



# Accreditation of Advanced Training Sites

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## NZCPHM Policy and Procedure

### Purpose

This policy and procedure defines the standards, and describes the process, for the Accreditation of Advanced Training Sites for Registrars in the NZCPHM Training Programme. The policy is intended to support the provision of quality training environments with an appropriate balance between the Registrars' learning and service work.

### Background

Workplace training sites are the main location of learning opportunities for Registrars during Advanced Training. It is therefore essential to ensure that the learning opportunity is of high quality. An accreditation process for training sites is recognised as being associated with high performing training programmes.

The term '**Advanced Training Sites**' refers to nominated organisations or departments intending to provide work-based training of Public Health Medicine Registrars on one or multiple sites. These include but are not limited to Public Health Units of District Health Boards, Planning and Funding Units in District Health Boards, Primary Health Organisations, the Ministry of Health, and non-government organisations.

### Advanced Training Sites Policy

All Advanced Training Sites employing NZCPHM Registrars must be accredited by the College.

Applications for accreditation should be made by a senior staff member of the organisation intending to become an Advanced Training Site. A site visit would usually be undertaken as part of the assessment process. Site visitors will be Fellows of the College, familiar with the training programme and the site accreditation process, and must be free of possible conflicts of interest.

The application will be assessed against the NZCPHM Standards by an Accreditation Panel and decisions will be based on the ability of the Advanced Training Site to meet the NZCPHM Standards listed below:

### Standards

- Provision of facilities/infrastructure for the Registrar
- Support services in place for the Registrar
- Opportunities for the Registrar to develop and demonstrate core Public Health Medicine skills
- Workplace Supervisor<sup>1</sup> and supervision in place for the Registrar
- Balance between learning and service work for the Registrar

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<sup>1</sup> A Workplace Supervisor (WPS) is the person who is responsible for the overall supervision of a Registrar in a specific workplace. They are usually a Fellow of the College, but may be a Public Health specialist (i.e. non-medical) with knowledge of the College Curriculum and Training Programme.

## Levels of Accreditation

There are two levels of Accreditation – Provisional and Full:

### *Provisional Accreditation*

New Advanced Training Sites will be granted provisional accreditation if they meet all or almost all of the standards. Provisional accreditation is valid for 6 months from the date that a Registrar commences work at the site, and the site should apply to the College for full accreditation 2-3 months before the provisional accreditation expires.

### *Full Accreditation*

Full accreditation will be granted to existing Advanced Training Sites if they meet all of the standards. Full accreditation is valid for three years.<sup>2</sup>

## Reaccreditation

On expiry of full accreditation, the Advanced Training Site may apply to be reaccredited if it is currently employing or expecting to employ a Registrar within the following 12 months. If a Registrar is not expected to be employed within the following 12 months, the accreditation will be deemed 'on hold'. When circumstances change and a Registrar is again expected, the Advanced Training Site may apply for reaccreditation.

The application process for reaccreditation includes consideration of reports from Registrars who have been employed by the site, a report from the Training Programme Supervisor (TPS), and may include a site visit. Full reaccreditation is valid for three years.

If the Standards are amended, accredited Advanced Training Sites will be notified of the new Standards but will not be assessed against them until their next scheduled reaccreditation.

## Training Site responsibilities<sup>3</sup>

Training sites need to ensure that they have appropriate accreditation prior to a Registrar commencing work. Applications for provisional accreditation can be submitted in anticipation of recruiting a Registrar, but at the very latest should be submitted when discussions with a Registrar about a possible work placement begin. Applications for reaccreditation should be submitted at least two months prior to the expiry of provisional or previous full accreditation.

Once accredited, it is the responsibility of Advanced Training Sites to notify the College of any changes to the information specified on the original application. Details of how the site will accommodate the Registrar's needs in relation to any change should be provided, and approval sought for any variance for the remainder of the accreditation term. The College can withdraw accreditation from any Advanced Training Site that no longer meets the required Standards.

## Accreditation Panel

The Accreditation Panel (the Panel) will comprise the Training Programme Director, Chair of the Education and Training Committee and the General Manager (or deputy).

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<sup>2</sup> In general, overseas Training Sites will be accredited just for the period of an approved placement.

<sup>3</sup> See page 7 for details of processes.

## Accreditation Standards for Advanced Training Sites

**To be accredited, an Advanced Training Site must meet the Standards set out in the policy for -**

1. Provision of facilities/infrastructure for the Registrar
2. Support services in place for the Registrar
3. Opportunities for the Registrar to develop and demonstrate core Public Health Medicine skills
4. Workplace Supervisor<sup>4</sup> and supervision in place for the Registrar
5. Balance between learning and service work for the Registrar

### Standard 1: Provision of facilities/infrastructure for the Registrar

#### Description

The Training Site provides appropriate facilities and infrastructure for the type of work to be undertaken by the Registrar.

#### Accreditation Criteria

##### **Minimum Requirements**

Each Registrar has a designated working area which includes a desk, telephone and suitable networked IT facilities.

##### **Desirable**

The Training Site has access to facilities and equipment for educational activities such as tutorial and study rooms.

### Standard 2: Support services in place for the Registrar

#### Description

The Training Site has an appropriate orientation process and workplace policies in place covering the safety and well-being of the Registrar.

#### Accreditation Criteria

##### **Minimum Requirements**

The Training Site provides an appropriate orientation programme for the Registrar, detailing the relevant workplace policies.

##### **Desirable**

The Registrar is actively involved in quality improvement processes for orientation programme and workplace policies.

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<sup>4</sup> A Workplace Supervisor (WPS) is the person who is responsible for the overall supervision of a Registrar in a specific workplace.

## Standard 3: Opportunities to develop and demonstrate core Public Health Medicine skills

### Description

The Training Site facilitates opportunities for the Registrar to develop and demonstrate core Public Health Medicine skills.<sup>5</sup>

### Accreditation Criteria

#### **Minimum Requirements**

The Training Site ensures that the Registrar has the opportunity to develop and demonstrate most of the core PHM skills.<sup>6</sup>

The Training Site provides opportunities to attend internal and external education activities.

The Training Site provides access to sources of information suitable for the Registrar (physical or online).

#### **Desirable**

The Training Site ensures that the Registrar has the opportunity to develop and demonstrate all of the core PHM skills and the two required Māori health and Te Tiriti o Waitangi competencies.<sup>2</sup>

The Training Site provides organised training programmes open to the Registrar such as multidisciplinary meetings, academic meetings, journal clubs. It also provides access to e-journals.

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<sup>5</sup> Seven core Public Health Medicine skills are described in the Training Framework (document available on request from the College Office). Public Health Medicine Competencies provide examples of different applications of the core skills. During training, core skills are expected to be demonstrated in a number of different contexts, e.g. through demonstrating a range of the relevant competencies.

<sup>6</sup> Registrars are required to demonstrate each of the core skills in each full year of advanced training, and to demonstrate the competencies “Ability to analyse public health issues from a Tiriti o Waitangi perspective” and “Ability to advise on the public health issues affecting Māori” in each full year of advanced training. A Training Site that cannot offer opportunities for Registrars to develop all the core skills and these two competencies would not be approved to have a Registrar for more than 6 months.

## Standard 4.1: Workplace Supervisor

### Description

The Workplace Supervisor is responsible for the overall supervision of a Registrar in a specific workplace and will be appropriately trained and experienced.

### Accreditation Criteria

#### **Minimum Requirements**

Workplace Supervisors will:

- have two years' experience as a vocationally registered public health physician
- participate and meet the NZCPHM Tracking of Professional Standards Programme (or another Medical Council of NZ accredited CPD Programme in Public Health Medicine)
- have a current practising certificate
- be familiar with NZCPHM training requirements and understand the roles and responsibilities of the Training Programme personnel
- preferably have previous experience in training and supervision

Registrars are expected to work alongside a WPS throughout their training, i.e. the WPS should work on-site in the same organisation as the registrar.

If there is no on-site PHP available who has two years' experience as a vocationally registered public health physician, it may be possible for the Advanced Training Site to negotiate alternative supervision arrangements.

In order of preference, the workplace supervisor should be:

1. an onsite PHP
2. an offsite PHP; the worksite may need to liaise with the Training Programme Supervisor to identify a suitable WPS

Any arrangements that do not fulfil the standard accreditation criteria above must have the support of the TPS and be approved by the Training Programme Director.

## Standard 4.2: Workplace supervision

### Description

The Training Site provides access to supervision for the Registrar.

### Accreditation Criteria

#### **Minimum Requirements**

The Workplace Supervisor meets with the Registrar on a **minimum of a monthly** basis.

Where the Workplace Supervisor has a dual role and is also the Workplace Trainer meetings with the Registrar will be more regular, e.g. on a weekly basis.

The Workplace Supervisor or Trainer (where available) is contactable by telephone and/or email on a day to day basis in relation to the Registrar's workload or any issues that may arise.

The Workplace Supervisor will attest to the activities carried out by, and skill development of, the Registrar, and comment on the Registrar's professional attributes, via the Quarterly Report.

The Workplace Supervisor should liaise with the Training Programme Supervisor at least twice a year or more frequently as appropriate.

## Standard 5: Balance between learning and service work

### Description

The Training Site will ensure there is a balance between learning and service work for the Registrar.

### Accreditation Criteria

#### **Minimum Requirements**

The Training Site provides a suitable workload and range of activities that will enable the Registrar to develop and demonstrate the Core Skills and Competencies specified for the duration of the placement, balancing learning needs and service work demands.

## Appeals

Appeals in relation to the Accreditation decisions will be in accordance with the College's Reconsideration and Review Policy and Procedure.

## Associated Policies and Procedures

Training Curriculum

Training Framework

Reconsideration and Review Policy and Procedure

**Adopted by Council:** 22 December 2010

**Reviewed and amended:** 23 April 2015

**Due for Review:** 2018

## **Procedure for site accreditation**

### **Procedure for New Advanced Training Sites**

New Advanced Training Sites are those with no previous Registrar. New Advanced Training Sites must apply for and obtain provisional accreditation prior to agreeing a contract with a Registrar.

The New Advanced Training Site submits Form ATS electronically to the College Secretariat.

The Training Programme Supervisor receives electronic copy of Form ATS and the TPS Report form.

The Training Programme Supervisor contacts the Training Site (this would usually include a site visit), completes the report and submits electronically to the College Secretariat.

The College Secretariat files application and forwards onto the Panel for consideration. The Panel will discuss each application via email and consider whether the Training Site meets the Standards of Accreditation.

Panel decisions are conveyed to the College Secretariat for processing of appropriate letters and certificates.

### **Procedure for moving from Provisional to Full Accreditation**

A Training Site with Provisional Accreditation submits to the Panel for Full Accreditation.

The College Secretariat asks the current Registrar for confidential input by completing the Registrar Report. Upon receipt this feedback is forwarded to the Training Programme Supervisor with the completed application form (Form ATS).

The Training Programme Supervisor submits a report to the College. A site visit may have been conducted as part of this process.

The Panel considers whether the Training Site meets all of the Standards.

If all requirements are met, the Panel conveys Full Accreditation for a period of 3 years.

### **Procedure for Reaccreditation of Training Site**

In preparation for Reaccreditation the College Secretariat will remind the Training Site two months prior to the end of the Accreditation term. Note that the Training Site must be expecting to employ a Registrar within 12 months of expiry of full accreditation. If the Training Site is not expecting to employ a Registrar within this timeframe it may request to have its accreditation put 'on hold'. When the Training Site is next expecting to employ a Registrar an application for renewal of its full accreditation must be made and approved prior to agreeing a contract with the Registrar.

The College Secretariat will notify the Training Site accordingly and will invite it to submit Form ATS.

The Training Site completes Form ATS and submits electronically to the College Secretariat.

The College Secretariat asks the current Registrar (if relevant) for confidential input by completing the Registrar Report. Upon receipt this feedback is forwarded to the Training Programme Supervisor with the completed application form (Form ATS).

The Training Programme Supervisor receives an electronic copy of Form ATS including comments from the current registrar and any previous anonymised registrar evaluations for the individual site.

Training Programme Supervisor contacts the Training Site (this would usually include a site visit) and completes the TPS Report form and submits electronically to the College Secretariat.

The College Secretariat files application and forwards onto the Panel for consideration. The Panel will discuss each application via email and consider whether the Training Site meets the Standards of Accreditation.

Panel decisions are conveyed to the College Secretariat for processing of appropriate letters and certificates.