

# **SOUTH AUSTRALIAN INSTITUTE OF MEDICAL EDUCATION AND TRAINING**

## **TEACHING HOSPITAL ACCREDITATION SURVEY SELF-ASSESSMENT**

The South Australian Institute of Medical Education and Training (SA IMET) undertakes accreditation of hospitals for intern training on behalf of the Medical Board of South Australia. Through this process a professional survey team using the established standards will formally evaluate the hospital's level of intern training.

To assist in this process we ask that the following survey be completed by the Director of Clinical Training or Medical Education Officer (MEO) and submitted to SA IMET. The information provided will be matched against the hospital accreditation visit.

**NAME OF HOSPITAL:**

**NAME OF PERSON FILLING OUT FORM:**

**POSITION OF PERSON FILLING OUT FORM:**

**DOES THE HOSPITAL PROVIDE ROTATIONS AT EXTERNAL SITES:**

**YES            NO**

*(please delete whichever is not applicable)*

**IF YES, PLEASE LIST:**

1.

2.

3.

4.

5.

# STANDARD 1

## ADMINISTRATION AND ORGANISATION - ADMINISTRATIVE PROCESS

Primary allocation centres and secondment centres will provide the organisation and administrative structure supportive of Junior Medical Officers and General Clinical Training Programs

### **Criterion 1 Orientation of Junior Medical Officers (JMOs)**

The hospital has a documented orientation program that includes the following components:

*(Please delete whichever is not applicable)*

i.	An outline of the general clinical training program including the role of the DCT	Yes	No	Partly
ii	The hospital's organisational structure and lines of communication	Yes	No	Partly
iii	A general statement of the duties of JMOs	Yes	No	Partly
iv	Personnel issues, including information about employment and award conditions, leave procedures, salaries, medical indemnity and professional associations	Yes	No	Partly
v	Mechanisms for dealing with grievances	Yes	No	Partly
vi	Policies and procedures regarding clinical and community activities particular to the hospital	Yes	No	Partly
vii	An outline of the assessment process	Yes	No	Partly
viii	A statement of learning goals for JMOs	Yes	No	Partly
ix	Principles of confidentiality and ethics	Yes	No	Partly
x	Information Technology	Yes	No	Partly
	Does the hospital provide a hand book/CD for JMOs	Yes	No	Partly

Does the handbook include information on:

- Management of clinical emergencies
- Information on Secondment Centres
- Disaster Plans
- Bomb threats
- Fire Emergencies
- Grievance Procedures

Yes No  
Yes No  
Yes No  
Yes No  
Yes No  
Yes No

Does the hospital provide an orientation program every term for JMOs new to the facility?

Yes No  
Partly

Additional Comments:

**Standard 1, Criterion 2      Term description**

The hospital provides Junior Medical Officers with a term description of each term that:

- |     |   |                  |
|-----|---|------------------|
| i   | Is provided to the JMO at or before term orientation by the term supervisor for that term   | Yes No<br>Partly |
| ii  | Includes a list of clinical skills which the JMO may reasonably expect to attain during that term   | Yes No<br>Partly |
| iii | Provides the JMO with a list of term objectives   | Yes No<br>Partly |
| iv  | Informs the JMO of his or her responsibilities for that term  | Yes No<br>Partly |
| v   | Outlines the educational opportunities and expectations for JMOs during the term  | Yes No<br>Partly |
| vi  | Identifies the mechanisms used to ensure that term objectives including clinical skills are being met (eg a logbook on regular meetings, including appraisal of a Junior Medical Officer's performance) | Yes No<br>Partly |

Additional Comments:

**Standard 1, Criterion 3      The Assessment Process**

Each hospital unit must have an established system for the regular assessment of JMOs including regular verbal feedback and make the assessment available to the JMO.

Assessment at the hospital is

- |     |   |     |    |        |
|-----|---|-----|----|--------|
| i   | Both formal and informal  | Yes | No | Partly |
| ii  | a. Undertaken by the term supervisor in consultation with other attending medical officers and registrars attached to that term | Yes | No | Partly |
|     | b. Are other health professional perspectives included in the assessment process  | Yes | No | Partly |
| iii | Completed and discussed with the JMO prior to the end of term   | Yes | No | Partly |
| iv  | Reflect clinical and professional abilities detailed on the statewide appraisal form  | Yes | No | Partly |
| v   | Reflect the objectives and skills outlined in the accreditation guide   | Yes | No | Partly |

Additional Comments:

**Standard 1, Criterion 4 Counselling of Junior Medical Officers**

It is expected that the assessment process will highlight strengths and weaknesses of the junior doctor and advice conveyed in an appropriate manner.

Is counselling provided for JMOs who demonstrate inadequate performance? Yes No  
Partly

If counselling occurs - what follow-up action is taken? *(detail below)*

**Standard 1, Criterion 5 Grievance procedures**

The hospital provides mechanisms for effectively detecting and dealing with the issues, concerns and grievances raised by JMOs. Yes No  
Partly

JMOs are advised of the procedures to raise grievances: Yes No  
Partly

Feedback is provided to JMOs on grievances Yes No  
Partly

There are mechanisms for dealing with term assessment disputes between a JMO and term supervisor Yes No  
Partly

## STANDARD 2

### ADMINISTRATION AND ORGANISATION - CLINICAL PROCESS

#### **Criterion 1 The Director of Clinical Training (DCT)**

The hospital has a Director of Clinical Training who:

- |      |  |     |    |        |
|------|--|-----|----|--------|
| i    | Is responsible to the General Clinical Training Committee (GCTC)   | Yes | No | Partly |
| ii   | In association with medical administration and the GCTC develops, coordinates and promotes the general clinical training program | Yes | No | Partly |
| iii  | Promotes a sense of professional responsibility and ethics among JMOs  | Yes | No | Partly |
| iv   | Acts as an advocate for JMOs   | Yes | No | Partly |
| v    | Offers career advice and counselling to JMOs   | Yes | No | Partly |
| vi   | Facilitates feedback to JMOs about their performance   | Yes | No | Partly |
| vii  | Liaises with term supervisors regarding JMO issues   | Yes | No | Partly |
| viii | Provides mentorship, either directly or by delegation  | Yes | No | Partly |
| ix   | Works closely with the Medical Education Officer   | Yes | No | Partly |

Detail Reporting Arrangements:

Who reports to the DCT?

Who does the DCT report to?

**Standard 2, Criterion 2 Term Supervisor**

The hospital has a term supervisor for each JMO rotation who:

- |     |   |     |    |        |
|-----|---|-----|----|--------|
| i   | Prepares and reviews the term description in consultation with other attending medical officers in the team | Yes | No | Partly |
| ii  | Liases with other attending medical officers on the unit to help evaluate JMO performance                   | Yes | No | Partly |
| iii | Encourages the appropriate attending medical officers to provide informal midterm feedback to the JMO       | Yes | No | Partly |
| iv  | Monitors the progress of the JMO  | Yes | No | Partly |
| v   | Ensures appropriate attending medical officers undertake an end of term JMO assessment                      | Yes | No | Partly |
| vi  | Discusses issues such as grievances with JMOs and is prepared to give career guidance to them?              | Yes | No | Partly |
| vii | Encourages JMOs to develop graded independence?   | Yes | No | Partly |

Additional Comments:



## STANDARD 3

### THE GENERAL CLINICAL TRAINING PROGRAM

Each primary allocation centre and secondment centre will provide a General Clinical Training program coordinated by the General Clinical Training Committee and the Director of Clinical Training.

The General Clinical Training program will provide JMOs with terms of appropriate length, quality and content, with proper levels of supervision and a comprehensive education program, including a process for ensuring the attainment of necessary clinical skills.

#### **Criterion 1 Core Terms and Clinical Program**

The general clinical training program:

- |     |   |     |    |        |
|-----|---|-----|----|--------|
| i   | Consist of terms lasting between 8 and 14 weeks duration in the first two postgraduate years  | Yes | No | Partly |
| ii  | Has core terms (of General Surgery, Medicine and either Accident and Emergency or general practice), which must be undertaken in Intern Year? | Yes | No | Partly |
| iii | Provides a balanced mix of terms in the second postgraduate year  | Yes | No | Partly |

Is the general clinical training hindered by other demands or consideration, eg financial/service?  
*comment*

### **Standard 3, Criterion 2      The Education Program**

The education program:

i	Is coordinated by the DCT and MEO in association with Medical Administration and the general clinical training committee	Yes	No Partly
ii	Is well structured and comprehensive incorporating the objectives outlined in the SA IMET Accreditation Guide	Yes	No Partly
v	Is introduced to JMOs at the time orientation	Yes	No Partly
vi	Is supported by the provision of adequate teaching facilities and educational resources by the hospital	Yes	No Partly
viii	Is Evaluated by the General Clinical Training Committee on a regular basis	Yes	No Partly
iii	Includes a process for ensuring the attainment of necessary clinical skills	Yes	No Partly
iv	Provides a combination of teaching methods, with emphasis given to bedside and workface teaching of JMOs	Yes	No Partly
vii	Ensures JMOs have access to adequate medical library and IT facilities	Yes	No Partly
ix	Reflects the changing practice of medicine	Yes	No Partly

Additional Comments:

*Please comment if any answers were 'no'*

### **Standard 3, Criterion 3 Skills To Be Obtained**

The education program promote the attainment of the following skills:

- |      |   |     |    |        |
|------|---|-----|----|--------|
| i    | Proficiency in history taking, physical examination, assessment and record keeping  | Yes | No | Partly |
| ii   | Proficiency in managing common acute and chronic medical and surgical problems, including emergency procedures  | Yes | No | Partly |
| iii  | Effective written and oral communication with patients, their families and with other health professionals  | Yes | No | Partly |
| iv   | A reasoned and cost conscious approach to investigations, prescribing and referral  | Yes | No | Partly |
| v    | Basic practical techniques relevant to specialty terms  | Yes | No | Partly |
| vi   | An appreciation of clinical review, medical audit and self-assessment   | Yes | No | Partly |
| vii  | An understanding of medico-legal and ethical principles and their applications to medical practice  | Yes | No | Partly |
| viii | The ability to make a competent differential diagnosis and to demonstrate skills in management planning, including preparation for the discharge and follow-up of patients and liaison with other disciplines | Yes | No | Partly |
| ix   | Acquisition of team work skills and teaching skills   | Yes | No | Partly |
| x    | Effective time management, and coping strategies especially to deal with heavy workloads and emotionally stressful situations   | Yes | No | Partly |

Additional Comments:

**Standard 3, Criterion 4      Attending Medical Officers (AMOs)**

There is evidence that the AMOs:

- |      |  |     |    |        |
|------|--|-----|----|--------|
| i    | Demonstrate a role model of good clinical practice (including the maintenance of harmonious relationships with patients and staff)   | Yes | No | Partly |
| ii   | Appropriately supervise JMOs in their daily work routines  | Yes | No | Partly |
| iii  | Assist in the development of JMO clinical skills   | Yes | No | Partly |
| iv   | Provides guidance on day-to-day management of patients   | Yes | No | Partly |
| v    | Acts as a role model for and actively participates in peer review and quality assurance processes  | Yes | No | Partly |
| vi   | Participate in the education program by providing bedside teaching appropriate to their clinical caseload in the hospital, including clinical research and presentations of cases at clinical meetings | Yes | No | Partly |
| vii  | Assist JMOs to develop study and research skills   | Yes | No | Partly |
| viii | Ensure JMOs can attend educational activities  | Yes | No | Partly |

Additional Comments:

## STANDARD 4

### EVALUATION OF THE GENERAL CLINICAL TRAINING PROGRAM

The hospital has a system for the evaluation of the General Clinical Training Program, including:

i	The orientation program	Yes	No	Partly
ii	The education program	Yes	No	Partly
iii	Quality of the experience gained by JMOs in each term	Yes	No	Partly
iv	Teaching, supervision and assessment offered to JMOs in each term	Yes	No	Partly
v	Allocation of terms	Yes	No	Partly
vi	Recruitment, selection and retention of JMOs	Yes	No	Partly
vii	Role, function and performance of the DCT, MEO and term supervisors	Yes	No	Partly
viii	Overall conditions at the hospital which impact upon JMOs	Yes	No	Partly

Additional Comments:

The Hospital provides library and research facilities for JMOs which includes:

- |  |     |    |        |
|--|-----|----|--------|
| A select group of textbooks and medical journals   | Yes | No | Partly |
| A reading area   | Yes | No | Partly |
| An electronic connection to a central research library, eg a secondment hospital links to the library at the primary allocation centre | Yes | No | Partly |
| Photocopying machines  | Yes | No | Partly |

# **OVERVIEW OF TRAINING PROGRAM**

*The DCT should provide an overview of alterations to the hospital training program since the last accreditation visit, addressing issues of concern or improvements. This can be added below.*

Specific issues raised at the last Accreditation of

were: