



The Royal Australian  
and New Zealand  
College of Radiologists\*

The Faculty of Radiation Oncology

# AREA OF NEED ACCREDITATION SITE SELF-ASSESSMENT FORM

Document name and version:

Area of Need Accreditation Site Self-Assessment Form

Version 1.0

March 2022

ABN 37 000 029 863

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# 1 INTRODUCTION

This Area of Need (AoN) Site Self-Assessment Form (SSAF) is to be completed by the AoN site applying for AoN Site Accreditation. For the full and ongoing requirements for AoN accredited sites, please refer to the:

[Faculty of Radiation Oncology Area of Need Site Accreditation Standards v1](#)

The AoN standards have been developed to ensure International Medical Graduates (IMGs) have the appropriate knowledge, skills and supervision levels to provide quality patient care in the local clinical environment. The accreditation process seeks to ensure that IMGs upskilling in AoN positions are provided with the necessary support and resources to enable them to meet the requirements of the Specialist Recognition assessment outcome; and assist AoN accredited sites in their role as training providers by identifying factors that may be adversely affecting their capacity to deliver effective and supportive training.

The AoN site seeking accreditation must provide the documentary evidence requested by the College before the application will be considered. The College recognises that some requirements within the standards may not be equally applicable to all AoN sites.

An AoN accredited site can comprise of a nominated primary site and up to four secondary sites that form the IMG's rotation. Level 2 supervision must be available at any site where the IMG is scheduled to work within the first six months, as per the Medical Board of Australia (MBA)s Guidelines: Supervised practice for international medical graduates. Sites are eligible to apply for a variation of AoN site accreditation.

For full details and assistance on completing the SSAF please refer to:

[AoN Site Accreditation Application Guidelines](#)

# 2 AON SITE ACCREDITATION PROCESS

## 2.1 Accreditation Process

The AoN Site Accreditation process is a 4-stage process.

Full details: [AoN Site Accreditation Application Guidelines](#)

- Stage 1: Paper based review of the Site Self-Assessment application
- Stage 2: Site assessment to ensure site meets the AoN Site Accreditation standards
- Stage 3: Follow up site assessment after the IMG has been on site to ensure
- Stage 4: Variation application not involving a site visit.



## 2.2 Accreditation period

To align with the MBA requirement for IMGs found partially comparable to complete the Specialist Recognition pathway within four years, RANZCR AoN accreditation is granted for a period of four years.

A new AoN site will undergo a site assessment to validate the ability of the site to meet the AON accreditation standards as part of the accreditation process. Once an AoN IMG has commenced in the AoN position a follow up site visit is required to be undertaken within the first 12 months.

## 2.3 Accreditation with Limitations

- a) Recognising the variability in service provision and therefore upskilling opportunities in the various AoN sites, there may be limitations placed on a site, for example limitations on the breadth and type of upskilling that the site is accredited to provide an IMG.
- b) The CAO may request a visit outside the regular accreditation cycle to any site at his/her discretion.

## 2.4 Accreditation Outcomes

The CRETC will determine if a site meets the requirements to be accredited to upskill IMGs on the specialist recognition pathway. There are two possible outcomes:

- a) **Accredited or**
- b) **Not Accredited**

|                | Definition   | Follow-up   |
|----------------|--|---|
| Accredited     | Site has demonstrated that there are adequate systems, structures and staffing to support IMGs requiring up to 12 months upskilling on the Specialist Recognition pathway. | Site visit within 12 months of IMG commencing at the site.  |
| Not Accredited | Concern the site does not have sufficient systems, structures and staffing to adequately support the IMG.  | a. Site advised to reapply for accreditation at a later date once noted concerns have been addressed.<br>or<br>b. Site requested to refer to accreditation standards. |

### 3 SITE INFORMATION

| General Site Information                       |  |
|--|--|
| <b>Company Name:</b>                           |  |
| <b>Trading Name:</b>                           |  |
| <b>Name of Primary Site:</b>                   |  |
| Address:                                       |  |
| Email:   |  |
| Contact Number:                                |  |
| Clinical Director:                             |  |
| Principal IMG Supervisor:                      |  |
| <b>Name of Secondary Site #1: (max. 4)</b>     |  |
| Address:                                       |  |
| Email:   |  |
| Contact Number:                                |  |
| Clinical Director:                             |  |
| Principal IMG Supervisor:                      |  |
| <b>Name of Secondary Site #2:</b>              |  |
| Address:                                       |  |
| Email:   |  |
| Contact Number:                                |  |
| Clinical Director:                             |  |
| Principal IMG Supervisor:                      |  |
| <b>Name of Secondary Site #3:</b>              |  |
| Address:                                       |  |
| Email:   |  |
| Contact Number:                                |  |
| Clinical Director:                             |  |
| Principal IMG Supervisor:                      |  |
| <b>Name of Secondary Site #4:</b>              |  |
| Address:                                       |  |
| Email:   |  |
| Contact Number:                                |  |
| Clinical Director:                             |  |
| Principal IMG Supervisor:                      |  |
| <b>Primary Contact:</b>                        |  |
| Position Title:                                |  |
| Contact Number:                                |  |
| Email:   |  |
| <b>Executive Representative:</b>               |  |
| Position Title: (e.g. CEO, DMS)                |  |
| Contact Number:                                |  |
| Email:   |  |
| <b>Person completing this self-assessment:</b> |  |
| Position Title:                                |  |
| Contact Number:                                |  |
| Email:   |  |

## Staffing – FRANZCR

Please list all FRANZCR consultants across nominated primary and secondary sites.

| Name:     | Involved in IMG Supervision                              | FTE |
|-----------|--|-----|
| 1.        | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| 2.        | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| 3.        | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| 4.        | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| 5.        | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| 6.        | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| 7.        | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| 8.        | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| 9.        | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| 10.       | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| 11.       | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| 12.       | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| 13.       | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| 14.       | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| 15.       | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| 16.       | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| 17.       | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| 18.       | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| 19.       | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| 20.       | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| Total FTE |  |     |



### Current International Medical Graduates at site

| Name | Training Phase | Accredited  | Limitations |
|------|----------------|---|-------------|
|      |                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |             |
|      |                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |             |
|      |                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |             |
|      |                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |             |
|      |                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |             |

### New AoN Accredited Positions

Please indicate the number of accredited AoN positions the site is applying for in this application:

### Practical Experience

*Please provide details of addressed areas, with examples where appropriate.*

#### Prostate and gynaecological brachytherapy

#### Training in management of paediatric malignancies

#### Stereotactic radiotherapy/radiosurgery

#### Patient total body irradiation

#### Surgical oncology

|  |
|--|
| <b>Outpatient chemotherapy</b>           |
|  |
| <b>Dedicated palliative care service</b> |
|  |
| <b>Additional comments</b>               |
|  |

| Multidisciplinary Team Meetings |  |           |
|---------------------------------|--|-----------|
| Meeting                         |  | Frequency |
| Head and Neck                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |           |
| Lung                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |           |
| Gastrointestinal                | <input type="checkbox"/> Yes <input type="checkbox"/> No |           |
| Gynaecology                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |           |
| Central Nervous System          | <input type="checkbox"/> Yes <input type="checkbox"/> No |           |
| Breast                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |           |
| Paediatrics                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |           |
| Urology                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |           |
| Other (please specify below)    | <input type="checkbox"/> Yes <input type="checkbox"/> No |           |
| <b>Additional Comments:</b><br> |  |           |

# 4 AON SITE SELF-ASSESSMENT

Please address each criterion individually, supplying evidence where applicable (e.g. supervisor roster, education timetables, details of multidisciplinary and clinical meetings).

## Standard 1 Governance, safety and quality assurance

A clear governance structure in relation to upskilling and training delivery in each AoN site is a key element of satisfactory governance. The following standards outline the key minimum criteria and requirements to meet satisfactory AoN accreditation site arrangements.

### Standard 1.1 The AoN site adheres to the RANZCR reporting requirements as relevant to the Specialist Recognition pathway requirements.

| Criteria  | Supporting Evidence | Site Comments |
|---|---------------------|---------------|
| <b>1.1.1 - AoN site and AoN supervisor complies with the RANZCR reporting requirements.</b><br><b>Specific Requirements:</b> <ul style="list-style-type: none"> <li>• Undertakes supervisor assessments on the IMG's performance.</li> <li>• Completes assessments as per the IMG's SR assessment outcome report and requirements.</li> </ul>                                     |                     |               |
| <b>1.1.2 - AoN supervisor encourages trainees to comply with the RANZCR reporting requirements.</b><br><b>Specific Requirements:</b> <ul style="list-style-type: none"> <li>• IMG assessments are submitted as per the SR assessment outcome requirements</li> <li>• IMGs notify the College in writing of any variations to the information submitted to the College.</li> </ul> |                     |               |
| <b>1.1.3 - AAoN site ensures that RANZCR is advised of changes to AoN supervisor.</b><br><b>Specific Requirements:</b> <ul style="list-style-type: none"> <li>• AoN site to ensure RANZCR is notified to any change in supervisor within two weeks of the change.</li> </ul>  |                     |               |
| <b>1.1.4 - Site notifies RANZCR of any change of circumstances within their</b>   |                     |               |

|   |  |  |
|---|--|--|
| <p>department which may potentially lead to its failing to meet the minimum criteria for its accreditation status.</p> <p><b>Specific Requirements:</b></p> <ul style="list-style-type: none"> <li>• Initial written notification to Chief Accreditation Officer (CAO) via the College within two weeks of any change.</li> </ul> |  |  |
|---|--|--|

## Standard 2 Upskilling Environment

The AoN site must be able to provide the required upskilling for IMGs on the Specialist Recognition pathway. To be accredited for AoN upskilling, sites must meet the following requirements.

**Standard 2.1** The AoN site provides an effective orientation program to ensure the IMG is supported and cognisant of the Australian clinical environment.

| Criteria  | Supporting Evidence | Site Comments |
|---|---------------------|---------------|
| <p><b>2.1.1</b> - The AoN site provides orientation to the site.</p> <p><b>Specific Requirements:</b></p> <p>Including but not limited to:</p> <ul style="list-style-type: none"> <li>• An introduction to all key staff members. The supervision level and responsibilities of the IMG are known by all.</li> <li>• The role and relationships between the IMG, IMG supervisors, other members of the healthcare team.</li> <li>• The departmental layout and equipment.</li> <li>• Training on systems (i.e., planning and contouring software).</li> <li>• Case-mix description/ models of care/ workpractices/referral mechanisms.</li> <li>• Training on all processes pertaining to receiving referrals, management correspondence, rostering, after hours and on call work and WH&amp;S procedures.</li> <li>• The administrative arrangements and organisational structures within the Practice including legal matters.</li> <li>• IMG management (supervision, training and teaching processes).</li> <li>• Awareness of the location of all resources available</li> </ul> |                     |               |

|   |  |  |
|---|--|--|
| including policies and procedures related to discrimination, bullying, harassment and cultural safety.  |  |  |
| <b>2.1.2 - The AoN site provides orientation to the Australian clinical environment</b><br><b>Specific Requirements:</b> <ul style="list-style-type: none"> <li>• Systematic program to become cognisant of the Australian health system.</li> <li>• Cultural competency for the local community.</li> <li>• Indigenous and cultural health processes and resources.</li> </ul> |  |  |

**Standard 2.2** The AoN site delivers a commitment to effective communication, cultural awareness and ethical conduct.

| Criteria  | Supporting Evidence | Site Comments |
|---|---------------------|---------------|
| <b>2.2.1 - Effective communications.</b><br><b>Specific Requirements:</b> <ul style="list-style-type: none"> <li>• IMGs are aware of availability and appropriate use of interpreter services for patients, their families/ carers.</li> </ul>  |                     |               |
| <b>2.2.2 - Cultural awareness</b><br><b>Specific Requirements:</b> <ul style="list-style-type: none"> <li>• IMGs provided with cultural competency training relevant to the local environment.</li> <li>• Site is aware of RANZCR's Statement of Intent for Māori, Aboriginal and Torres Strait Islander Health.</li> <li>• Site is aware of RANZCR Grievance Policy (on discrimination, harassment and bullying) and other relevant local policies.</li> </ul> |                     |               |
| <b>2.2.3 - Ethical Criteria.</b> <ul style="list-style-type: none"> <li>• Site is aware of RANZCR's Code of Ethics.</li> <li>• As above.</li> </ul>   |                     |               |

**Standard 2.3** The AoN site provides access to educational activities aligned to the SR pathway requirements.

| Criteria   | Supporting Evidence | Site Comments |
|--|---------------------|---------------|
| <p><b>2.3.1</b> - Site ensures IMGs have access to educational activities which may include but not limited to those listed:</p> <ul style="list-style-type: none"> <li>• Site Self-Assessment Form (SSAF): List of educational activities including: <ul style="list-style-type: none"> <li>○ Tutorials</li> <li>○ Journal clubs</li> <li>○ Teaching courses</li> <li>○ Mock examinations</li> <li>○ Ward rounds</li> <li>○ Multi-disciplinary case conferences</li> <li>○ Morbidity and mortality audits</li> <li>○ Incident reports</li> <li>○ Planning audits.</li> </ul> </li> </ul>                              |                     |               |
| <p><b>2.3.2</b> - IMGs at the AoN site have access to appropriate RANZCR supported educational activities and Faculty teaching courses.</p> <p><b>Specific Requirements:</b></p> <ul style="list-style-type: none"> <li>• Activities/courses that are listed on or relevant to the IMGs SR assessment outcome requirements and may include but not limited to: <ul style="list-style-type: none"> <li>• Statistical Methods, Evidence Appraisal &amp; Research for Trainees (SMART) workshop</li> <li>• Paediatric teaching seminar /Brachytherapy courses</li> <li>• Exam preparation courses.</li> </ul> </li> </ul> |                     |               |

**Standard 2.4** The AoN site provides training experiences necessary to fulfil the SR pathway requirements.

| Criteria   | Supporting Evidence | Site Comments |
|--|---------------------|---------------|
| <p><b>2.4.1</b> - IMGs are provided the opportunity to complete the practical requirements as detailed in the SR assessment outcome report.</p> <p><b>Specific Requirements:</b></p> <ul style="list-style-type: none"> <li>• IMGs are given protected time to complete assessments and activities as detailed in the SR assessment outcome report.</li> <li>• IMGs are supported to undertake and successfully complete the SR pathway requirements.</li> </ul> |                     |               |

**Standard 2.5** The AoN complies with the RANZCR Guideline Clinical Supervision and 'Protected' Time for Trainees and Directors of Training - A Practical Guideline.

| Criteria   | Supporting Evidence | Site Comments |
|--|---------------------|---------------|
| <p><b>2.5.1</b> - The training site provides the mandatory hours required for IMGs to spend in supervision, training and teaching onsite.</p> <p><b>Specific Requirements:</b></p> <ul style="list-style-type: none"> <li>• Supervisors spend teaching hours with the IMG, discussing cases, clinical issues and management plans.</li> <li>• IMG is allocated four hours of protected time and a minimum of 15 hours of clinical time per week as outlined in the Clinical Supervision and 'Protected' Time for Trainees and Directors of Training - A Practical Guideline, based on 1 FTE position.</li> </ul> |                     |               |

**Standard 2.6** The AoN site provides time, resources and support to ensure IMGs are able to meet the SR pathway requirements.

| Criteria  | Supporting Evidence | Site Comments |
|---|---------------------|---------------|
| <p><b>2.6.1</b> - AoN supervisor completes the range of IMG assessments as detailed in the SR assessment outcome.</p> <p><b>Specific Requirements:</b></p> <ul style="list-style-type: none"> <li>• IMGs have the appropriate support and opportunity to complete all requirements as detailed on the SR assessment outcome.</li> </ul>   |                     |               |
| <p><b>2.6.2</b> - IMGs attend and actively participate in both new patient and follow-up clinics.</p> <p><b>Specific Requirements:</b></p> <ul style="list-style-type: none"> <li>• IMGs gain experience in the management of inpatients and outpatients with a range of clinical problems, including toxicities from radiation treatment, complications of malignancy and symptom control and palliative care.</li> <li>• IMGs have an active involvement in assessment and decision-making processes.</li> <li>• IMGs have the opportunity to present clinical cases to ROs as a component of clinics.</li> </ul> |                     |               |
| <p><b>2.6.3</b> - IMGs attend and actively participate in team meetings.</p> <p><b>Specific Requirements:</b></p> <ul style="list-style-type: none"> <li>• IMGs attend (in person or virtual) and contribute to multidisciplinary team meetings in a range of subspecialties including but not limited to: <ul style="list-style-type: none"> <li>○ Head and Neck</li> <li>○ Lung</li> <li>○ GIT</li> <li>○ Urology</li> <li>○ Breast</li> <li>○ Skin.</li> </ul> </li> </ul>   |                     |               |
| <p><b>2.6.4</b> - IMGs have dedicated time for supervised planning activities including contouring and plan evaluation.</p>   |                     |               |



**Standard 2.7** The AoN site provides a safe working environment free from any bullying, harassment, or discrimination.

| Criteria   | Supporting Evidence | Site Comments |
|--|---------------------|---------------|
| <b>2.7.1</b> - The AoN site offers IMGs, regular opportunities to discuss with AoN supervisors or clinical supervisors any issues of bullying, harassment, or discrimination confidentially. |                     |               |
| <b>2.7.2</b> - The AoN supervisor understands the organisations WH&S policies and protocols to follow should an incident occur.<br><a href="#">RANZCR Grievance Policy.</a>                  |                     |               |
| <b>2.7.3</b> - The AoN site has access to support services, if required by the IMG.  |                     |               |

### Standard 3 Physical Environment

To be an AoN site accredited for IMG upskilling the site must ensure the following physical requirements are met.

**Standard 3.1** The AoN site provides adequate resources and support for IMGs.

| Criteria  | Supporting Evidence | Site Comments |
|---|---------------------|---------------|
| <b>3.1.1</b> - IMGs have access to a physical environment conducive to supporting training needs.<br><b>Specific Requirements:</b> <ul style="list-style-type: none"> <li>• Quiet office space for IMGs away from clinical areas.</li> <li>• Ready access to computers with internet and current software packages.</li> <li>• Access to videoconferencing and/or web-based learning for educational activities.</li> </ul> |                     |               |
| <b>3.1.2</b> - Oncology medical records are available for all patient management episodes.<br><b>Specific Requirements:</b> <ul style="list-style-type: none"> <li>• Departmental medical records are of a standard that facilitates good patient care.</li> <li>• Site is able to provide details of the total number of patients and of case mix.</li> </ul>  |                     |               |

#### Standard 4 Workforce Arrangements

The following standards outline the important principles surrounding recruitment, retention, supervision and support of the IMGs within AoN sites.

##### Standard 4.1 The ratio of supervisor to IMG at the AoN site must be appropriate to the IMG's requirements.

| Criteria  | Supporting Evidence | Site Comments |
|---|---------------------|---------------|
| <p><b>4.1.1</b> - The ratio of IMG to full-time equivalent (FTE) consultant radiation oncologists is never greater than 1:1.</p> <p><b>Specific Requirements:</b></p> <ul style="list-style-type: none"><li>• The ratio of AoN supervisor to IMG at the AoN site must be commensurate with the supervision level required.</li><li>• The AoN site is able to support Level 2 supervision for the designated period that the IMG requires Level 2 supervision.</li><li>• Level 2 supervision requires the supervisor to be on-site at least 80 per cent of the time.</li></ul> |                     |               |

##### Standard 4.2 Each site has a designated AoN supervisor.

| Criteria   | Supporting Evidence | Site Comments |
|--|---------------------|---------------|
| <p><b>4.2.1</b> - The designated AoN supervisor is a Fellow of the Royal Australian and New Zealand College of Radiologists (FRANZCR).</p> <p><b>Specific Requirements:</b></p> <ul style="list-style-type: none"><li>• The AoN supervisor must be a minimum of three years FTE post Fellowship.</li></ul>   |                     |               |
| <p><b>4.2.2</b> - Site fully supports the AoN supervisor in their supervisory responsibilities.</p> <p><b>Specific Requirements:</b></p> <ul style="list-style-type: none"><li>• Support AoN supervisor to attend relevant RANZCR activities, such as Director of Training workshops.</li><li>• There is a balanced distribution of educational activities among all radiation oncologists (clinical supervisors).</li></ul> |                     |               |

**Standard 4.3** Staffing within each AoN site must be adequate to support the SR pathway requirements of the IMG.

| Criteria   | Supporting Evidence | Site Comments |
|--|---------------------|---------------|
| <b>4.3.1</b> - There is a minimum number of (FTE) consultant radiation oncologists with an active workload to support the IMG.<br><b>Specific Requirements:</b> <ul style="list-style-type: none"> <li>The AoN supervisor to be able to provide Level 2 supervision for at least the initial sixmonth period. Level 2 supervision requires on-site, in person supervision for at least 80 per cent of the time.</li> </ul> |                     |               |
| <b>4.3.2</b> - Non-medical staff, including medical physicists, radiation therapists, nurses, allied health workers and administrative staff are available to support the training experience.   |                     |               |
| <b>4.3.3</b> - IMGs have the opportunity to communicate with other medical specialists as relevant to individual patient care.<br><b>Specific Requirements:</b> <ul style="list-style-type: none"> <li>Access to Multi-Disciplinary Team (MDT) meetings.</li> <li>Video conferencing facilities as required.</li> </ul>  |                     |               |

## 4.1 Related Documents

- [RO AoN Site Accreditation Standards](#)
- [MBA Guidelines - Supervised Practice for International Medical Graduates](#)