



ACCREDITATION OF SITES FOR TRAINING PROGRAMS

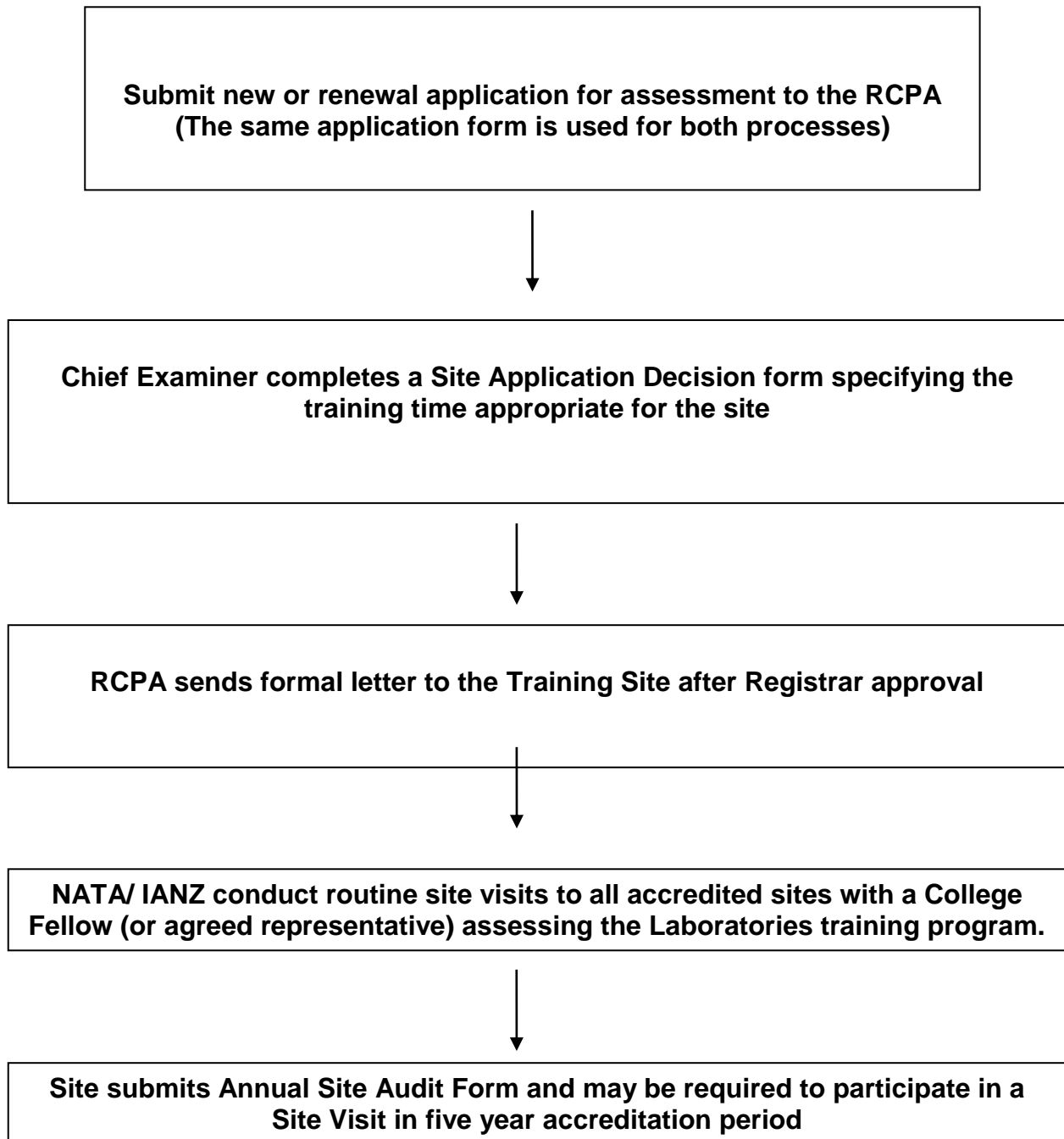
INTRODUCTION

If you wish to apply for accreditation to train Registrars to obtain Fellowship of the Royal College of Pathologists of Australasia (RCPA) the RCPA needs to assess your current capabilities to provide supervised training. After you have been approved to provide training you must provide an annual Training Site 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:

https://www.rcpa.edu.au/getattachment/75d7f785-60c9-44b6-a3a9-86a9211dfbe4/Training_Sites-Accredited-with-RCPA-for-Training.aspx

Flowchart of Training Site 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 RCPA sends a formal letter to every Training Site where your accreditation expires in December of that year.
- For new applications or applications which have lapsed to start the formal assessment process of your 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 RCPA processes the application and sends to the Chief 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 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

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

For an application form as a word document please email your requirements to labs@rcpa.edu.au

STEP 2: FINAL DETERMINATION FROM THE CHIEF EXAMINER

- The RCPA sends the application to the relevant Chief Examiner or delegate
- The Chief Examiner completes a Lab Application Decision Form and sends to the RCPA.
- 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 SITE

- The RCPA drafts a formal letter to inform you as to what length of time your Training 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 Training 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 Training Site contact at the address on the application form.

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

STEP 4: UPDATING OF ACCREDITED SITES ON WEBSITE

- The RCPA enters the Training Site accreditation details into the RCPA IMIS database including the comments and/or recommendations from the Chief Examiner
- The RCPA posts a spreadsheet of the current accredited Training Sites onto the website so potential trainees can apply to your Training Site to be a Registrar 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:

https://www.rcpa.edu.au/getattachment/75d7f785-60c9-44b6-a3a9-86a9211dfbe4/Training_Sites-Accredited-with-RCPA-for-Training.aspx

TIME: *The Training Site details on the website will be updated quarterly and on an ad hoc basis when a large amount of changes have occurred to a number of Training Sites.*

STEP 5: ANNUAL TRAINING SITE AUDIT

- each year the RCPA sends a Training Site Audit Form to every Training Site that is currently accredited excepting those whose accreditation was renewed the previous year or is up for renewal at the end of the current year
- this form seeks current information to compare to RCPA records of training sites, supervisors and trainees; this process helps to maintain the accuracy of this information

Completed Training Site Audit forms should be emailed to labs@rcpa.edu.au

TIME: *Training Sites have a couple of months to return a single page form*

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

- If there are any changes to the supervision, training program or management of the Training Site, or any other aspect of the training environment the RCPA must be informed in writing.
- If there are any changes or issues made known to the College by the Training Site, State Councillor, RCPA/NATA/ IANZ report, trainee(s), Training Site audit form, Supervisor Reports etc the RCPA brings this to the attention of the Registrar and the relevant Chief Examiner.
- This may lead to a Formal Site Visit, the report of which will be presented to the Board of Education and Assessment
- Please go to Steps 9 to 13 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 Training Sites they will be visiting in the following six months

- The RCPA will inform NATA and IANZ which Training Sites on their list are currently accredited for training by the RCPA
- For the Training Sites that are accredited for training with the College, NATA or IANZ will inform the Training Site 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 Training Sites a discipline specific *NATA/IANZ Site Visit to Training Facilities in Pathology* for completion by the Training Site that is to be returned to NATA with other pre-survey data
- NATA or IANZ will forward the completed discipline specific Site Visit Proforma on to the College, and to the Fellow as part of the Site Visit pack
- The Fellow who is participating on the NATA or IANZ visit will be sent by the RCPA
 - *Accreditation of Sites for Training Programs* policy document
 - *Fellows as Assessors for NATA/RCPA Accreditation* guideline document
 - Most recent Training Site accreditation application form from site concerned
 - Most recent accreditation approval letter

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

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

STEP 8: FOLLOW-UP SITE VISITS IN AUSTRALIA & HONG KONG TO BE HELD AFTER NATA SITE VISIT REPORT AND IN NEW ZEALAND AFTER IANZ SITE VISIT REPORT

- 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 RCPA's iMIS database is updated to record the outcome.

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

- The RCPA sends a formal letter to inform the Training Site of this outcome. The site should not require a Site Visit in the remainder of the five year accreditation period

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 RCPA drafts a formal letter to inform the Training Site detailing further actions required
- The formal letter, after review by the Registrar of the College. is emailed to the site
- If the further actions required include a Site Visit, go to the next step for Formal Site Visits

STEP 9: FORMAL SITE VISITS FOR NEW TRAINING SITES OR ACCREDITED SITES WHERE 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 RCPA will usually email the Training Site Contact to liaise about a suitable date and negotiate a schedule.
- The Panel need to meet with the trainee(s), supervisor(s), other pathologists, scientific staff and Training Site management personnel
- The RCPA 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 other RCPA representative
- At least one of the panel should be a Fellow from a different State or Region
- If the Training Site is accredited for JSAC training a representative of the relevant RACP JSAC Committee

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

STEP 10: FORMAL SITE VISIT DOCUMENTS PREPARATION

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

STEP 11: ACTUAL FORMAL SITE VISIT

- The Panel follow the supplied schedule and discuss the situation with the trainee(s), supervisor(s) and Training Site personnel (eg management & scientists) taking notes for a written report. A verbal report is often provided to site personnel at the conclusion of visit

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

STEP 12: 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 College sends the draft to the Training Site contact for comment, with a deadline for return which allows the site to make comments, correct factual errors etc.
- After review by the Chief Examiner or nominee the revised draft report is made Final and added to the agenda of the next Board of Education and Assessment

STEP 13: FORMAL SITE VISIT FOLLOW UP AFTER BOARD OF EDUCATION AND ASSESSMENT MEETING

- The RCPA drafts a formal letter to inform you as to what length of training time your Training 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 site contact
- Ordinarily every Training Site is accredited for five years and the maximum a Training Site can be accredited for single discipline training of any registrar is four years
- The RCPA enters the Training Site accreditation details into the RCPA IMIS database
- The RCPA posts a spreadsheet of the current accredited Training Sites on the College website so potential trainees can apply to your Training Site to be a Registrar trainee (please see Step 5 for 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.*

- 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 14: TRAINING SITE ACCREDITATION RENEWAL PROCESS

- Return to Step 1

COLLEGE POLICY and GUIDELINE DOCUMENTS

<https://www.rcpa.edu.au/Library/College-Policies>

College policies and guidelines are available on the public access part of the RCPA website and include:

- Training Site Accreditation for Training Programs policy
- Fellows as Assessors for NATA/RCPA Accreditation guidelines
- Supervision of Training policy
- Training in an Unpaid Position policy
- Training Limitation policy
- Assessment of Training Programs for Accreditation of RCPA Training: Process for Assessment of Adequate Staffing Levels guidelines

COLLEGE CONTACT INFORMATION

The BEA Admin Team is responsible for the administration of training site accreditation and site visits:

Email: labs@rcpa.edu.au
Phone: +61 2 8356 5853
Fax: +61 2 8356 5828
Website: www.rcpa.edu.au