in research methodology and develop research interests either onsite or through affiliation with appropriate research institutions.

Criterion 3

There are adequate resources for advanced trainees.

- 3.1 Trainees have access to a medical library with current and relevant texts, journals, computer retrieval and search facilities.
- 3.2 As a guide, it is expected that 4 hours per week be set aside for trainees to conduct research/independent learning.
- 3.3 Trainees have the opportunity to participate in Quality Improvement programs.
- 3.4 Mechanisms exist to respond to conflict between educational aspirations of the training organisation and the administrative and industrial requirements of the employing authority.
- 3.5 Trainees are provided with guidance about how to seek support to attend local, national and international scientific meetings and to submit abstracts to such meetings.

- 3.6 Mechanisms exist to respond to conflict between the educational needs of the training organisation and of the trainee and the administrative and clinical service requirements of the employing authority.

Criterion 4

Advanced Trainees must have adequate clinical exposure.

- 4.1 Exposure to a broad range of cases varying in the degree of complexity
- 4.2 A broad range of substance problems are addressed in a clinical context.
- 4.3 A minimum of 15 patients per week are seen, two patients of which are new patients.
- 4.4 Trainees have the opportunity to manage long-term patient. NB* Long term patients refer to patients who return for *at least* 1 -2 follow-up consultations after primary assessment.
- 4.5 Trainees have the opportunity to write medico-legal reports.
- 4.6 Please state frequency of trainees being on-call
- 4.7a Are Trainees rotated to other settings during their appointment? If yes, please list the sites and the duration of the rotation and describe the nature of clinical work there.
- 4.7b What type of training support is provided at the seconded site?
- 4.7c Is there a supervisor at the secondment site for training in Addiction Medicine? If so, please state the name of the supervisor.

Criterion 5

Trainees are provided with access to other medical services such as: Public Health, Adolescent Medicine, Gastroenterology etc.

- 5.1 The Addiction Medicine Training Site has access to other medical services
- 5.2 The medical services (mentioned in 5.1) should be headed by qualified specialists.
- 5.3 The medical services (mentioned in 5.1) should be accredited for training in their own specialty.
- 5.4 What opportunities does the site provide with regard to exposure to Public Health Medicine as it relates to Addiction Medicine?

Reporting Process

Departments will need to complete and return a survey report to the TC for initial consideration of accreditation. The survey report is considered by the TC and the accreditation decision conveyed to the sites as soon as possible.

Once provisional accreditation has been granted to a site, the TC will arrange with the site for a visit. Upon completion of the site visit, the TC will send a Site Accreditation Report to the training site.

Accreditation

Sites will be assessed according to the criteria described and may be assigned variable levels of accreditation. Sites will be scheduled to be reviewed again in 1 to 5 years time.

Accreditation of Overseas Advanced Training Sites

Training obtained overseas is acceptable, provided the proposed training site meets the accreditation criteria. Overseas training sites will be assessed and approved based on information provided by the trainee's supervisor/Head of Department in the form of a letter and completion of survey forms. The supervisor will also receive the *Chapter of Addiction Medicine Training Manual*, which includes the requirements of training in Addiction Medicine for information. If a local supervisor has recent knowledge of the facilities provided by an overseas training site, this will also be considered in the accreditation process. A site visit will not be considered.

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