

# TRAINING SITE ACCREDITATION

## Purpose

To define the required standards for accreditation to provide clinical training in sexual and reproductive health (SRH) through the New Zealand College of Sexual and Reproductive Health (NZCSRH).

## Scope

This policy applies to all current and prospective NZCSRH training sites, training providers and services considered for the NZCSRH Fellowship Training Programme.

## Definitions

**Training Site:** A clinical service accredited by NZCSRH to provide training for the NZCSRH Fellowship Training Programme.

**Accreditation:** Formal approval granted by NZCSRH confirming a site meets required standards for training in the SRH Fellowship Training Programme.

**Site Visit:** Assessment of a training site through in-person or virtual review.

## Details

### Accreditation Process

Services identified as potential training sites for the NZCSRH Fellowship Training Programme must be accredited prior to any trainee starting. Trainees may identify a service as a potential employer for their second- and third-year training placements, the service providers themselves may wish to be considered, or the New Zealand College of Sexual and Reproductive Health (NZCSRH) may identify the service as a potential training site.

The service must complete sections A-D of the Training Site Accreditation Application Form. The application will be reviewed by the Educational Advisory Committee (EAC) of NZCSRH. If the criteria are met, a site visit will be arranged at NZCSRH's cost. Services which do not meet the criteria based on the initial information provided in the application will be notified and the application will not be progressed until they are able to meet the minimum requirements.

Training site reviewers will meet with representatives of the clinical service on site. Site visits will be conducted by two members of the EAC or two clinical members of the NZSRHECT Board approved by EAC, or a combination thereof. Where possible, a training supervisor will accompany the training site review team. A Fellow who is not a member of the NZSRHECT Board may be nominated to represent NZCSRH if this facilitates a site visit. In this situation, the other NZCSRH representative must be a member of the EAC.

The purpose of the meeting is to review the capacity of the service to provide a quality SRH training experience. The Training Site Accreditation Application Form and Training Site Accreditation Rubric are used to guide the assessment of the service against NZCSRH standards for training sites. At the end of the site visit, one representative of the service and NZCSRH both sign the completed form as an acknowledgement of an accurate representation of the service and site visit. The findings of the site visit,



along with the training site reviewers' recommendations, are submitted to EAC for formal consideration. The final decision on accreditation of a training site sits with the EAC.

The nominated training supervisor for each trainee is not required to sign the Training Site Accreditation Application Form. However, their name must be included on the form.

The service will be formally notified in writing of the result of the accreditation. Successful new training sites will be awarded provisional accreditation, with full accreditation only following a satisfactory review at three months. Site accreditation is valid for three (3) years, unless terminated early.

Accredited training sites will be provided with a list of their responsibilities including to notify the EAC of any changes of the service, as outlined in this Policy. Any changes notified by an accredited service will be considered by the EAC with regard to the impact on provision of training and whether accreditation should be withdrawn.

## Accreditation Criteria

- Services must be open for at least four half days (or 16 hours) per week to be considered for accreditation as a main training site. Clinical settings open for less than 16 hours per week may be considered as outreach clinics, provided that the staff also work at the main training site which is open for more than two days per week. Year 1 placements require experienced clinician support on site the whole time the trainee is in clinic. If this is not a Fellow of NZCSRH, the trainee must be able to contact a Fellow at a different site at all times.
- Services seeking accreditation for Year 2 and Year 3 placements do not have to meet the requirement of onsite senior support at all times; however, senior support must be available remotely in this situation. There should be no periods of longer than two weeks where the trainee has no clinician colleague on site. Changes in personnel which mean that the trainee is without another clinician's support in clinic for a period of two weeks or more must be notified to the NZCSRH in writing as soon as practical. Changes in specialist doctor availability (other than annual leave) should also be advised to the NZCSRH in writing as soon as practical.
- Case load is used to determine whether there is sufficient training opportunity for a trainee. Year 1 trainees are expected to see 8 to 15 cases (FTE) per typical full day clinic. Year 1 sites must offer a range of SRH services covering reproductive health and sexual health within the overall caseload. The service must notify the NZCSRH in writing if case numbers decrease to below an average of 8 cases per FTE day over 4 weeks.
- The trainee's timetable must include the orientation period, and details on how it will be determined when the orientation period is over.
- Essential accreditation criteria include:
  - AAA-NZ or equivalent accreditation (e.g. DAA or Te Wana),
  - a clinic room for the trainee to see patients,
  - on site on-line internet access to clinical literature including current journals,
  - access to on-line teaching.
- Preferred accreditation criteria include
  - access to a library with current specialist literature,
  - participation in undergraduate (medical, nursing or allied health) teaching,
  - access to funding for educational activities, e.g. conferences,
  - access to face-to-face in person teaching in this specialty
  - trainee participation in quality assurance processes.

If the Accreditation Criteria are amended, accredited training sites will be notified of the new criteria but will not be assessed against them until their next scheduled reaccreditation.



## Levels of Accreditation

There are two levels of accreditation – Provisional and Full.

Newly accredited training sites will initially receive Provisional accreditation. This status will be reviewed 3 months after a trainee starts at the site.

Full Accreditation will be granted to sites with Provisional Accreditation after the 3-month review if they continue to meet all of the NZCSRH Site Accreditation Standards.

## Review of Training Site Accreditation

The EAC will review the site accreditation three (3) months after provisional accreditation is granted and a trainee has started, or after changes are advised and remedial actions taken. Changes that may lead to a review of site accreditation include a decline in caseload numbers below the minimum expected for site accreditation, inability to provide adequate supervision, and trainee reports of issues that affect training and wellbeing.

In any review, the EAC will seek feedback from the trainee, the supervisor, and the site manager. The EAC will consider the feedback alongside the site accreditation application before making a decision on the outcomes of the review.

Outcomes of the review may include a further site visit by EAC and/or suspension of site accreditation until issues are resolved. If the EAC consider it will not be possible to resolve identified issues within three months, site accreditation may be formally withdrawn by the EAC. If the site accreditation is withdrawn, the site may reapply for site accreditation after a minimum six-month stand-down period.

The EAC reserves the right to review and/or suspend or withdraw the site accreditation of any training site that no longer meets the NZCSRH standards for site accreditation. In the event that a training site accreditation is being reconsidered, the EAC will inform the site's senior manager of this possibility. Accreditation would only be withdrawn in exceptional circumstances and if issues cannot be addressed within three months.

At any point during the three-year site accreditation cycle, the accredited training site may request a review or request a withdrawal from training site accreditation. The site must give 3 months' notice in writing of intention to withdraw from site accreditation.

## Reaccreditation

Sites are advised to apply for reaccreditation at least three months before the end of their training site accreditation cycle to ensure there is no interruption to the trainee's programme and progress. Site visits are required for reaccreditation applications. However, previously accredited training sites will not need to undergo a three-month provisional status and review.

## Disputes

Any dispute in this regard will be referred to the NZSRHECT Board according to the appropriate Appeals or Complaints Policy, depending on the nature of the dispute.

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| <b>Policy Owner</b> | NZCSRH Educational Advisory Committee |
| <b>Date</b>         | June 2026                             |
| <b>Review Date</b>  | June 2029                             |

