



# Accreditation of Advanced Training Sites

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## NZCPHM Policy and Procedure

### Purpose

This Policy and Procedure document defines the standards and describes the process for the Accreditation of Advanced Training Sites for Registrars in the NZCPHM Public Health Medicine 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 important that worksites provide appropriate supervision and learning opportunities to registrars to enable the development of public health medicine competencies and skills. It is also important that registrars are well-supported in their training. The NZCPHM process for accreditation of Advanced Training Sites accords with the Medical Council of New Zealand's requirements for accredited vocational training providers.<sup>1</sup>

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. Operational units in large organisations may require separate accreditation, depending on the nature of the workplace and where the responsibility for oversight of the registrar resides.

### 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.

The application will be assessed against the NZCPHM Standards by a NZCPHM Training Programme Supervisor (TPS). This assessment will include a site visit (which may be undertaken remotely by videoconference or teleconference, if appropriate).

The TPS will make recommendations to an Accreditation Panel. The final decision on accreditation of a Training Site sits with the Accreditation Panel.

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<sup>1</sup> The NZCPHM is accredited as a vocational training provider by the Medical Council of New Zealand. The standards for accreditation are available [here](#).

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

Accreditation is based on the ability of the Advanced Training Site to meet the NZCPHM Standards listed below, with further detail provided in the 'Accreditation Standards' section of the policy:

- 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 competencies and skills
- Workplace Supervisor (see Standard 4.1) and supervision in place for the registrar
- Balance between learning and service work for the registrar.

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.

## Levels of Accreditation

There are two levels of Accreditation – Provisional and Full.

All work sites proceed through a period of provisional accreditation before being eligible for full accreditation. Full accreditation is granted for three years, after which a site may apply for reaccreditation. The processes for this are detailed below.

The NZCPHM has the right to apply specific requirements in order for a worksite to receive either full or provisional accreditation (for example, seniority of registrars suitable for placement).

The NZCPHM has the right to review the accreditation status of any accredited training site (whether provisionally or fully accredited) at any time, and to set new accreditation requirements or, in exceptional circumstances, to withdraw accreditation.

### 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 six months from the date that a registrar commences work at the site, provided that a registrar must have commenced work at the site within 12 months from the date that provisional accreditation was granted. If provisional accreditation is held for longer than this period without a registrar being employed, the provisional accreditation will lapse.

When a registrar has been employed, the site should apply to the College for full accreditation two to three months before the provisional accreditation expires, and not before the registrar position has been filled for at least three months.

### Full Accreditation

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

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

The application process for full accreditation includes consideration of reports from registrars who have been employed by the site and may include a site visit by the TPS.

If all standards have not been met, a further period of provisional accreditation may be granted.

### **Reaccreditation**

An Advanced Training Site may apply for reaccreditation if it is currently employing a registrar or expecting to employ a registrar within the following 12 months. Applications for reaccreditation should be submitted at least two months prior to the expiry of the previous full accreditation.

If a registrar is not expected to be employed within the following 12 months, the accreditation will be deemed by the NZCPHM as 'on hold'. When circumstances change and a registrar is again expected, the Advanced Training Site may apply for full reaccreditation, and they must meet all of the standards. Workplaces can remain 'on hold' for up to three years after which the accreditation will lapse.

### **Training Site responsibilities**

Training sites need to ensure that they have appropriate accreditation prior to a registrar commencing work and prior to submission of the registrar workplace approval form. 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.

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.

### **Appeals**

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

### **Withdrawal of Site Accreditation**

The NZCPHM Accreditation Panel has the right to review whether the accreditation standards are still met at a training site, and whether accreditation status needs to be reconsidered. In the event that the withdrawal of site accreditation is under consideration, the Chief Executive Officer (or equivalent) of the relevant organisation will be informed by the College secretariat of this possibility. An opportunity to rectify identified issues will be provided.

In the event that accreditation is withdrawn, the Medical Council of New Zealand will be informed.

### **Procedure for site accreditation**

All process steps outlined below are normally expected to occur within two weeks of receipt of the relevant forms. Panel decisions are normally expected to take place within three weeks of receipt of the documentation. If a longer period is required, the Training Site will be advised of the date at

which a response can be expected. Training Sites are also requested to respond to communications within two weeks of receiving the request and should be aware that there may be implications for the registrar interested in obtaining a placement at the site if the response is delayed.

### **Procedure for Provisional Accreditation**

Advanced Training Sites<sup>3</sup> applying for provisional accreditation are those which:

- have not had a previous registrar, or
  - have had previous accreditation which has lapsed, or
  - have had previous accreditation which has been withdrawn.
1. Advanced Training Sites must apply for and obtain provisional accreditation prior to agreeing a contract with a registrar.
  2. The Advanced Training Site submits the [Application for Accreditation of Advanced Training Sites form](#) (ATS form) electronically to the College Secretariat, and if complete it is provided by the College Secretariat to a TPS.
  3. The TPS contacts the Training Site to arrange the assessment and a site visit (which may be undertaken remotely by videoconference or teleconference if appropriate).
  4. The TPS completes the assessment and the TPS report with recommendations regarding accreditation after conducting the visit and submits this electronically to the College Secretariat.
  5. The College Secretariat contacts the Training Site with the report and provides the Training Site with the opportunity to correct any errors of fact.
  6. The College Secretariat files the application and forwards it to the Accreditation Panel for consideration. The Panel will discuss each application via email, teleconference or videoconference and consider the recommendations regarding whether the Training Site meets the Standards required for provisional accreditation.
  7. Panel decisions are conveyed to the College Secretariat for processing.
  8. When granted, a letter confirming provisional accreditation is provided to the Training Site, with documentation of any relevant conditions of accreditation where necessary.

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

1. The College Secretariat will remind the training site about the need for full accreditation three months prior to the end of the provisional accreditation term.
2. The Advanced Training Site with provisional accreditation submits the ATS form electronically to the College Secretariat.
3. The College Secretariat asks the registrar currently employed at the training site to complete the Registrar Report to provide confidential input.
4. The ATS and Registrar Reports are provided by the College Secretariat to a TPS.
5. The TPS conducts an assessment of the standards for full accreditation. A site visit (which may be undertaken remotely by videoconference or teleconference if appropriate) may be conducted.
6. The TPS completes their assessment and the TPS report with recommendations regarding accreditation and submits this electronically to the College Secretariat for forwarding to the Accreditation Panel.

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<sup>3</sup> Operational units in large organisations may require separate accreditation, depending on the nature of the workplace and where the responsibility for oversight of the registrar resides.

7. The Panel discusses the application via email, teleconference or videoconference and considers the recommendations regarding whether the Training Site meets all the Standards required for full accreditation.
8. Panel decisions are conveyed to the College Secretariat for processing.
9. When granted, a letter confirming full accreditation is provided to the Training Site.

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

Reaccreditation of a Training Site requires the current employment of a registrar, or a registrar expected to be employed within the following 12 months (otherwise accreditation will be deemed 'on hold').

1. The College Secretariat will remind the Training Site about the need for reaccreditation (if appropriate and necessary) three months prior to the end of the accreditation term and will invite it to submit the ATS form.
2. The Training Site submits the ATS form electronically to the College Secretariat.
3. The College Secretariat asks the registrar currently employed at the Training Site to complete the Registrar Report to provide confidential input (if applicable).
4. The ATS form and Registrar Report (including any previous anonymised registrar evaluations) are provided by the College Secretariat to a TPS.
5. The TPS conducts an assessment of the standards for reaccreditation. A site visit (which may be undertaken remotely by videoconference or teleconference if appropriate) will usually be conducted.
6. The TPS completes their assessment and the TPS report with recommendations regarding reaccreditation and submits this electronically to the College Secretariat for forwarding to the Accreditation Panel.
7. The Panel discusses the application via email, teleconference or videoconference and considers the recommendations regarding whether the Training Site all meets the Standards required for reaccreditation.
8. Panel decisions are conveyed to the College Secretariat for processing.
9. When granted, a letter confirming full accreditation is provided to the Training Site.

### **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 competencies and skills
4. Workplace Supervisor 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 has processes and policies to deal appropriately with registrar/employer concerns.
- The Training Site provides an appropriate orientation programme for the registrar
- The Training Site has policies that promote the health, welfare, cultural safety and interests of employees.
- The Training Site has a process for managing complaints made by the registrar.
- The Training Site upholds te Tiriti o Waitangi and is a culturally supportive and safe place for the registrar.

#### Desirable

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

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

### Description

The Training Site facilitates opportunities for the registrar to develop and demonstrate core Public Health Medicine skills.<sup>4</sup>

### Accreditation Criteria

#### Minimum Requirements

- The Training Site ensures that the registrar has the opportunity to develop and

<sup>4</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.

demonstrate most of the core PHM skills, including the three required Māori health and te Tiriti o Waitangi competencies.<sup>5</sup>

- The Training Site provides opportunities to attend internal and external education activities.
- The Training Site provides access to sources of information suitable for registrar learning (physical or online).

**Desirable**

- The Training Site ensures that the registrar has the opportunity to develop and demonstrate all of the core PHM skills.<sup>7</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.

## 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 medical specialist (PHMS)
- 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<sup>6</sup>
- be familiar with NZCPHM training requirements and understand the roles and responsibilities of the Training Programme personnel including practising in a culturally safe manner
- preferably have previous experience and proficiency in training and supervision.

In exceptional circumstances, a workplace supervisor may be a non-medical Public Health specialist. Points 4 and 5 above still apply.

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 and the WPS should be employed at least 0.5FTE in the same organisation.

If there is no on-site PHMS available, at 0.5FTE or more, who has two years' experience as a vocationally registered PHMS, it may be possible for the Advanced Training Site to negotiate alternative supervision arrangements.

<sup>5</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", "Ability to advise on the public health issues affecting Māori" and "Ability and commitment to manage one's own cultural competence development" in each full year of advanced training. A Training Site that cannot offer opportunities for registrars to develop the core skills and the two required Māori health and te Tiriti o Waitangi competencies would not be approved to have a registrar for more than six months. International placements are not expected to offer the two required Competencies but placements at such sites are not normally approved for more than six months.

<sup>6</sup> A current practising certificate is not a requirement where the WPS is a non-medical Public Health specialist.

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 fortnightly** 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.
- It is expected that over the course of a registrar placement, the WPS will supervise and provide feedback on presentations, chaired meetings and written reports.
- The WPS will support the registrar to develop their ability to answer oral questions in a structured and clear manner.
- The Workplace Supervisor or Trainer (where available) is contactable by telephone and/or email on a day to day basis in order to ensure that the registrar is safely supported in their work and to assist with 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.

### Associated Policies and Procedures

Training Curriculum

Training Framework

Reconsideration and Review Policy and Procedure

**Adopted by Council:** 22 December 2010

**Reviewed and amended:** 26 November 2019

**Due for Review:** 2024