

The Royal Australasian College of Physicians Specialist Training Committee in Neurology

Accreditation of Advanced Training Sites

Background

Advanced training in Neurology is supervised by the Specialist Training Committee (STC) in Neurology of the RACP. Training is undertaken prospectively under guidance of supervisors who provide formative and summary assessments of the trainee's program content and performance. In order to facilitate approval of training programs submitted by trainees yearly, the STC will accredit training sites and then periodically review the accreditation of sites, in order to ensure that they are of acceptable quality and of an adequate standard.

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 level of clinical workload for advanced training;
 - iii. the suitability of infrastructure for advanced training;
 - iv. opportunities for research during advanced training;
 - v. availability of training in the allied components of Neurology;
 - vi. recommendations for improving training at the sites.
3. To assist trainees to select the site suitable to their current training needs.

Accreditation Criteria

The following criteria will be considered in accreditation of a site.

Criteria 1

The Neurology Department shall provide appropriate supervision for advanced training.

- 1.1 Two Consultant Neurologists, FRACP, who are members of the Australian & New Zealand Association of Neurologists (ANZAN), shall be present in the Department on a full-time basis, to supervise trainees. Where there are insufficient full time staff, supervision must be by at least the equivalent of two full-time neurologists.
- 1.2 A Consultant Neurologist shall provide complete back-up cover for trainees involved in after-hours work and on-call.
- 1.3 The trainee will nominate two Consultant Neurologists who will act as supervisors for the duration of the training post. The supervisors who shall ensure that the trainee is involved in all aspects of the running of the Department during the training period, including inpatient and outpatient management, student and postgraduate teaching, quality assurance, etc. The supervisors will have attended an RACP supervisors workshop within the last 5 years.

Criteria 2

The Neurology Department shall provide a sufficient workload of clinical material for advanced training.

- 2.1 A Neurology Department should have an appropriate workload to support each advanced trainee. This requires 5-10 inpatient beds or equivalent, a minimum of one session of ambulatory care per week where the trainee has direct responsibility for patient care and appropriate procedures including lumbar puncture.

Criteria 3

The Neurology Department shall provide a suitable infrastructure for advanced training.

- 3.1 The Department shall provide the trainee with regularly scheduled interdisciplinary clinical meetings, Neurology clinical meetings and correlative Neuropathology and Neuroradiology meetings.
- 3.2 The Department shall provide an appropriate academic environment for advanced training, through direct teaching, journal clubs, or other methods which can be documented.
- 3.3 The Department shall provide access to a medical library with current books, relevant journals and computer facilities.
- 3.4 The Department will arrange ready access to a lecture series run through the relevant State Training Scheme

Criteria 4

The Neurology Department should provide encouragement for trainees to undertake research during advanced training.

- 4.1 The Department shall provide opportunities for research in clinical or laboratory aspects of Neurology, for each trainee.
- 4.2 The trainee shall be encouraged to be involved in at least one defined research project during their advanced training
- 4.3 Trainees shall be encouraged to attend scientific meetings of local, national and international societies, and to submit abstracts to such meetings.

Criteria 5

The institution provides training and supervision in the allied components of Neurology advanced training or arranges that this occurs at other institutions if some are not available on-site– These components should include but are not limited to Neurophysiology services, including EEG, EMG and evoked potentials, Neuroophthalmology, Neurosurgery, Psychiatry, Neuroradiology, Neuropathology, Neurorehabilitation, Neurogenetics and Behavioural Neurology.

Criteria 6

The institution has Departments of Neurosurgery, Neurorehabilitation and Intensive Care on site or is linked to a designated centre for these services which have adequate facilities to provide a level five or six service. The Neuroradiology Service provides CT and angiography facilities and there is ready access to MRI.

Method and Process of Assessment

Departments of Neurology wishing to hold a core training post/s in Neurology must complete and return a report to the Education and Training Subcommittee of ANZAN for the accreditation of a new post and every five years for renewal of accreditation. The Chair of the STC/Neurology will inform the site director of the need to reapply. This will occur at least 3 months in advance of the due date, by a cover letter and mailing of the form, indicating that it is to be returned to the Chair of the Education and Training Subcommittee by 1st February in the following year.

Site Visits

Verification site visits are required for those sites applying for **accreditation of a new post**. This will be made by two Neurologists, usually the Chairman of the Education and Training Subcommittee and a Neurologist from a state other than that of the Department making the application. The Chairman will arrange to be represented by a neurologist from interstate when the application comes from within his/her state.

Verification site visits for those sites applying for **reaccreditation** will made on an *ad hoc* basis by representatives of the Education and Training Subcommittee..

Where possible site visits will be planned to coincide with meetings/other events to be held near the training sites.

The Education and Training Subcommittee will consider each request and site visit report before passing on a recommendation to the STC in Neurology.

A final decision of site accreditation will be made by the STC by July, thereby allowing decisions to be made prior to registrar recruitment for the subsequent year.

The STC secretariat will forward any completed survey forms and feedback from trainees to the Education and Training Subcommittee within one week after the due date. Surveys will be considered by the subcommittee which will forward recommendations to the STC in Neurology.

The Education and Training Subcommittee will also regularly review requirements for advanced training in Neurology, in light of current trends in Neurology practice and principles of education. It will meet twice yearly, once at the ANZAN Annual Scientific Meeting and the other by teleconference at another time of the year and provide the STC with reports on the above. Membership will consist of 3 Neurology members of the STC, 6 other members of ANZAN (preferably one from each state) and the Chair of the Advanced Trainee Council. Each appointee shall have completed or soon complete the RACP Supervisor's Workshop.

The secretariat of ANZAN will be responsible in arranging and coordinating the meetings, preparation of reports/minutes from the meetings and forwarding reports/minutes and any other recommendations to the STC and the Council of ANZAN.

Trainees must spend time at more than one site during their training and sites will only be accredited to supervise a trainee for a maximum of 12 months core training. The core training period (24 months) must be conducted in Australia or New Zealand.

Reporting Process

Content of report

The Education and Training Subcommittee will evaluate survey forms and assess:

- i. whether the site has demonstrated adequate training resources (patients, staff, supervisors, structure, etc.);
- ii. whether the site needs to be visited by reviewing team to confirm adequacy.

The Education and Training Subcommittee will provide STC with a written report within 3 months of due date.

Consideration of report

The report is considered by the STC at its next meeting and the decision conveyed to the CPT.

Distribution of report

The STC advises the site of its accreditation status and sends the report to the site for information.

Updating the RACP database

The RACP database is updated accordingly.

Website

A list of accredited sites is placed on the RACP website to be available to trainees and supervisors.

Provisional Accreditation

Provisional accreditation may be granted to sites which are awaiting to be reviewed and accredited by the STC through the normal accreditation process. This is to ensure that existing trainees at the site are not disadvantaged.

Accreditation Cycle

Sites are reviewed every five years and are required to report to the STC on any changes during the five year cycle. The STC may also undertake to review a site at its discretion before the end of the cycle.

Accreditation of Overseas Advanced Training Sites

Elective training in Neurology is available at ANZAN training sites located at the National Hospital, UK, Mayo Clinic, USA, Royal Free Hospital, UK and Radcliffe Infirmary, UK. These positions are advertised in February each year and awarded at the ANZAN Annual Scientific Meeting in May to commence the following year. Training obtained overseas in other positions is acceptable for the elective period of training, provided the proposed program meets the accreditation criteria. Overseas training will be assessed and approved based on information provided by the trainee and the trainee's supervisor/Head of Department in the form of a letter and completion of survey forms. The supervisor will also receive the RACP handbook *Requirements for Physician Training* which includes the requirements of advanced training in Neurology for information. A site visit will not be conducted.

Appeals Process

If a site does not gain accreditation or reaccreditation or is not satisfied with the decision or the accreditation process, then it has the right to request that the STC reconsider its decision. If the STC upholds its original decision, the applicants may request review of the decision which is conducted by the CPT/CPPT (whichever is appropriate). If the CPT/CPPT upholds the decision of the STC, the applicants may appeal the decision to the RACP Appeals Committee. The decision of this committee will be forwarded to the applicants, the STC, the Education and Training Subcommittee and the CPT/CPPT.