



## **ACCREDITATION OF SITES FOR TRAINING PROGRAMS**

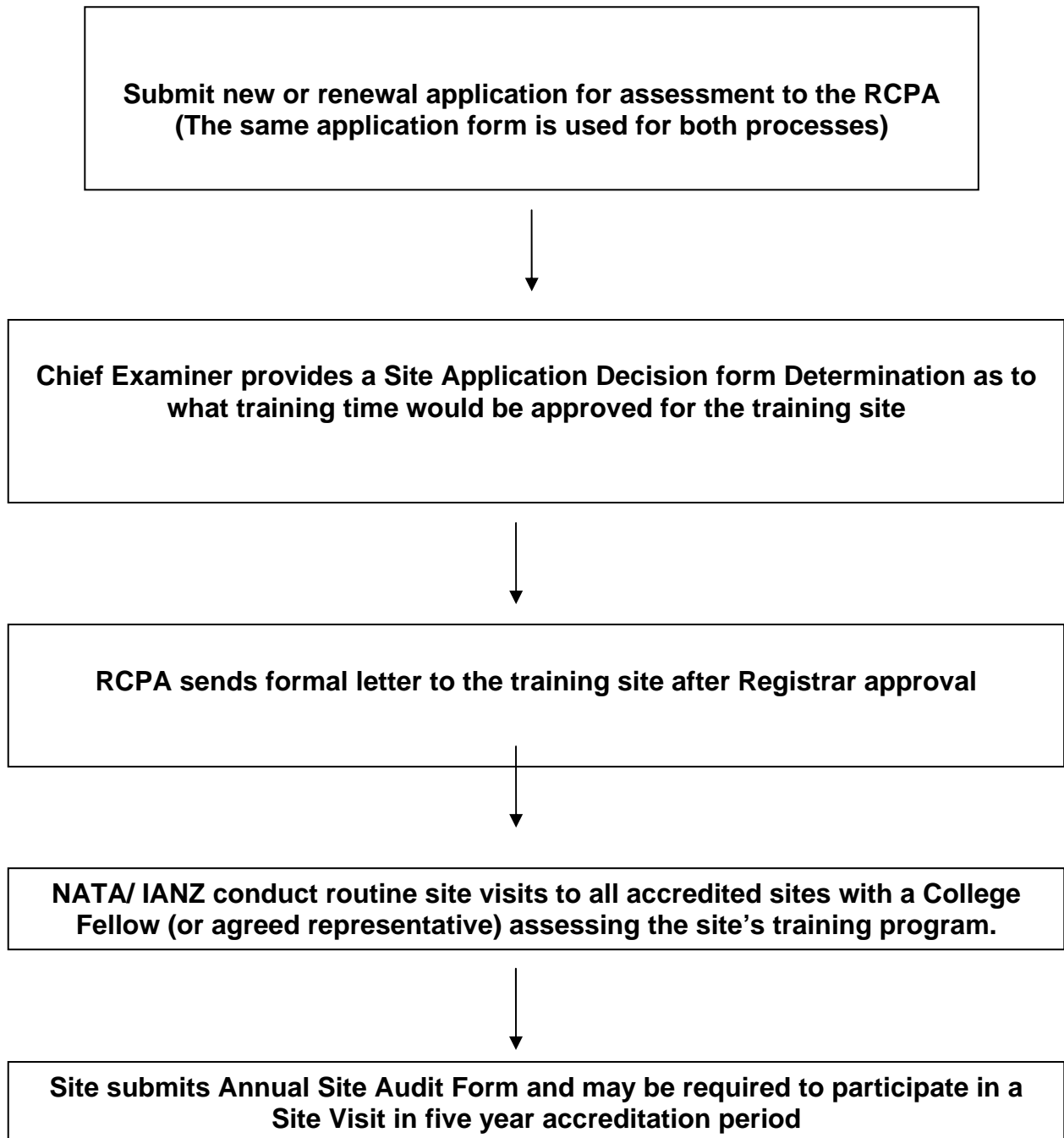
### **INTRODUCTION**

If you wish to apply for accreditation to train Registrars and Faculty members the Royal College of Pathologists of Australasia (RCPA) needs to assess your current capabilities to provide supervised training. After you have been approved to provide training you must provide an annual paper audit and may be required to participate in a site visit during the accreditation cycle. After five years you must then apply again to renew the accreditation.

If you want to check on your current accreditation status a current list of accredited training sites is available on the public access part of the RCPA website

<http://www.rcpa.edu.au/Trainees/Training-with-the-RCPA/Laboratory-Accreditation-for-Training>

## Flowchart of Laboratory Accreditation Process



## **STEP 1 SUBMIT TRAINING SITE ACCREDITATION APPLICATION FORM AND TRAINING PROGRAM FOR A SITE WHICH HAS NEVER BEEN ACCREDITED OR ACCREDITATION HAS LAPSED OR ACCREDITATION IS DUE FOR RENEWAL**

- In September of each year the Site Accreditation Administrator (SAA) sends a formal letter via email to every training site where accreditation expires in December of that year.
- For new applications or applications which have lapsed to start the formal assessment process of your laboratory or training site you need to apply to the RCPA on the appropriate form for your discipline and supply a comprehensive training program.
- For new applications provisional accreditation may be granted by the RCPA Registrar following discussion with the Chief Examiner until a final decision is made
- Please note that if you wish to apply for General Pathology as well as for Single Discipline training you need to send in two forms – the Single Discipline form as well as the General Pathology Application Form.
- The SAA processes the application and sends to the Chief/Principal Examiner or delegate to complete a formal decision form as to the number of years single discipline training they approve and for any comments and/or recommendations they wish to pass onto the training site.

### Training Program

- The training program must demonstrate to the Chief/Principal Examiner that the training will enable the trainee to pass the required examinations and, therefore it may be useful to look at the relevant Trainee Handbook before completing your documentation.
- If there is no training program the application will not progress until one is submitted

The current Trainee Handbooks are on the public access part of the RCPA website

<http://www.rcpa.edu.au/Trainees/Curriculum>

For an application form as a word document please email your requirements to [labs@rcpa.edu.au](mailto:labs@rcpa.edu.au)

## **STEP 2 FINAL DETERMINATION FROM THE CHIEF EXAMINER**

- The SAA sends the application to the relevant Chief Examiner or delegate
- The Chief Examiner completes a Site Application Decision Form and sends to the SAA .
- The Chief Examiner may request additional information.

**TIME:** *This can take up to two or more months as there may be a requirement to research conditions of training and Chief Examiners volunteer their time to the College.*

## **STEP 3 FORMAL LETTER TO TRAINING SITES**

- The SAA drafts a formal letter to inform you as to what length of time your site is accredited for training that has been approved by the Chief Examiner or delegate
- Ordinarily every training site is accredited for five years and the maximum a site can be accredited for a single trainee for single discipline training is four years
- The letter and entire application is then checked and signed by the Registrar of the College and the formal letter emailed to the site contact at the address on the application form.

**TIME:** *The formal letter will be sent by email within two weeks of receiving the Site Application Decision form from the Chief Examiner or delegate.*

#### **STEP 4 UPDATING OF ACCREDITED SITES ON WEBSITE**

- The SAA enters the training site accreditation details into the RCPA IMIS database including the comments and/or recommendations from the Chief Examiner
- The SAA posts a spreadsheet of the current accredited training sites onto the website so potential trainees can apply to your site to be a trainee

If you want to check on your current accreditation status a current list of accredited training sites is available on the public access part of the RCPA website

<http://www.rcpa.edu.au/Trainees/Training-with-the-RCPA/Initial-Registration>

**TIME:** *The updating of the training site details on the spreadsheet on the website will be updated quarterly and sporadically if a large amount of changes have occurred to a number of sites*

#### **STEP 5 ANNUAL TRAINING SITE AUDIT**

- In February of each year the SAA sends a formal letter and a hardcopy Training Site Audit Form to every site that is currently accredited who are not completing or who have not completed a new renewal application for the previous year.
- The Training Site Audit is retrospective and relates to the calendar year which has just been completed.
- Can you please complete and return to the College by email, fax or post by the 31 March
- This is the way to update details of your training site.

Please complete the Training Site Audit Form and email [labs@rcpa.edu.au](mailto:labs@rcpa.edu.au), fax +61 2 8356 5828 or post

**TIME:** *Sites get a couple of months to return a single page form preferably by fax*

#### **STEP 6 MAJOR ISSUES/ CHANGES RAISED BY ONE OR MORE OF THE FOLLOWING: FORMAL LETTER TO THE COLLEGE, FELLOWS UNDERTAKING A NATA/ IANZ VISIT, ON A TRAINING SITE AUDIT FORM OR FROM ANOTHER SOURCE**

- If there are any changes to the supervision, training program, management of training site and any other aspect of the training environment the RCPA must be informed in writing.
- If there are any changes made known to the College by the training site, State Councillor, RCPA/NATA/ IANZ report, trainee(s), training site audit form etc. the SAA brings this to the attention of the Registrar and the relevant Chief Examiner.
- This may lead to an Formal Site Visit, the report of which will be presented to the Board of Education and Assessment
- Please go to Steps 11 to 16 for Formal Site Visit details

#### **STEP 7 ROUTINE SITE VISITS IN AUSTRALIA & HONG KONG TO BE HELD IN CONJUNCTION WITH NATA LABORATORY ACCREDITATION VISITS AND IN NEW ZEALAND HELD IN CONJUNCTION WITH IANZ VISITS**

Please note that these routine site visits in conjunction with NATA and IANZ are currently occurring in Australia, New Zealand and Hong Kong. Similar programs in Singapore, Malaysia and Saudi Arabia are yet to be developed.

- NATA and IANZ will inform the College as to the list of laboratories they will be visiting in the following six months

- The SAA will inform NATA and IANZ which laboratories on their list are currently accredited for training by the RCPA
- For the laboratories that are accredited for training with the College, NATA or IANZ will inform the laboratory that a Fellow of the College will be reviewing their supervised training on behalf of the College during the NATA or IANZ visit
  - NATA or IANZ will forward onto the accredited laboratories a discipline specific *NATA/IANZ Site Visit to Training Facilities in Pathology* for completion by the laboratory that is to be returned to NATA with other pre survey data as well as the *Checklist for NATA/RCPA or IANZ/RCPA Assessors in Relation to Training for Fellowship including details of accreditation status*
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- NATA or IANZ will forward the completed discipline specific form onto the College and the Fellow
- The Fellow who is participating on the NATA or IANZ visit will be sent by the SAA
  - Laboratory Accreditation for Training Programs policy document
  - Fellows as Assessors for NATA/RCPA Accreditation guideline document
  - Most recent laboratory accreditation application form
  - Most recent accreditation approval letter
  - Completed discipline specific Site Visit Proforma will be included in pack given to Fellow from NATA/IANZ

The current Trainee Handbooks are on the public access part of the RCPA website  
<http://www.rcpa.edu.au/Trainees/Curriculum>

Further information for supervisors can be found on the members section of the RCPA website  
<http://www.rcpa.edu.au/Fellows/Supervisors>

### **STEP 8 ROUTINE SITE VISITS IN AUSTRALIA & HONG KONG TO BE HELD IN CONJUNCTION WITH NATA SITE VISIT REPORT AND IN NEW ZEALAND HELD IN CONJUNCTION WITH IANZ VISITS**

- The Fellow will complete the discipline specific *Checklist for NATA/RCPA or IANZ/RCPA Assessors in Relation to Training for Fellowship* and return to the College via email, fax or post
- The outcome of the visit is to be sent to the Registrar of the Board of Education and Assessment and the relevant Chief Examiner for review and to determine if a formal Site Visit is required

### **STEP 9 ROUTINE SITE VISITS IN AUSTRALIA & HONG KONG TO BE HELD IN CONJUNCTION WITH NATA SITE VISIT FOLLOW UP AND IN NEW ZEALAND HELD IN CONJUNCTION WITH IANZ VISITS**

#### **If the Outcome of a Visit is that the training program is adequate**

- The SAA drafts a formal letter to inform the laboratory of this outcome. Therefore another Site Visit should not be needed in the five year accreditation period
- The letter and *Checklist for NATA/RCPA or IANZ/RCPA Assessors in Relation to Training for Fellowship* is reviewed and the formal letter emailed to the Laboratory

#### **If the Outcome of a Visit is that there are concerns with the training then a formal site visit, an informal visit, or further information may be sought**

- The SAA drafts a formal letter to inform the laboratory detailing further actions required

- The formal letter is reviewed against the comments on the *Checklist for NATA/RCPA or IANZ/RCPA Assessors in Relation to Training for Fellowship* and signed by the Registrar of the College and the formal letter is emailed
- Please go to the next step for Formal Site Visits

## **STEP 10 FORMAL SITE VISITS FOR NEW TRAINING SITES OR IF ISSUES OF CONCERNS HAVE BEEN RAISED**

Formal Site Visits can take place at any time during the accreditation cycle or if issues of concern have been raised via a training site audit, visits held in conjunction with NATA/ IANZ Site Visit or poor Supervisors' Reports.

- The SAA will usually email the relevant Chief Examiner and training site Contact to liaise about a suitable time, date and negotiate a schedule.
- The Panel need to meet with the trainee(s), supervisor(s), other pathologists, scientific staff and site management personnel
- The SAA drafts a formal letter for the Registrar to sign to confirm the Site Visit panel, time and date

The Site Visit Panel ordinarily consists of the

- Chief Examiner or their nominee
- State/Regional Councillor or their nominee
- On occasion the College CEO, General Manager - Operations or SAA
- At least one of the panel should be a Fellow from a different State or Region
- If the site is accredited for JSAC training a representative of the relevant RACP JCT Committee

**TIME:** This can take up to a month to get a suitable time and date agreed with all the panel members, laboratory personnel and trainees

## **STEP 11 FORMAL SITE VISIT DOCUMENTS PREPARATION**

- The formal letter may request if necessary a *Site Visit Proforma* detailing the current situation of the site as the current application on file could be four years old
- The SAA liaises with the laboratory contact for the documentation from the laboratory and prepares all the necessary background documents for the panel which would include:-
  - Schedule of site visits if more than one etc
  - Map information of training site
  - Completed *Site Visit Proforma* from site or a blank one for completion by the panel
  - Formal letter or email confirming site visit and panel
  - Documents from current laboratory accreditation file
    - Training Site audit form(s) up to current application form
    - Any correspondence and/or previous site visit documentation if relevant
    - Formal approval letter(s) from the College
    - Current application form with training program.

## **STEP 12 ACTUAL FORMAL SITE VISIT**

- The Panel follow the supplied schedule and discuss the situation with the trainee(s), supervisor(s) and site personnel (eg management & scientists) taking notes for a written report.
- A verbal report will likely be given to interested parties at the conclusion of the site visit

**TIME:** *A site visit generally takes a full day.*

## **STEP 13 FORMAL SITE VISIT REPORT**

- The Chief Examiner or nominee drafts a written report for the Board of Education and Assessment that is agreed by the panel
- The draft is sent to the site contact for comment by the SAA and the site will be given a time frame in which to comment, correct factual errors etc.
- The revised draft report is added to the agenda of the next Board of Education and Assessment by the SAA.

## **STEP 14 FORMAL SITE VISIT FOLLOW UP AFTER BOARD OF EDUCATION AND ASSESSMENT MEETING**

- The SAA drafts a formal letter to inform you as to what length of training time your site is accredited for and attaches the Site Visit Report that has been approved by the Board of Education and Assessment
- The letter and site visit report is checked and signed by the Registrar of the College and the formal letter and site visit report is emailed to the contact
- Ordinarily every training site is accredited for five years and the maximum a site can be accredited for single discipline training is four years
- The SAA enters the training site accreditation details into the RCPA IMIS database
- The SAA posts a spreadsheet of the current accredited training sites onto the website so potential trainees can apply to your site to be a Registrar trainee and please see Step 5 on how to access this

**TIME:** *This can take a couple of months to finalise the decision forms with the Chief Examiners, and then to complete the letters.*

## **STEP 15 FORMAL SITE VISIT FOLLOW UP REPORT TO THE BOARD OF EDUCATION AND ASSESSMENT**

- On occasion the Board of Education and Assessment extends accreditation to the next meeting and requests a written report to be submitted for discussion at the next meeting.
- Another possibility is that a follow up Site Visit may be required after a period of time

## **STEP 16 TRAINING SITE ACCREDITATION APPLICATIONS FOR RENEWAL LETTER**

- In September of each year the SAA sends a formal letter and a Training Site Accreditation Form via email to every site where their accreditation expires in December of that year.
- The sites are requested to complete and return to the College by email, fax or post by the end of November.

- Please note that if laboratories wish to apply for General pathology as well as for Single Discipline training they need to send in two forms- the Single Discipline form as well as the General Pathology Application form.
- The SAA processes the application and sends to the Chief Examiner to complete a formal decision form as to the number of years single discipline training they approve and for any comments and/or recommendations they wish to pass onto the training site

#### Training Program

- The training program must demonstrate to the Chief Examiner that the training will enable the trainee to pass the required examinations and it may be useful to look at the relevant Trainee Handbook.
- If there is no training program the application will not progress until one is submitted

The current Curriculum/Training Handbooks are on the public access part of the RCPA website <http://www.rcpa.edu.au/Trainees/Curriculum>

For an application form as a word document please email your requirements to [labs@rcpa.edu.au](mailto:labs@rcpa.edu.au)

### **STEP 16 TRAINING SITE ACCREDITATION RENEWAL PROCESS**

- Please go through Steps 1 to 4 for the rest of the renewal process.

### **COLLEGE POLICY DOCUMENTS**

College policies are available on the public access part of the RCPA website <http://www.rcpa.edu.au/Library/College-Policies> and include

- Accreditation of sites for Training Programs
- Supervision of Training and Accreditation of Supervisors
- Training in an Unpaid Position
- Training Limitation

### **COLLEGE GUIDELINE DOCUMENTS**

Another useful resource is available on the public access part of the RCPA website <http://www.rcpa.edu.au/Library/College-Policies>

- Assessment of Training Programs for Accreditation of RCPA Training: Process for Assessment of Adequate Staffing Levels
- Fellows as Assessors for NATA/RCPA Accreditation



## THE MANAGEMENT TEAM

Headed by the CEO, Dr Debra Graves, the Team is available to assist you. Please do not hesitate to contact the Management Team for information, advice, guidance or support. Contact details for RCPA staff you will be dealing with most, are listed below.

### Postal and Location Address

The Royal College of Pathologists of Australasia  
Durham Hall  
207 Albion Street  
SURRY HILLS NSW 2010  
Australia

### Phone

The Telephone number to contact reception is +61 2 8356 5858. Staff phone extensions are all 8356 5xxx (last 3 digits change).

### Fax

The Fax number is +61 2 8356 5828

### Website

[www.rcpa.edu.au](http://www.rcpa.edu.au)

### Email

The general email address is [rcpa@rcpa.edu.au](mailto:rcpa@rcpa.edu.au)

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