

# **The Royal Australasian College of Physicians Advanced Training Committee in Neurology**

## **Accreditation of Advanced Training Sites**

### **Background**

Advanced training in Neurology is supervised by the Advanced Training Committee (ATC) 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 ATC 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. opportunities for improving training at the site.
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 must provide opportunities 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, as per RACP guidelines, is 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 is to provide level 1 core neurophysiology training in both EMG and EEG. The criteria to be met can be found at <https://www.anzan.org.au/neurologytraining/siteaccreditation.asp> Each trainee must have at least one, but conceivably two, neurophysiology supervisors who are credentialed for level 2 EEG and/or EMG.

## **Criteria 6**

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 Neuroophthalmology, Neurosurgery, Psychiatry, Neuroradiology, Neuropathology, Neurorehabilitation, Neurogenetics and Behavioural Neurology.

### **Criteria 7**

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 an Application for Accreditation of a New Core Training Position to the Education and Training Subcommittee of ANZAN (ETC) for the accreditation of a new post and an Application for Re-Accreditation of a Core Training Position every five years for renewal of accreditation. The Chair of the ETC/ANZAN 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 1<sup>st</sup> 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 Chairperson of the Education and Training Subcommittee and a Neurologist from a state other than that of the Department making the application. The Chairperson will ideally 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 be 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 ANZAN Council.

A final decision of site accreditation will be made by ANZAN Council allowing decisions to be made prior to registrar recruitment for the subsequent year.

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 ATC with reports on the above. Membership will consist of 3 Neurology members of the ATC, 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. We need to discuss Mandy as I don't think membership currently has 3 STC members I believe we have at least three ATC members on the ETC: Chair of ETC, Helen Brown, Nick Child, Advanced trainee rep,

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 ATC 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 of 1<sup>st</sup> and 2<sup>nd</sup> core training.

The exception to this however is if a trainee elects to do or 3<sup>rd</sup> core year or if there are geographical restrictions, an exception could be considered for NZ.

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 a reviewing team to confirm adequacy.

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

### **Consideration of report**

The report is noted by the ATC at its next meeting and the decision conveyed to the CPT.

### **Distribution of report**

ANZAN 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 ETC 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 on a state by state basis and are required to report to the ETC on any changes during the five year cycle. The ETC may also undertake to review a site at its discretion before the end of the cycle. Accreditation is a paper based process. The necessary forms will be sent to each hospital in the state towards the end of the last year of the accredited period.

### **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 The John Radcliffe Hospital, UK. These positions are advertised in February each year and are interviewed for 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.