

2.7 Accreditation of Hospitals/Training Positions

2.7.1 Accreditation of Training Positions

The College accredits training positions and has done so from at least the early 1980s. The College accredits training positions rather than institutions to ensure that each position provides adequate and sufficient clinical exposure to enable trainees to attain the curriculum standards.

2.7.2 Published Accreditation Requirements

The College publishes its accreditation requirements in the *Training Program Handbook* and these requirements, and an *Application for Accreditation of a Training Program* form, can be found on pages 60 to 71 of the 2006 version of the handbook. The *Training Program Handbook* is available in the public section of the College website www.dermcoll.asn.au

2.7.3 Accreditation Decisions Open to the Training Organisation

2.7.3.1 Accreditation of Training Positions

The College accredits training positions. The Head of the Dermatology Department is asked to complete a separate *Application for Accreditation of a Training Program* form for each trainee that is primarily based at the training institution (page 63, *2006 Training Program Handbook*).

2.7.3.2 Accreditation Decisions Open to the College

The accreditation decisions open to the College are:

- Full accreditation;
- Recommendation for provisional accreditation of a particular training position for a limited time – usually one year – with reinspection;
- Recommendation for disaccreditation of a particular training position (page 61, *2006 Training Program Handbook*).

The College Board is responsible for accreditation decisions.

2.7.3.3 Requirements for Accreditation

For a training program to be accredited the following minimum requirements must be met:

Clinical Dermatology

- A trainee must attend a minimum of four supervised general dermatology clinics each week. A general dermatology clinic is one where:

- There is no diagnostic restriction on the cases seen;
 - Patients with a variety of dermatological conditions are seen;
 - Both new and review patients are seen;
 - Patients are seen on a referral basis.
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- A trainee must carry out a full assessment of individual patients that attend a general clinic and present the patient to the supervisor of the clinic;
 - A trainee is expected to attend specialty clinics in institutions where these are conducted. At the discretion of the Board of Censors specialty clinics where dermatological conditions are seen may be counted towards the total number of accredited general clinics if a trainee carries out a full assessment of individual patients and presents them to the supervisor;
 - A trainee should gain experience managing inpatients with dermatological conditions. Institutions should ensure that all trainees have the opportunity to see, assess and be involved in the management of inpatients with dermatological conditions as there is only a small number of patients in this group;

Procedural Dermatology

- A trainee must attend at least one supervised dermatological surgery session per week. These sessions must be supervised by an appropriately experienced and qualified dermatologist who is a Fellow of the ACD. The supervisor must provide direct instructions on the surgical techniques being undertaken;

Dermatopathology/Mycology/Microbiology/Patch Testing/Immunology

- A trainee must attend at least one dermatopathology training session each week. This training must be conducted by an appropriately qualified dermatopathologist. Over the course of training a trainee should attend tutorials in dermatopathology, mycology, microbiology, patch testing and immunology that are conducted by an appropriately qualified person;

General Medicine and Surgery Relevant to Dermatology

- A trainee should, wherever possible, have time allowed to attend grand rounds, tutorials and seminars in general medicine and surgery relevant to dermatology;

Library Facilities

- The hospital library or Dermatology Department should have the following:

- All textbooks and major journals listed on the reading list in the current *Training Program Handbook*;
- General medical texts and other relevant journals.

Facilities in Department

- A computer terminal for accessing information and conducting literature searches
- All textbooks and major journals listed on the reading list in the current *Training Program Handbook*.

Teaching Program

- The institution should provide regular teaching sessions, tutorials and seminars independently of attendance at dermatological outpatient clinics, in the following areas:
 - Dermatological medicine;
 - Procedural dermatology;
 - Clinical pharmacology;
 - Dermatopathology and laboratory methods.

2.7.3.4 *Criteria Used to Determine the Length of Time a Trainee Can Work in a Position*

The length of time a trainee can spend in a training position may be restricted if the position does not provide the full range of training experiences required to attain the curriculum standards. For example, a position may offer specialist clinics in a particular area of dermatology and fewer than four general dermatology clinics. The inspectors determine the length of time a trainee can spend in this type of position when the positions are inspected.

2.7.3.5 *Accreditation Process – Positions in Australia*

The College inspects accredited training positions every 3 to 5 years. The varying time frame occurs because inspections are normally conducted in conjunction with other College events to reduce the travel time for inspectors and costs to the College.

The inspectors are members of the Board of Censors. A team of two to three inspectors is formed for each inspection. At least one of the inspectors is from a State other than the one being inspected. The inspection team visits each training site and:

- Ensures that the site has the facilities and equipment required to deliver training in line with the requirements of the curriculum;
- Interviews all trainees, the Head of Department and the Supervisor of Training at the site.

The inspectors then report verbally to the Board of Censors at their next meeting. They also prepare a written report which is distributed to the Board of Censors and to the College Board.

The College Board considers the accreditation report at their next meeting and makes an accreditation determination.

In cases where the Board determines that provisional accreditation or disaccreditation is appropriate, the Chief Censor will discuss the reasons for the Board's decision with the Head of Department, the State Director of Training and the State Faculty Chair with the aim of rectifying the issues that lead to the decision, and reinstating accreditation.

2.7.3.6 Accreditation Process – Overseas Positions

The process used to accredit overseas training positions is:

- Trainees who have worked in these positions are interviewed when the training positions in their state are inspected;
- The HOD and SOT overseeing the training position are interviewed in person if they attend the College ASM, or by telephone if they do not;
- An inspector will conduct an inspection if there are concerns about a position or if a member of the BOC will be in the country where there is a position, (for example, to attend a scientific meeting). The same accreditation criteria and process used to conduct inspections of Australian positions are used to conduct inspections of overseas positions, with the exception that only one member of the BOC conducts the inspection.

2.7.3.7 Annual Timetable

Late January/Early February

The Board of Censors:

- Determines the training positions due for accreditation inspections;
- Determines the members of the inspection team;
- Advises the College Board that the inspections will take place.

For inspections being conducted in June the College:

- Writes to the Heads of Departments of Dermatology in institutions which have training positions that will be inspected, to advise them of the date of the inspection. A copy of the *Application for Accreditation of a Training Program* form is sent with this letter (Attachment 23). The letter asks that the form be returned to the College one month before the inspection;

- Sends a copy of this letter to the Chair of the Faculty, the Director of Training and the Censors in the state where the training program is located;
- Writes to the hospital Superintendent/s or equivalent to advise them of the inspection, the names of the inspectors, and to invite them to meet with the inspectors;
- Writes to each trainee in the positions being inspected to advise them of the procedure for the inspection.

March

- The State Director of Training organizes a representative from the state health authority¹, or an observer who is not a member or Fellow of the College, to attend the accreditation inspections.
- The Censor in the state where inspections are being conducted liaises with the State Director of Training to organize a timetable for the inspection visits;
- The State Director of Training sends the timetable to the College.

April

- The College follows up Heads of Departments who have not returned their *Application for Accreditation of a Training Program* forms;
- The College sends copies of the completed *Application for Accreditation of a Training Program* forms to the inspectors, Chief Censor and State Director of Training. Inspectors are also sent copies of a checklist to be used during the inspection (one for each training position, Attachment 24);
- The College organizes a car and driver for the inspectors.

May

- The inspections are conducted;
- At the end of the inspection the inspection team meets with the State Director of Training and Chief Censor to gather more information;
- The inspectors report verbally to the Board of Censors.

June

- The College writes to the hospital Superintendent/s or their equivalent to thank them and to advise them that the inspection is completed;

¹ The College invited an officer of a local health jurisdiction to participate in an accreditation team for the first time in 2004. Dr Peter Barrett from the Department of Health in Western Australia participated in the accreditation inspections conducted in that state in 2004. The College amended its process for accreditation inspections after these inspections. The Director of Training in the state where the inspections are being conducted is required to invite an officer of the state health department, or an observer who is not a member or Fellow of the College, to participate in the inspections.

- The inspectors prepare a written report on all the programs inspected using a proforma (Attachment 25) and sends this to the Chief Censor;
 - The Chief Censor forwards the inspectors' report to the Honorary Secretary and Education Manager;
 - The College Board considers the inspectors' report at their next meeting and makes a determination;
 - The Honorary Secretary writes to the Head/s of Department, State Director of Training, Faculty Chair, Hospital Superintendent/s and the Board of Censors to advise them of the Board's determination. A copy of the full accreditation report is sent with each letter.
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- The planning and administrative procedures undertaken in February and March for inspections conducted in May are implemented for inspections conducted in August.

July

- The follow up and administrative procedures undertaken in April for inspections conducted in May, are implemented in July for inspections undertaken in August.

September

The post inspection administrative process which takes place in June for inspections conducted in May is implemented in September for inspections conducted in August.

2.7.4 Mechanisms to Respond to Conflict Between the Educational Aspirations of the College and Administrative and Industrial Requirements of the Employing Authority

The College does not have written policies or procedures for dealing with conflicts between the educational aspirations of the College and the administrative and industrial requirements of the employing authorities. Conflicts are dealt with on a case by case basis.

2.7.5 Mechanisms to Respond to System-wide Issues That May Conflict With the Educational Aspirations of the College

The College does not have written policies or procedures for dealing with system-wide issues that may conflict with the educational aspirations of the College. To date conflicts have not arisen over these issues. If a conflict arose it would be dealt with on a case by case basis.

2.7.6 Requirements to Provide Formal Education

The College requires the Dermatology Department in an institution where there are accredited training positions, to provide regular teaching sessions,

tutorials and seminars independently of attendance at dermatological outpatient clinics, in the following areas:

- Dermatological medicine;
- Procedural dermatology;
- Clinical pharmacology;
- Dermatopathology and laboratory methods.

2.7.7 Mechanisms to Assess Trainees' Involvement in High Quality Clinical Care

Questions 10, 11, 12, 13, 14, 15, 16, 17, 20, 23, 24, and 25 of the *Application for Accreditation of a Training Program* form, gather information about the clinical care that the trainee in the position is involved in. Questions 8 and 29 gather information about how the trainee spends their time each week. During the inspection the Inspectors gather further information about these issues by conducting confidential interviews with trainees and other hospital staff. The Inspectors use the information from all these sources to determine whether a trainee is involved in clinical care of an adequate standard, for a sufficient amount of time each week.

2.7.8 Mechanisms for Obtaining Information From Trainees

The College obtains information from trainees about the suitability of institutions and positions for training through:

- Confidential interviews with each trainee in a state, when the training posts are inspected in that state (trainees who are working in an overseas position at the time of the inspection are not interviewed). Trainees are asked about their training experiences in all training positions, including overseas positions;
- The Trainee Representative Committee;
- Each trainee's annual review with their DOT;
- Conducting confidential surveys of trainees and recent graduates to obtain information about their training experiences.

Senior trainees and recent graduates are not members of Inspection teams.

2.7.9 Monitoring the Training Programs of Individual Trainees

The DOT in each state monitors the training programs of each trainee in that state. The role of the DOT is explained in section 2.8.

2.7.10 List of Accredited Training Positions

A list of accredited training positions in on pages 5 and 6 of the *2006 Training Program Handbook*.