

# ACCREDITATION FEEDBACK FORM

Auckland Psychiatric Regional Training Committee

NAME OF RUN: .....

DATE OF THIS REVIEW: ..... DATE LAST REVIEWED: .....

NAMES OF REVIEWER(S): .....

THOSE INTERVIEWED WERE: .....

*Circle Y or N. If N is circled ( i.e. the standard is not met ) add details in right-hand column regarding specific problems and recommendations for improvement.*

## RUN STANDARDS - UNDERLYING SERVICE REQUIREMENTS:

<p>Does the run have a written <b>Run Description</b>? Is the registrar aware of this &amp; do they have a copy?</p> <p>Does the Run Description cover <b>Service Objectives</b> determined by the Clinical Director &amp; Service Manager, specifying at least:</p> <ul style="list-style-type: none"> <li>• <i>The place, nature and quantity of clinical work?</i></li> <li>• <i>Communication about and recording of clinical activities? (eg. documentation, letters, summaries, liaison with others)</i></li> <li>• <i>Participation in key clinical and administrative meetings?</i></li> <li>• <i>Teaching responsibilities?</i></li> <li>• <i>On-Call responsibilities?</i></li> </ul>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; justify-content: space-around; align-items: center;"> <span>Y</span> <span>N</span> </div>
<p>Is there a process in place for <b>job-sizing</b> the registrar's workload / caseload?</p> <p>Is the registrar <b>aware of this process</b> &amp; how to address this issue?</p>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; justify-content: space-around; align-items: center;"> <span>Y</span> <span>N</span> </div>
<p>Is an adequate <b>orientation</b> process to the team &amp;/or service provided at the start of the run?</p>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; justify-content: space-around; align-items: center;"> <span>Y</span> <span>N</span> </div>
<p>Is there provision of <b>Inservice Training</b> on appropriate matters? eg. <i>the Treaty of Waitangi (if not previously covered), SPEC, CPR etc. (add others as appropriate)</i></p>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; justify-content: space-around; align-items: center;"> <span>Y</span> <span>N</span> </div>
<p>Are <b>aggression or threats</b> to registrars in the run minimised &amp; registrars supported and debriefed?</p>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; justify-content: space-around; align-items: center;"> <span>Y</span> <span>N</span> </div>
<p>Does the registrar have access to a <b>weekly joint supervision/support session</b> with experienced local psychiatrists? ( for groups of registrars within the district )</p>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; justify-content: space-around; align-items: center;"> <span>Y</span> <span>N</span> </div>
<p>Are there clear processes for <b>Problem Resolution</b> within the service? ( re administrative issues, clinical issues and training issues )</p>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; justify-content: space-around; align-items: center;"> <span>Y</span> <span>N</span> </div>

## RUN STANDARDS - TRAINING - THE RUN ITSELF:

<p>Is there a <b>clear line of clinical responsibility</b> to a psychiatrist - for all patients in the registrar's care?</p> <ul style="list-style-type: none"> <li>• <i>ideally to the registrar's principal supervisor during normal work hours</i></li> <li>• <i>to an on-call psychiatrist when on-call after hours</i></li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Y N</div>
<p>Does the run provide <b>appropriate clinical experience</b> for a trainee psychiatrist?</p> <ul style="list-style-type: none"> <li>• <i>Does it provide a mandatory training experience or a useful subspecialty experience?</i></li> <li>• <i>Does this run contain a reasonable breadth and balance of experience regarding the place, nature and scope of clinical work?</i></li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Y N</div>
<p>Does this <b>clinical team</b> work well with the registrar in terms of:</p> <ul style="list-style-type: none"> <li>• <i>some knowledge of their training needs?</i></li> <li>• <i>team processes generally?</i></li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Y N</div>
<p><b>Quality Assurance</b> - Are appropriate procedures in place at the workplace for:</p> <ul style="list-style-type: none"> <li>• <b>Critical Incident Review?</b></li> <li>• <b>Quality Assurance?</b></li> <li>•</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Y N</div>
<p>Is there assured <b>access to the Auckland RTC teaching programme</b> ? ( for the appropriate day-release or other sessions relevant to the registrar's stage of training )</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Y N</div>
<p>Are there weekly opportunities to engage in critical discussion and evaluation of the scientific literature?</p> <ul style="list-style-type: none"> <li>• <b>Journal Clubs and Case Conferences</b></li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Y N</div>
<p>Are there <b>adequate facilities</b> for confidential interviews, physical exams, necessary clerical work and study?</p> <ul style="list-style-type: none"> <li>• <i>Ideally the registrar should have an office</i></li> <li>• <i>If this is shared with others, facilities as above must be provided for assessments and treatment – e.g. bookable interview rooms, adequate computer &amp; internet access, and if a hotdesk system's in place, registrar must at least have a locked locker or cupboard.</i></li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Y N</div>
<p>Is there <b>ready access to suitable library &amp; information facilities?</b> Min. requirements are:</p> <ul style="list-style-type: none"> <li>• <i>basic psychiatry texts</i></li> <li>• <i>a representative range of journals</i></li> <li>• <i>access to intranet and internet systems</i></li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Y N</div>
<p>For <b>Consultation-Liaison</b> runs only: <i>Does the run include <b>Liaison</b> as well as Consultation experience?</i></p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Y N</div>

## RUN STANDARDS - TRAINING - SUPERVISION and SUPERVISORS:

<p>Is the run's supervision provided by <b>not more than two supervisors in total</b>?</p> <ul style="list-style-type: none"> <li>• <i>If there are 2 supervisors, are there still <b>clear lines of clinical responsibility &amp; back-up</b>?</i></li> <li>• <i>Is the <b>primary supervisor</b> clearly identified &amp; known to the trainee?</i></li> <li>• <i>If the clinical experience is provided in two distinct workplaces (eg. an inpatient and a community setting), <b>is there an appropriate supervisor in each workplace</b>?</i></li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">Y N</div>
<p><b>1:1 supervision</b> - are minimum requirements met regarding this?</p> <ul style="list-style-type: none"> <li>• <i>Is the <b>individual hour</b> provided per week? (2 hours weekly for 1<sup>st</sup> Year registrars)</i></li> <li>• <i>Is this available for a minimum of <b>40 weeks each year</b> (~20 weeks per run)?</i></li> <li>• <i>Is it <b>scheduled &amp; regular</b>?</i></li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">Y N</div>
<p><b>Clinical supervision</b> - Is this &amp; the overall availability of the registrar's main clinical supervisor adequate?</p> <ul style="list-style-type: none"> <li>• <i><b>are 3 clinical hrs of supervision</b> provided each week?</i></li> <li>• <i>Does the supervisor work alongside the trainee in the same clinical setting for a <b>minimum of 3 half-days per week</b>?</i></li> <li>• <i>Is the <b>ratio of trainees to supervisors</b> on this run not more than <b>two trainees to one full-time consultant</b>?</i></li> <li>• <i>Does the <b>supervisor regularly observe the registrar</b> conducting diagnostic and therapeutic interviews and provide feedback?</i></li> <li>• <i>Does the <b>registrar also regularly observe their supervisor</b> conduct such interviews, and have opportunity to discuss and learn from these?</i></li> <li>• <i><b>for first-year registrars</b>, are <b>2</b> of the total of <b>4</b> weekly hours definitely provided <b>outside ward meetings</b>?</i></li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">Y N</div>
<p>Does the content of supervision involve an <b>integrated &amp; comprehensive approach</b> to assessment and treatment?</p> <ul style="list-style-type: none"> <li>• <i>Does supervision enhance the registrar's <b>skills, knowledge &amp; attitudes</b> in line with <b>RANZCP curriculum</b> learning objectives?</i></li> <li>• <i>Is <b>on-call work</b> also discussed as needed?</i></li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">Y N</div>
<p>Are all 4 weekly hours of supervision provided by <b>approved and accredited supervisors</b> –</p> <ul style="list-style-type: none"> <li>• <i>either an <b>RANZCP fellow</b> or a <b>formally approved non-RANZCP psychiatrist</b></i></li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">Y N</div>

<p>Has the supervisor developed rapport and provided a <b>safe and motivating supervision environment</b>?</p> <ul style="list-style-type: none"> <li>• Does the supervisor show the registrar <b>respect</b> and not exploit them?</li> <li>• Does the supervisor provide <b>regular verbal feedback</b> to help shape the registrar's skills, knowledge &amp; attitudes?</li> <li>• Is this feedback <b>clear, direct &amp; specific</b> &amp; does it address <b>strengths</b> as well as weaknesses?</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Y N</div>
<p>Does the Supervisor provide 3-monthly and 6-monthly <b>written feedback</b> for the registrar and the Training Committee?</p> <ul style="list-style-type: none"> <li>• Is this <b>discussed</b> with the registrar at the time?</li> <li>• Is the registrar <b>given a copy</b> by the supervisor?</li> <li>• Does the <b>principal supervisor consult</b> with other supervisors, on-call psychiatrists and senior members of the clinical team, before providing this feedback?</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Y N</div>
<p>Did the supervisor provide <b>orientation</b>?</p> <ul style="list-style-type: none"> <li>• <b>to the aims, structure and content of supervision</b> for the registrar, (especially for junior registrars )</li> <li>• did they assist in the registrar's <b>orientation to the clinical team</b>?</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Y N</div>
<p>Were <b>Learning Objectives</b> appropriate to the run and also specific for the registrar discussed and documented in 1:1 supervision early in the run? (both to have copies)</p> <ul style="list-style-type: none"> <li>• Were these reviewed 3 &amp; 6 monthly?</li> <li>• Did the supervisor help the trainee identify objectives which were achievable, measurable, specific &amp; appropriate to stage of training?</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Y N</div>
<p>Accreditation &amp; approval of supervisors:</p> <ul style="list-style-type: none"> <li>• Has the supervisor attended a <b>supervision workshop</b> as required, with update workshops at least every 5 years?</li> <li>• Has the supervisor been formally accredited if not an RANZCP fellow?</li> <li>• Has the supervisor attended at least 3 Peer Review meetings for supervisors each year</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Y N</div>
<p>For supervisors of first-year registrars:</p> <ul style="list-style-type: none"> <li>• Has additional <b>orientation on the particular requirements of training in the First Year</b> been provided?</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Y N</div>
<p>For supervisors of 2012 Regulations registrars:</p> <ul style="list-style-type: none"> <li>• Has the supervisor attended a workshop on the 2012 regulations?</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Y N</div>

**MAIN STRENGTHS AND POSITIVE FEATURES OF THIS RUN:**

**PROBLEM AREAS - SUMMARY OF RECOMMENDATIONS FOR IMPROVING THIS RUN:**

ISSUE	PLAN	BY WHOM	BY WHEN
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**SPECIFIC PLANS TO RECTIFY ANY MAJOR PROBLEMS IN THIS RUN BEING ACCREDITED:**

*( attach typed plan if this is complex )*

ISSUE	PLAN	BY WHOM	BY WHEN
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IF THERE ARE SERIOUS PROBLEMS IN ACCREDITING THIS RUN UNLESS CHANGES AS ABOVE ARE CARRIED OUT, IS AN EARLIER REVIEW NEEDED ?

*( e.g. within 6 months, before the next registrar is allocated )*