



The Royal Australasian  
College of Physicians

Specialist Advisory Committee in Endocrinology

## CRITERIA FOR THE ACCREDITATION OF ADVANCED TRAINING SITES IN ENDOCRINOLOGY

### General Guidelines

Site visits are undertaken by the Specialist Advisory Committee (SAC) in Endocrinology to establish whether sites provide the range of experience needed for the Required Clinical Year (RCY) and core clinical training and whether changes in practice are impacting on training positions. They are designed to gather and verify information regarding the facilities for training, supervision of training, number of patients, educational opportunities and infrastructure. The SAC will use this information to facilitate the accreditation of an advanced training site, and to facilitate prospective approval of training programs.

There are many training positions that offer valuable experience in clinical endocrinology and the SAC encourages trainees to choose appropriate positions to broaden their endocrine training.

The site visit will determine the duration and level of training that can be undertaken at an individual site, the number of trainees that can be adequately trained in a department at any one time, and may make some recommendations for improving the training at the site.

The RCY needs to be undertaken in a major endocrine unit that provides a broad spectrum of experience supervised by at least one staff specialist. Not all positions will be able to offer this. If training positions are able to deliver some, not all of the important elements of an RCY, the trainee will need to undertake further training until the RCY requirements are met.

Trainees are required to identify a suitably qualified endocrinologist to act as supervisor for each core year of advanced training. The supervisor should have attended an RACP supervision workshop.

The supervisor has the responsibility for overseeing the suitability of the training program during the year; for providing educational opportunities for the trainee; and for completing an appraisal report at the end of each year of training.

### Criteria for Accreditation to Provide Required Clinical Year Training

Centres at which the RCY in Endocrinology can be undertaken should have the following:

- Two or more full time-equivalent endocrinologists;
- In-patient beds with acute endocrine and diabetes admissions which are managed by the trainee together with an in-patient consultation service in endocrinology;
- structure and policies to permit direct involvement by the trainee in the management of acute endocrine emergencies eg. diabetic ketoacidosis.
- a variety of endocrinology out-patient facilities in which the trainee will assess and make management decisions about patients, and at which there is a endocrinologist in attendance. The trainee should have at least 9 hours of out-patient clinics per week (e.g. 3 clinics at 3 hours each) and in the course of a typical week, the trainee should see a minimum of 5 new patients.
- exposure to current diagnostic testing protocols in endocrinology, and opportunity for reporting endocrine diagnostic tests;
- facilities for nuclear medicine studies, radiology, and endocrine surgery;
- a diabetes centre with diabetes educator staff, exposure to insulin pump therapy and involvement in outpatient stabilisation;
- an identified endocrinology department with office space for the use of the trainee;
- access to a well equipped library containing core endocrine reference materials and journals and current general reference material including online resources;
- regular clinical and research meetings in endocrinology.

### **Criteria for Accreditation to Provide Core Clinical Training**

Centres at which the core training year in Endocrinology can be undertaken should have the following:

- one or more full time equivalent endocrinologists;
- in-patient consultation service in which the trainee should be involved;
- a variety of endocrinology out-patient facilities (at least 6 hours per week e.g. 2 clinics at 3 hours each) in which the trainee will assess and make management decisions about patients; and at which there is a endocrinologist in attendance.
- exposure to current diagnostic testing protocols in endocrinology, and opportunity for reporting endocrine diagnostic tests;
- facilities for nuclear medicine studies, radiology, and endocrine surgery;
- an identified endocrinology department with office space for the use of the trainee;
- access to a well equipped library containing core endocrine reference materials and journals and current general reference material including online resources
- regular clinical and research meetings in endocrinology.

If a site is unhappy with the decision of the accreditation process, then it has the right to appeal to the SAC to reconsider its decision. No site accreditation decision will adversely affect a trainee already training at the site. If the SAC upholds its original decision, the applicants may wish to further pursue the matter through review process of the Committee for Physician Training, before the College Appeals Process is implemented. (A document regarding this process is available on request from the College).

The SAC has undertaken to visit all accredited sites on a five-yearly cycle. Sites should report to the SAC on any changes during the cycle.

If the SAC is unable to conduct a site visit before a site wishes to advertise for an advanced trainee, or similar circumstances apply, the SAC will provisionally accredit the site via a survey form. A site visit will be scheduled for the earliest opportunity, and the accreditation status will be confirmed or revised by the SAC. If the site is overseas a similar site assessment form will need to be completed by the site.

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