

# AdPha Hospital Training Programs Accreditation Toolkit 2024

ADVANCED  
PHARMACY  
AUSTRALIA



# Purpose

The Advanced Pharmacy Australia (AdPha) Hospital Training Programs Accreditation Toolkit provides guidance to hospital pharmacy departments on the process of becoming an AdPha-accredited Training Site to deliver either Resident Training Program or Registrar Training Program. The Toolkit should be used in conjunction with the AdPha Accreditation Standards for Hospital Training Programs.

# Accreditation process for Training Programs

## Step 1:

### Core Accreditation

Core accreditation ensures that the pharmacy department or health service has infrastructure, services and cultural attributes which align with AdPha's Training Program standards.

[Application for Core Accreditation](#)

**No Payment**

## Step 2:

### Program Approval

Program approval determines whether the individual program is suitable based on program-specific attributes and requirements.

Program approval includes the Resident Training program and/or the Registrar Training Program pathways.

**Resident Training  
Program Approval**

[Application form](#)

**No Payment**

And/or

**Registrar Training Program  
Approval**

(individual pathways)

[Application form](#)

**No Payment**

## Step 3:

### Full Accreditation

Approximately 12 months after the first Resident or Registrar candidates have commenced, AdPha notifies Training Site of timeframe for full accreditation.

#### **Two-part process (full details below):**

1. Submission of updated documentation ([submit here](#))
2. Accreditation interviews

**No Payment**

### Reaccreditation

Prior to the end date of the Training Site's existing accreditation, AdPha notifies Training Site of timeframe for reaccreditation.

*Same structure as Full Accreditation*

#### **Two-part process (full details below):**

1. Submission of updated documentation ([submit here](#))
2. Accreditation interviews

**Fees apply (see below)**

**Provisional Accreditation**  
Granted for two years

**Full Accreditation**  
Granted for 4 years

**Reaccreditation**  
Granted for 4 years

## Applications for Registrar Training Program pathway approval

Training Sites applying for Registrar Training Program pathway approval will be asked to indicate whether the program will be delivered

- As a 'once off' pathway (i.e., for a specific Registrar candidate)
- On an ongoing basis (i.e., Registrar candidates will be appointed regularly into the pathway)

Program approval for 'once off' pathways will be granted for two years only (i.e. the duration of the specific Registrar candidates' program)

Approval for ongoing Registrar Training Programs will be granted for an initial two-year period with a further four years being approved to align with core full and reaccreditation.

## Full Accreditation and Re-accreditation Process

The aim of Full Accreditation and Re-accreditation is to ensure that the Training Programs are being delivered according to the AdPha Accreditation Standards for Hospital Pharmacy Training Programs and that the experience and training of Resident and Registrar candidates is satisfactory. There are two main aspects to Full Accreditation and Re-accreditation:

### 1. Submission of Documentation

You will be asked to submit the required documentation at least four weeks in advance of the accreditation interviews to the AdPha Training Program team via a [webform link](#).

#### Documentation required:

- Update of hospital setting (number of patient beds in the hospital, patient demographics, overview of pharmacy services provided)

*NB: Only if significantly updated since Provisional Accreditation*

- Resident Training Programs Manual and/or Registrar Training Program Manual (or alternative orientation guide)

- CVs of relevant staff (Program Leaders, Rotation Preceptors/Mentors, Directors/Deputy Directors of Pharmacy)

*NB: Only if there have been there have been changes to key staff*

- Minutes (or alternative evidence) of Training Program governance by Resident/Registrar Training Program Leadership Group

*NB: Provide frequency of meetings (submit at least two meeting minutes as evidence of frequency) and membership structure (Terms of Reference if available)*

- Evidence of active education program for staff at Training Program Site

Examples: CE Calendar, online training tools

- Research output of Pharmacy Staff at Training Site

Examples: list of abstracts / research presentations / posters over previous 12 months

## 2. Accreditation Interviews

AdPha will work with Program Leads to set up a suitable time for the virtual accreditation interviews. The assessment panel will be made of members of the AdPha Workforce team.

The required accreditation interviews are:

Resident Training Program		Registrar Training Program	
Program Lead (60 minutes)			
Resident candidate - 1 <sup>st</sup> Year (30 minutes)		Registrar candidate(s)* (30 minutes)	
Resident candidate - 2 <sup>nd</sup> Year (30 minutes)		Registrar Mentor(s)* (30 minutes)	
Preceptor - total of two (30 minutes each)			
Director of Pharmacy (if required)			

*\* Dependent on the number of Registrar Training Program pathways being accredited – for a single pathway, interviews will be held with one Registrar candidate and their mentor; if multiple pathways are being accredited, additional interviews will be held.*

Training sites must complete full accreditation and re-accreditation before the end of their provisional or full accreditation expires.

AdPha will contact the Training Site approximately three months prior to the expiration date to discuss the timeframe for re-accreditation.

## Full Accreditation and Reaccreditation Outcome

Within 4 weeks of completion of the accreditation interviews, AdPha staff will provide a report and accreditation certificate which will be sent to Program Lead(s). The Program Lead(s) will have two weeks to reply with any factual corrections.

## Accreditation cost

There are no costs associated with Provisional Core Accreditation, Resident Training Program approval, Registrar Training Program approval and Full Core Accreditation.

Accreditation costs associated with the AdPha Training Programs occur only at re-accreditation and cover the future 4-year accreditation period.

For Core re-accreditation and Resident Training Program re-accreditation, a fee of \$1045 (ex. GST) will apply.

For re-accreditation of Registrar Training Program pathways, the fee structure is outlined below:

Number of pathways re-accredited / year	Fee (ex. GST)
1-2	\$350
3-5	\$450
6-8	\$550
>8	\$650

Payment of this fee will be required within 30 days of the site being provided the accreditation report, certificate and invoice.

# Appendix 1

## CORE ACCREDITATION APPLICATION QUESTIONS

Core Accreditation is the accreditation of the site at which all training programs will be undertaken. It establishes the criteria a hospital pharmacy department must meet to become an AdPha-accredited Training Program Site. A pharmacy department must demonstrate that the physical, departmental and cultural attributes of the department are aligned with AdPha's standards with respect to staff development and education.

Core accreditation is required for a site to run Resident Training Program and/or Registrar Training Program pathways.

The [AdPha Accreditation Standards for Hospital Training Programs 2024](#) provide detail of the standards which underpin the AdPha Training Programs and should be referred to when completing this application.

Your responses and documents submitted as part of this application will be what AdPha use consider your site(s) suitability to run an AdPha Training Program. The application is comprehensive and requires a number of documents to be uploaded.

### Training Program details

Option A: For single-site hospitals – provide the name of the hospital to be accredited as a Training Program site

Option B: For health services with more than one hospital (select the relevant option below):

- I am applying to accredit individual hospitals as Training Program sites. Other hospitals and locations within the health service are considered rotation sites.
- I am applying to accredit the entire health service as a single Training Program site. The Program Lead will retain effective contrail of the development and training needs across the network.

If option B: list names of hospitals OR the health service for accreditation

- Describe the hospital setting and the range of services provided by the pharmacy department (1.1, 1.2):
- Describe how the pharmacist workforce are integrated into the interprofessional team and are actively involved in interprofessional collaboration related to effective person-centred care (e.g. service/ward meetings, ward rounds and/or case conferences) (1.1, 1.3, 1.4)
- Provide a description outlining the organsitional structure of the pharmacy department (description or image). Please include mention of how the Training Program candidates will fit into this structure. (1.2)

- Provide an outline of your pharmacy department's overall participation in key hospital committees and working groups (2.1):
- Provide examples of your staff commitment to the betterment of the profession and hospital pharmacy practice through active involvement in professional committees, research, AdPha or other external advisory groups (2.2):

### **Teaching and interdisciplinary involvement**

- Provide an outline of the pharmacy department educational programs (e.g. pharmacy CE, journal club) over the last 6-12 months (upload education calendar) (1.4, 4.1):
- Describe the ward-based peer-learning training opportunities for pharmacy staff (e.g. ward teaching sessions, case-based discussions) (1.4, 4.2)
- Describe the opportunities available to staff to provide or participate in interdisciplinary education activities (nursing, medical, allied health) (1.5):
- Describe your existing commitment to workplace based education, training or development programs (e.g. Intern Training Programs, Undergraduate placements) (1.4, 4.1)
- What clinical educator resources are available in the pharmacy workforce or alternatively who manages/coordinates the educational programs in the pharmacy department (include name, title and EFT) (3.1, 3.2, 4.1)
- Describe the members of your Training Program Leadership Group (please note this may have overlap with the leadership groups/committees that support existing education programs within the pharmacy department) (3.1)

### **Professional development**

- Outline the types of performance evaluation tools and work-place based assessment you currently utilise in your hospital pharmacy department (e.g. ClinCAT, Case-based discussion, mini-CEX, 360 feedback) and how these are utilised as part of professional development plans for staff (1.3, 4.2, 4.3, 4.4).
- How often do staff performance appraisals occur? (2.5):
- Provide evidence/examples of performance evaluation documentation (de-identified)
- Describe leadership and management training opportunities for staff, and how training program candidates can be involved in developing skills outside of clinical expertise (4.3):

### **Research**



- Describe your department's commitment to continuous quality improvement including any audit programs and/or quality initiatives (2.1, 2.3):
- Describe any recent (last 2 years) or current research projects completed at your pharmacy department (2.3, 2.4)
- Provide up to 5 five key examples of conference presentations (posters or oral) and/or peer viewed published papers (please compile to one document):
- Describe how your pharmacy department supports research opportunities and output (either someone in a dedicated research role or senior pharmacist(s) with research experience)? (2.3, 2.4)
- Provide details of key staff who have research experience:

## **Staff**

- Describe your orientation process for pharmacist staff who are new to the pharmacy department and/or rotating to new area (5.1)
- Describe the workspaces, technology and clinical resources available to the pharmacy department workforce to complete their role? (5.2)
- What existing programs/services are available to support staff? (e.g. Employee assistance (EAP), peer support or mentor programs) (5.3)

## **Appendix 2**

### **PROGRAM APPROVAL – RESIDENT TRAINING PROGRAM APPLICATION QUESTIONS**

Resident Training Program Approval establishes the program specific requirements for an AdPha accredited Training Program Site to deliver a residency pathway. This stage of accreditation determines whether a Training Site's program is suitable based on its compliance with program-specific attributes and requirements. The [AdPha Accreditation Standards for Hospital Training Programs 2024](#) provide detail of the standards which underpin the Resident Training Program and should be referred to when completing this application. Your responses and documents submitted as part of this application will be what AdPha use to consider your site(s) suitability to run an AdPha Resident Training Program. The application is comprehensive and requires a number of documents to be uploaded.

- When do you expect to commence your Resident Training Program (month, year)?
- How many Resident candidates do you expect to commence in your Resident Training Program?
- Provide a copy of the Resident Training Manual for your training site (2.4, 3.2)
- How do you plan to appoint Resident candidates to your program? (3.1)
- Provide a Resident candidate position description (1.5, 3.1, 3.2)
- Provide proposed reporting lines for the Resident candidates (1.5, 2.2)

#### **Program Lead**

The Resident Training Program should have a defined Program Lead. The Program Lead is a senior pharmacist with demonstrable experience in clinical pharmacy and clinical education who is responsible for the organisation and delivery of the Resident Training Program. The Program Lead must be able to demonstrate core skills in supervision, teaching and mentoring of foundation level staff, as well as a high level of clinical pharmacy expertise.

- What is the name of your Resident Training Program Lead? (2.1, 2.2)
- Upload their curriculum vitae (2.1, 2.2):

#### **Curriculum and Staff**

AdPha requires Training Programs to ensure Resident candidates spend six months in a medical rotation (for example, across general medicine, cardiology, respiratory, infectious diseases, etc.), six months in a surgical rotation (for example, across general surgery, cardiothoracic surgery, breast and gynaecological surgery, colorectal surgery, orthopaedic surgery, etc.), six months in an operational role (for example across inpatient/discharge and outpatient dispensary, clinical trials, manufacturing, medicines information, etc.) and one elective rotation.

- Provide details of the practice areas that will be used as the medical, surgical , breadth and operational rotations to meet the program approval requirements (1.1)
- Upload any planned timetable/provisional program for these rotations (1.1). How will these 6-month rotations align with your sites regular pharmacist rotations?
- Will Resident candidates at your site be required to undergo a rotation elsewhere (i.e. Rotation site)? (1.2, 1.3)
- If Yes, please provide details of the location, rotation type and period of time that the Resident candidate(s) will spend at the Rotation site. (1.2, 1.3)
- Provide the learning objectives for the different rotations (4.3)
- Provide details of the pharmacists who will be preceptors for each rotation (either names of individuals and brief bios/CVs (single document) or position descriptions) (1.3, 2.3)
- Provide details of the trained ClinCAT evaluators who will be provide ClinCATs for the Resident candidate(s) in each rotation? (4.1)
- The ANZCAP platform contains electronic templates for the Mini-CEX, Direct Observation of Practice (DOPs), Case-based discusion (CBD), reflection report, ClinCAT, Mini-PAT and other assessments included in the Resident Training Program circiulum. Please confirm if you intended to use the ANZCAP Learning Experiences or develop your own local assessment tools to support these assessments (4.2)
- If you intend to use local assessment templates then please provide examples of these:
- Describe how you will preserve the overall Resident Training Program experience in times of staff shortages? (1.4)

### **Professional development**

- Describe who will provide orientation to new Resident candidate(s) (2.2, 5.1)
- Describe how your Training site supports participation in Resident Training Program specific professional development activities for your Resident candidates? (5.2)
- I acknowledge that the Resident Training Program Site will deliver a program in accordance with AdPha's requirements as outlined in the AdPha Resident Training Program Framework 2024 (Yes / No)

## **Appendix 4**

### **PROGRAM APPROVAL - REGISTRAR TRAINING PROGRAM PATHWAY APPLICATION QUESTIONS**

Program Approval for a Registrar Training Program pathway establishes the program specific requirements for an AdPha accredited Training Site to deliver a Registrar Training Program pathway. This stage of accreditation determines whether a Training Site's program is suitable based on its compliance with program-specific attributes and requirements.

Program approval is required for each Registrar Training Program pathway a site intends to run.

The [AdPha Accreditation Standards for Hospital Training Programs 2024](#) provide detail of the standards which underpin the Registrar Training Program and should be referred to when completing this application.

Your responses and documents submitted as part of this application will be what AdPha use to consider your site(s) suitability to run an AdPha Registrar Training Program. The application is comprehensive and requires a number of documents to be uploaded.

- In which practice area are you intending to conduct the Registrar Training Program (Reg-TP)? (1.1)

Each Registrar Training Program (Reg-TP) pathway must have a defined practice area, which can be generalist or specialist in scope. Specialist pathways should be aligned to the AdPha Specialty Practice Streams.

- Is this Reg-TP program approval for a:
  - 'once off' pathway (i.e., for a specific Registrar candidate) or
  - an ongoing basis (i.e., Registrar candidates will be appointed regularly into the pathway) (1.1)

If 'once-off' selected:

- Provide the Registrar candidate names and details of their suitability to take part in the Reg-TP (CV or position description) (3.1, 3.2):

If "ongoing basis" selected:

- Provide a Registrar candidate position description (1.3, 1.4, 3.1, 3.2)
  - How do you plan to appoint Registrar candidates to your program? (3.1)
- Provide your Registrar Training Program manual or equivalent document: (1.4)
  - The ANZCAP platform contains electronic templates for the Mini-CEX, Direct Observation of Practice (DOPs), Case-based discussion (CBD), reflection report, ClinCAT, Mini-PAT and other assessments included in the Registrar Training Program curriculum. Please confirm if you intended to use the ANZCAP Learning Experiences or develop your own local assessment tools to support these assessments (4.3)

## Staff

- What is the name of your Registrar Training Program Lead? (2.1)
- Upload their curriculum vitae (2.1)
- What is the name of the Reg-TP Registrar Mentor for this area of practice? (2.2)
- Provide evidence that demonstrates the Registrar Mentor has the required experience for this practice area. Please provide a CV AND either: Advancing Practice credentials (as Consolidation or Advanced Practice) - OR - ANZCAP Recognition (as a Pharmacist Registrar or Consultant) - OR - in the absence of either completed AdPha Registrar Mentor criteria document (see attached) (2.2)
- Is this Registrar mentor a trained ClinCAT evaluator. If no, please provide the details of another ClinCAT evaluator who will complete the ClinCAT requirements of the Registrar Training Program? (4.2)
- Describe the Registrar mentor's experience with supporting workplace-based assessments (WBAs) or alternatively detail any clinical educator training they have completed (4.3, 4.4)
- Have you identified a suitable external mentor? If yes, please provide the mentor's job title and workplace (2.4, 4.4):

## Curriculum

- Provide details of how you propose to structure the Registrar candidate's workplan to align with the requirements outlined in the practice area specific Registrar Training Program Framework (1.2, 1.3, 1.4, 3.2)

The Registrar candidate's workplan should align strongly with the defined practice area, with at least 18 months of the 2-year program spent in a working environment directly linked to the defined practice area.

- Upload any planned timetable/provisional workplan (1.2, 1.3, 1.4, 3.2):
- Provide information on the staffing structure for the Reg-TP practice area (1.3, 1.4, 2.3, 3.3)
- What is the model for the Registrar candidate- Registrar Mentor relationship. (See AdPha Registrar Training Program Common Framework or practice area specific framework for guidance on the various options available) (2.3)
- Provide details on the opportunities available to the Registrar candidate to develop performance review/line management responsibilities? (1.3, 3.3):

## Professional development

- Is the Registrar candidate required to complete any additional local credentialing in order to practice in this Reg-TP? (4.1):

- If Yes, please provide details of the credentialing/assessment package:
- Describe how your Training site supports participation in Registrar Training Program specific professional development activities for the registrar candidate(s)? (5.3)
- I acknowledge that the Training Program site will deliver a program in accordance with AdPha's requirements as outlined in the AdPha Training Program Rules, the Reg-TP Framework (or relevant Practice Area Framework) & Evaluation and Assessment Matrix (Yes / No)