



THE AUSTRALASIAN COLLEGE  
OF DERMATOLOGISTS

# ACCREDITATION

## SITE INSPECTION BOOKLET

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### TRAINING FACILITY

### ALL POSITION(S) AT THIS TRAINING FACILITY NETWORK

### ACCREDITATION STATUS

### APPROVED BY ACCREDITATION COMMITTEE ON:

### APPROVED BY ACADEMIC STANDARDS COMMITTEE ON:

## ACCREDITATION SITE INSPECTION BOOKLET

<b>Site Inspection Date:</b>	<input style="width: 90%;" type="text"/>
<b>Site Inspection Time:</b>	<input style="width: 90%;" type="text"/>

Inspection Team Member 1: Position/Role:	<input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text" value="NAcC"/>
Inspection Team Member 2: Position/Role:	<input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text" value="NAcC"/>
Inspection Team Member 3: Position/Role:	<input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text" value="ACD"/>

Trainee: In attendance:	<input style="width: 90%;" type="text"/> <input type="checkbox"/> Yes <input type="checkbox"/> No
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Head of Department: In attendance:	<input style="width: 90%;" type="text"/> <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor of Training:  for Training Positions: In attendance:	<input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor of Training:  for Training Positions: In attendance:	<input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor of Training:  for Training Positions: In attendance:	<input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input type="checkbox"/> Yes <input type="checkbox"/> No
Facility Administration: In attendance:	<input style="width: 90%;" type="text"/> <input type="checkbox"/> Yes <input type="checkbox"/> No

**GENERAL COMMENTS**

<b>STATE BASED ACCREDITATION SITE INSPECTION BOOKLET</b> <b>SUMMARY OUTCOME AGAINST COLLEGE ACCREDITATION STANDARDS</b>
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**Standard One: Education and Training**

Training positions provide educational and clinical training opportunities that contribute to enabling trainees to attain the competencies of the ACD curriculum and the requirements of the ACD four year training program.

Below Standard	Expected Standard	Above Standard	Standard	Page
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.1 Schedule of Learning Experiences	7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.2 General Dermatological Clinics	8
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.3 Surgical Sessions	9
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.4 Patient Casemix	10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.5 Dermatopathology	11
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.6 In Training Assessment	12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.7 Inpatient Exposure	13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.8 Research	14
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.9 Meetings and Conferences	15

**Standard Two: Supervision and Coordination**

Training positions provide effective supervision to support trainees in acquiring the necessary skills, behaviours and knowledge to become competent dermatologists, including an increasing degree of independent responsibility as the Trainee progresses.

Below Standard	Expected Standard	Above Standard	Standard	Page
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.1 Supervisor of Training	16
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.2 Clinical Supervisors	17
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.3 Feedback and Responsibility	18
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.4 Training Facility Network	19

**Standard Three: Equipment, Facilities and Clinical Support**

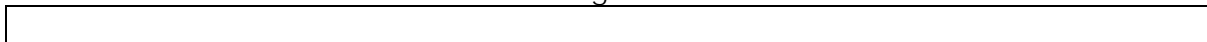
Training positions provide access to the equipment, facilities and clinical support that contribute to enabling Trainees' to deliver and manage patient care across the breadth of the curriculum.

Below Standard	Expected Standard	Above Standard	Standard	Page
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.1 Equipment	20
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.2 Supervision	21
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.3 Diagnostic laboratory services	22

**Standard Four: Learning and Working Environment**

Participating training facilities provide an environment that fosters a commitment to learning and a structure that delivers and monitors safe practices.

Below Standard	Expected Standard	Above Standard	Standard	Page
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.1 Educational Services	23
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.3 General Education	25
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.4 Trainee Wellbeing	26
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.5 Supervision Support	27
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.6 Audit Program	28



**STATE BASED ACCREDITATION SITE INSPECTION BOOKLET**  
**DETAILED OUTCOME AGAINST COLLEGE ACCREDITATION STANDARDS**

The following pages provide a detailed outcome of the standards achieved by the training position(s) against each of the College's accreditation standards, as outlined in the document *College Accreditation Standards for Training Positions Version 2*.

**1.1 SCHEDULE OF LEARNING EXPERIENCES**

1.1.1 Trainees **must** have one formal structured education session each week (or equivalent), which is protected teaching time (this may be out of hours' time).

1.1.2 Trainees **must** have rostered "On Site Professional Development (half day per week pro rata per full time equivalent of unstructured time).

Education sessions are based on principles of adult learning and a range of teaching methods is used.

Education sessions are developed with reference to the curriculum and cover an extensive range of dermatology topic areas (linked to learning outcomes of the curriculum).

On Site Professional Development is to be used for Professional Development activities: examples include private study, fulfilment of research and publication requirements and attendance at tutorials. Trainees may spend this time doing clinical work if absolutely necessary and are required to give priority to urgent matters at their institution if there is no other trainee available during this time to attend to them. The Supervisor of Training and Head of Department are required to make every effort to ensure that this time is available to the trainee for the purpose it is intended.

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## 1.2 General Dermatological Clinics

Trainees must attend a minimum of four supervised general dermatology clinics.

Supervised general dermatology clinics should include both new and review patients with a variety of dermatological conditions, and no diagnostic restriction, which are seen on a referred basis. This includes rural rotations.

One clinic in paediatric dermatology, a three hour session in a private practice setting or a subspecialty clinic, is equal to one general dermatology clinic. Only one telehealth session per week may be considered as a dermatology clinic providing the session is not limited to audio, is 3 hours in duration and includes a minimum of 5 patients.

If the training position provides less than two supervised general dermatology clinics, any one trainee may occupy this training position for a maximum of six months.

A supervised clinic is defined as a clinic attended by one or more clinical supervisors, supervising no more than five trainees (it is recommended that a supervisor with 5 trainees should not have a patient load and be free to supervise).

### NOTES

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### 1.3 Surgical Sessions

Trainees **must** attend at least one dermatological surgery session per week (or equivalent), and at least one session per fortnight must be **directly** supervised.

Within the training facility network, trainees must have the opportunity to perform essential procedures and observe (or perform where appropriate) advanced procedures documented in the Procedural Dermatology Curriculum.

Facilities can make application for special consideration in exceptional circumstances if this surgical standard cannot be achieved. Applications will be considered by the NAcC and the NEdC and if special consideration is granted, the position must be linked to another position within the training facility network that meets the standard.

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#### 1.4 Patient Casemix

Trainees **must** be exposed to a suitable number of patients to obtain the breadth and depth of experience as defined by the Curriculum.

Caseload – Trainees see minimum of **12 new** patients and **20 review** patients per week.

Casemix – Trainees obtain clinical training experience as defined by the specialist content modules of the curriculum.

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<b>1.5 Dermatopathology</b>		
<p>Trainees must receive instruction in dermatopathology per week and must attend at least one dermatopathology training session per week.</p> <p>Facilities and protected time are available for instruction in dermatopathology, mycology, microbiology, immunology and patch testing.</p>		
<b>NOTES</b>		
Below Standard <input type="checkbox"/>	Expected Standard <input type="checkbox"/>	Above Standard <input type="checkbox"/>

**1.6 In Training Assessment**

In Training Assessments **must** be conducted in accordance with College Policy.

Rotation Learning Plans, completed by trainees, are reviewed by Supervisors of Training.

Supervisors are available to complete all work based assessments (ProDAs, DermCEXs and CbDs) in the day to day clinical environment.

Summative In Training Assessment (SITA) are to be conducted twice per year.

Performance Improvement and Performance Improvement Follow Up forms are completed when required.

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### 1.7 Inpatient Exposure

Trainees should be directly involved in the management of inpatients.

Trainees are involved in the management of inpatients and see and assess all consultations referred to the Department of Dermatology.

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**1.8 Research**

Trainees should have the opportunity to participate in research.

Trainees are encouraged to prepare and publish research papers to meet training requirements.

Trainees should have access to medical records once ethics approval is obtained.

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### 1.9 Meetings and Conferences

Trainees should be given leave to attend mandatory conferences and/or courses. Trainees are encouraged to attend relevant conferences and meetings and are to have the opportunity for conference leave.

Mandatory conferences include the 1st and 3rd year training days; 2 ACD Annual Scientific Meetings or equivalent in the first three years of training.

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## 2.1 Supervisor of Training

2.1.1 Trainees **must** have a designated Supervisor of Training.

2.1.2 The Supervisor of Training (SoT) **must** fulfil their role and responsibilities.

The Supervisor of Training must be FACD or equivalent.

At training facilities with multiple consultants (more than 2) the Supervisor of Training cannot also be the Head of Department.

The Supervisor of Training should be readily available to the trainee.

The Supervisor of Training is allocated no more than five trainees at any one time.

The Supervisor of Training should have regular one on one supervision with their trainees (regular is defined as at least one clinic per fortnight).

The Supervisor of Training participates in College supervisors' course and/or meetings, or has completed the College online supervisors' course, or can demonstrate attendance at a related supervisor's instruction training.

The SoT must conduct their duties as outlined in the current version of the ACD Training Program Handbook, Dermatology.

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**2.2 Clinical Supervisors**

2.2.1 Trainees **must** be assisted/supervised by a sufficient number of appropriately qualified Clinical Supervisors.

2.2.2 The Clinical Supervisor(s) **must** fulfil their role and responsibilities.

All Clinical Supervisor(s) must be FACD or equivalent.

Each Clinical Supervisor is allocated no more than 5 trainees at any one time, depending on the type of clinic; however ratio of 5 trainees to one Clinical Supervisor is not ideal. It is recommended that a ratio of 3 trainees to one Clinical Supervisor is ideal.

Each Clinical Supervisor has regular supervision of trainee/s. (regular is defined as at least one clinic per month)

All Clinical Supervisor(s) participate in College supervisors' course and/or meetings, or have completed the College online supervisors' course, or can demonstrate attendance at a related supervisor's instruction training.

The Clinical Supervisor(s) must conduct their duties as outlined in the current version of the ACD Training Program Handbook, Dermatology.

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Expected Standard

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**2.3 Feedback and Responsibility**

Constructive feedback and increasing responsibility **must** be given to trainees.

Regular constructive feedback – formal and informal - on performance is provided by supervisors.

Trainees are given increasing responsibility, commensurate with level of experience.

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<b>2.4 Training Facility Network</b>		
<p>The training position <b>must</b> form part of a Training Facility Network, within a State Training Structure.</p> <p>Each State Training Structure has a designated Director of Training.</p> <p>The training position participates in a scheduled rotational system within its Training Facility Network. Rotations for each trainee are coordinated by the Director of Training to provide each trainee with maximum exposure to all aspects of the curriculum over the course of the training program, and are arranged to reflect increasing experience.</p> <p>A trainee should usually spend no longer than twelve or twenty four months (depending on their training facility) in any one accredited training position.</p> <p>Training Facility Networks and Dermatological Departments must abide by the rostering and job allocation of trainees including "visiting registrars" as recommended by the State Training Structure's Director of Training.</p> <p>Trainees are to have access to learning opportunities provided within both the Training Facility Network and the State Training Structure.</p>		
<b>NOTES</b>		
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### 3.1 Equipment

Equipment **must** enable trainees to be involved in a range of clinical experiences.

Each training position **must** have access to the following within their Training Facility Network:

- Dermatoscope
- Microscope
- Cryotherapy devices
- Electrosurgical devices, especially hyfrecator
- Resuscitation equipment

The following **must** be available within the State Training Network:

- Phototherapy machines: NB UVB or BB UVB, PUVA, Bath PUVA, Hand and foot PUVA
- Pulsed dye laser, PDT light source.
- Other lasers:
  - CO2 or erbium
  - Non-pulsed dye vascular
  - Tattoo
  - Pigment
  - Hair removal
- Intensed pulsed light
- Superficial X-Ray machine

### NOTES

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Expected Standard

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### 3.2 Supervision

Training facilities should allow trainees to be supervised appropriately.

Training facilities allow trainees to be supervised effectively while obtaining clinical experience.

A designated area must be provided for the trainee, and resource materials are to be easily accessible when required.

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### 3.3 Diagnostic Laboratory Services

Diagnostic laboratory services **must** be accessible and available.

Diagnostic laboratory services within the Training Facility Network are accredited by the appropriate body.

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Expected Standard

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#### 4.1 Educational Services

Educational services and facilities that support the delivery of the training program **must** be provided.

Trainees have access to:

- A medical library
- Major dermatological texts and journals as listed on the College's reading list
- Download journals
- View College learning materials on line
- Designated private study area that is isolated from busy clinical areas
- Tutorial rooms (when required)

#### NOTES

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Expected Standard

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## 4.2 Orientation

Orientation for new trainees **must** be provided.

Orientation **must** include Workplace Health and Safety Inductions for each facility to be attended in the Training Facility Network.

Trainees must partake in orientation to the facility and department practices.

It is recommended that there be trainee to trainee handover of positions.

### NOTES

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### 4.3 General Education

General educational activities **must** be provided.

The trainee must:

- Have access to the publicised weekly educational activities (e.g. grand rounds).
- Have the opportunity to present cases.
- Be able to attend monthly journal club sessions.
- Have the opportunity to attend educational programs in other disciplines if appropriate.

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#### 4.4 Trainee Wellbeing

Training Facility Networks **must** support the training program with practices that support the wellbeing of trainees.

Rosters and work schedules need to take into account the principles outlined by the AMA.

Training Faculties must ensure that trainees partake in overtime in accordance with the AMAs Nationals Code of Practice – Hours of Work, Shift work and Rostering for Hospital Doctors; and in accordance with the relevant Federal and State Government Award and Guidelines, in particular with regard to continuous on call duty.

Training Facilities must comply with all Federal and State Laws and Regulations relevant to providing a training opportunity and safe working environment for College trainees, including Workplace Health and Safety Standards, the Anti-Discrimination Act and Anti-Bullying Codes. Trainees must be made aware of these, and any other relevant Standards, Acts and Codes.

Training Facilities

Training Facility Networks must:

- Ensure trainees have appropriate terms and conditions of service including a position description and contract– common to other medical specialties.
- Ensure trainees are not required to work excessive hours.
- Ensure trainees have physical security and safety when leaving work at unusual hours.
- Ensure trainees have the provision of transport when work induced fatigue prevents trainees from driving home.
- Ensure trainees are not required to undertake excessive travelling throughout their rotations
- Ensure trainees have access to appropriate accommodation if they are required to rotate to a rural setting.
- Protect the best interests of the College and its trainees, and not engage in behaviour that harms or is reasonably likely to harm the interests of College.

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**4.5 Supervision Support**

Training Facilities should promote commitment to the training program by providing support for Supervisors of Training and Clinical Supervisors.

Supervisors of Training and Clinical Supervisors **must** have access to the College online education module.

Supervisors of Training and Clinical Supervisors have the opportunity to attend education session in their training networks and in Hospitals.

Supervisors of Training and Clinical Supervisors should have negotiated time for supervision/teaching of trainees, and negotiated leave to attend Supervisor Training courses/workshops.

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**4.6 Audit Program**

An audit and peer review program should be regularly conducted.

All Training Facility Networks should have a case review system conducted within the department/practice. Trainees should have the opportunity to be involved in this review.

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**END OF REPORT**