



**RACP**  
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EDUCATE ADVOCATE INNOVATE

# Initial Accreditation Process

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Pursuing Training Excellence



## Purpose

The document outlines the RACP's process for the Initial Accreditation of a Training Provider and/or Basic Training Program. This process provides transparency for all relevant parties throughout the process.

## Applicability

The process applies to Training Providers requesting to be accredited under the [RACP Training Provider Standards](#) and [Basic Training Program Accreditation Requirements](#) for the first time. Health services must apply to be accredited if they wish to provide RACP training programs.

The RACP assess Training Providers and Basic Training Programs to determine if they provide:

- appropriate learning environments
- effective system of governance and leadership for physician training
- necessary support to trainees and educators so they can succeed
- training that aligns with the learning objectives of the Basic Training Program Curricula

## Relevant Materials

This document should be read in conjunction with:

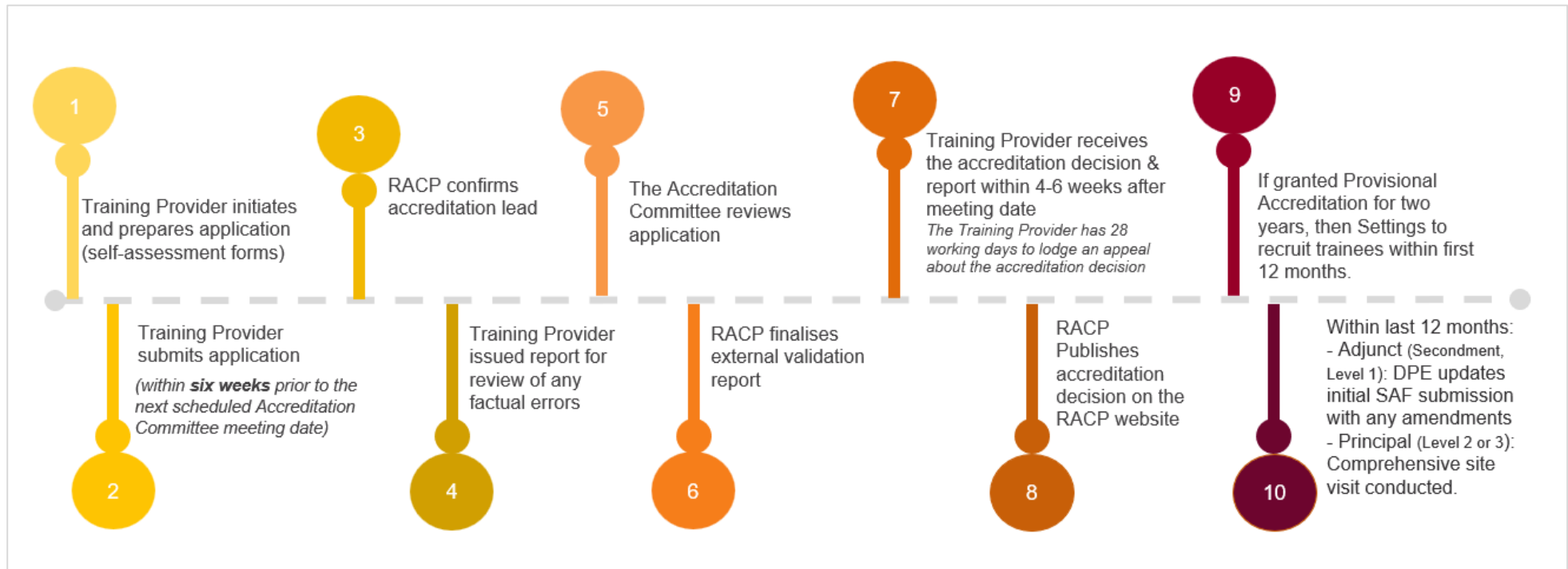
- [Training Provider Standards](#)
- [Accreditation of a Training Provider](#)
- [Adult Internal Medicine Basic Training Accreditation Requirements](#)
- [Paediatrics & Child Health Basic Training Accreditation Requirements](#)

## Principles

The RACP will:

- be guided by procedural fairness
- provide advice in line with this process

## Initial Accreditation – Timeline



## Initial Accreditation – Submission Timeframes

The Accreditation Committee meets four times per year, usually within the months of February, May, August, and November. Any new applications must be submitted to Training Accreditation Services **within six weeks before** the next Committee meeting date. The accreditation decision is then issued to the Setting within 4-6 weeks from the meeting date. Once a Setting receives their accreditation decision, trainee recruitment may commence.

Please contact Training Accreditation Services for exact Committee meeting dates prior to submission or for any other queries in relation to this document, by email at [accreditation@racp.edu.au](mailto:accreditation@racp.edu.au) (AUS) or [accreditation@racp.org.nz](mailto:accreditation@racp.org.nz) (NZ)

## Initial Accreditation – Following previous Lapse or Withdrawn Accreditation

If a Training Providers and/or Basic Training Programs accreditation lapses or is withdrawn, they may reapply for accreditation under the Initial Accreditation Process. Please note the following options:

- If the Training Provider is within the current 4-year accreditation cycle, then the previously submitted Self-Assessment Forms may be re-submitted with any updates since the last accreditation review by email to Training Accreditation Services;
- If the Training Provider is outside of the 4-year accreditation cycle or the Accreditation Standards have changed since the date of the last review, then new Self Assessment Forms, by way of an Initial Accreditation Application, must be completed and submitted by email to Training Accreditation Services.

## Initial Accreditation Process

### 1. Initiate and prepare self-assessment form

1.1 A Training Provider wishing to apply for first time accreditation, is encouraged to read all relevant documents and e-modules on the [RACP website](#) before completing a [Self-Assessment Form](#). There are different forms based on the training program delivered and the Training Provider must ensure that the appropriate form is completed when applying for first time accreditation. The Training Provider can contact the RACP for guidance when completing the [Self-Assessment Form](#).

1.2 A Training Provider must complete a [Self-Assessment Form](#) by:

1.2.1 providing an overview of the Training Network (if applicable), Setting and/or Training Program in PART A of the form.

1.2.2 preparing a written response to describe compliance with each criterion and requirement, rating its performance, and providing supporting documentation to substantiate the response in PART B of the form.

### 2. Submit application

2.1 A Training Provider submits a new application for the accreditation of a Training Provider and/ or Basic Training Program to Training Accreditation Services at [accreditation@racp.edu.au](mailto:accreditation@racp.edu.au) (Australia) or [accreditation@racp.org.nz](mailto:accreditation@racp.org.nz) (Aotearoa New Zealand) in accordance with the recommended submission timeframe:

2.1.1 The Accreditation Committee meet four times per year often in the months of February, May, August, and November. New applications must be submitted at a minimum of 6 weeks prior to the next Committee meeting date. Please contact Training Accreditation Services for exact meeting dates and submission timeframes.

### 3. RACP confirm the accreditation lead

3.1 Once the Self-Assessment Report and supporting documentation is received, the RACP reviews it for completeness. If there is incomplete or missing information, it is returned to the Training Provider to provide further information.

3.2 Once all documents are finalised, the RACP sends the Self-Assessment Report and supporting documentation to an accreditation lead to undertake an assessment of the Training Provider.

3.3 The accreditation lead reviews the Self-Assessment Report and supporting documentation and provides an accreditation recommendation to the Accreditation Committee at the next scheduled meeting.

#### **4. Factual verification**

4.1 Prior to the next scheduled Accreditation Committee meeting, the RACP issue Part B of the External Assessment Report to the Training Provider for factual checking and verification purposes. This is an opportunity to rectify any factual errors and where appropriate, discuss the preliminary findings.

#### **5. Committee meeting**

5.1 The Accreditation Committee reviews the External Assessment Report including any supporting documentation and the accreditation leads recommendation at the next scheduled meeting. The accreditation lead (if available) provides a verbal update at the Committee meeting.

5.2 The Accreditation Committee determine an accreditation decision for the Training Provider and its Basic Training Program/s from the following options:

##### **5.2.1 Accredited provisionally:**

- when first time accredited (or unaccredited for a period)
- compliant with Standards
- may potentially have one or more recommendations

##### **5.2.2 Accredited provisionally with condition:**

- when first time accredited (or unaccredited for a period)
- substantially compliant with Standards
- one or more conditions
- may potentially have one or more recommendations

##### **5.2.3 Accreditation not achieved:**

- when first time accredited (or unaccredited for a period)
- not sufficiently compliant with Standards.

5.3 The accreditation period and next review is determined by the Training Program level classification:

5.3.1 For Adjunct (Secondment or Level 1 Training Program), the accreditation period is granted for two years. The Setting has the first 12 months of this period to obtain and confirm trainee recruitment with the RACP. If trainee recruitment is confirmed in this time, then the further 12 months of accreditation continues. Following the conclusion of the two-year period, the initial Self-Assessment Forms are then returned to the Setting for any additional updates and then signed and confirmed by the Director of Physician/Paediatric Education. The Accreditation Committee will then review any updated documents at the next scheduled meeting and determine if the Setting may be granted accreditation for a 4 year accreditation cycle.

5.3.2 For Principal (Level 2 or Level 3 Training Program), the accreditation period is granted for two years. The Setting has the first 12 months of this period to obtain and confirm trainee recruitment with the RACP. If trainee recruitment is confirmed in this time, then the further 12 months of accreditation continues and a comprehensive physical site visit is scheduled to take place within the last 12 months of this period. The Accreditation Committee will then review the findings from the comprehensive review at the next scheduled meeting and determine if the Setting may be granted accreditation for a 4 year accreditation cycle.

## **6. Finalise external validation report**

6.1 The RACP records the Accreditation Committee's decision and prepares the External Validation Report.

6.2 The External Validation Report and notification letter is reviewed by the Chair of the respective Accreditation Committee for accuracy and confirmation. If any inconsistencies are identified, the RACP makes amendments before the report is finalised.

6.3 The finalised report and notification letter is released to the Training Provider within six weeks of the Committee meeting date.

## **7. Review accreditation report**

7.1 The Training Provider receives the External Validation Report and notification letter outlining the accreditation decision.

7.2 The Training Provider reviews the findings and if required, commences actions provided by the RACP.

7.3 The Training Provider has 28 working days to lodge an appeal about the accreditation decision with the RACP via the [Reconsideration, Review and Appeals Policy](#).

## **8. Publication of accreditation decision**

8.1 The RACP publishes the Training Provider's accreditation decision on the RACP website.

## **Trainee Recruitment**

If the Setting does not recruit trainees within 12 months from the date of the accreditation notification letter being issued to the Setting, then the accreditation status for both Principal (Level 2 and Level 3) and Adjunct (Secondment and Level 1) Training Programs of Provisional Accreditation will lapse.