



The Royal Australian
and New Zealand
College of Radiologists®

AREA OF NEED (AON) SITE ACCREDITATION

Application Guidelines

Version 1.0

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1 INTRODUCTION

1.1 Purpose and scope

This document outlines the processes the College undertakes to accredit Area of Need (AoN) sites as upskilling providers for International Medical Graduates (IMG). It is important to note that this document should be read in conjunction with the Clinical Radiology or Radiation Oncology AoN Site Accreditation Standards.

The AoN Site Standards specify what is expected of each upskilling site as part of its obligations. The College recognises that some requirements within the standards may not be equally applicable to all upskilling sites.

1.2 Objectives

The purpose of a formal process of accreditation of AoN sites is to ensure that defined acceptable training and education standards are provided by the upskilling site. Specifically, the accreditation process seeks to:

- ensure that AoN IMGs are provided with the necessary support and resources to enable IMGs 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.

1.3 Principles of Accreditation

In accrediting AoN sites, the College will:

- make balanced and objective assessments of a site's performance as an upskilling site against the requirements outlined in the relevant Faculty's AoN Site Accreditation Standards;
- conduct and implement accreditation processes in an open and accountable manner, in accordance with College guidelines; and
- have an ongoing process of review to ensure that recommended changes are implemented, and sites are given adequate opportunity and support to enable them to implement these changes effectively.

1.4 Definitions

In this document, unless otherwise indicated by the context:

Accreditation Report means a comprehensive document detailing the Accreditation Status of a site. It is used to record the findings of the appointed Training Site Assessment Team to reflect their assessment against each of the Accreditation Standards.

Ahpra means Australian Health Practitioner Regulation Agency which is the administrative body for the Medical Board of Australia.

AMC means Australian Medical Council which is an independent national standards body for medical education and training. The AMC is an external accreditation entity for the purposes of the Health Practitioner Regulation National Law in Australia.

AoN means Area of Need which are the geographical locations determined by state and territory governments, primarily in rural and remote areas, where there is an inability of employers to attract locally trained specialists.

CAO means Chief Accreditation Officer. The CAO is the officer in charge of all matters with site accreditation. The CAO is a member of the relevant Faculty Education and Training Committee.

College means The Royal Australian and New Zealand College of Radiologists.

CPD means Continuing Professional Development. CPD is how health practitioners maintain, improve, and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional lives.

Education and Training Committee (ETC) means the governing body under the Faculty By-Laws that develops the educational content, assessments and accreditation mechanisms that ensure that trainees can become competent clinical radiologists and radiation oncologists

International Medical Graduate (IMG) means International Medical Graduates who have completed their primary and specialist medical training overseas. IMGs are assessed by the College for comparability to an Australian/New Zealand trained radiologist or radiation oncologist.

Specialist Recognition means the pathway for international medical graduates who are overseas-trained specialists applying for assessment of comparability to the standard of a specialist trained in that specialty in Australia.

Specialty means a branch of medicine. At RANZCR there are two specialties: Clinical Radiology and Radiation Oncology.

1.5 Accreditation Period

- AoN Site Accreditation is a four- year accreditation period.
- AoN sites are eligible to apply for re-accreditation after the initial four-year period.
- There is no limit to the number of re-accreditation periods.
- The College may initiate an out-of-cycle accreditation site assessment (which may include a focussed site assessment) at any point within the accreditation period, in response to issues identified through the monitoring of accreditation conditions, the review of College data, or other substantiated avenues. Costs to be borne by the site.

2 APPLICATION PROCESS

2.1 AoN Site Accreditation Application Preparation

Prior to applying for AoN Site Accreditation, sites must familiarise themselves with the following documents, available on the [RANZCR website](#):

- Clinical Radiology or Radiation Oncology AoN Site Accreditation Standards
- AoN Site Accreditation Guidelines and Process document
- Supporting documentation required as detailed in the AoN Site Self-Assessment Form.

An AoN accredited site can comprise of a primary site and up to four secondary sites that form the IMG's rotation.

- Sites, where the IMG is scheduled to work in the first six months must be able to support Level 2 supervision.
- Once the IMG commences in the role, sites are eligible to apply for a variation of AoN site accreditation.
- The levels of supervision are required as per the Medical Board of Australia (MBA)'s Guidelines: [Supervised Practice for International Medical Graduates](#) in order to be eligible for accreditation.

2.2 Stage 1 Accreditation application

The AoN site submits the following via email to accreditation@ranzcr.edu.au.

Completed [AoN Site Self-Assessment Form \(SSAF\)](#) with supporting documentation. The supporting documentation should be combined to one pdf document.

- Confirmation of receipt of application will be sent to the site within seven days.
- An invoice will be forwarded to the applying site. Once payment is received the College will commence reviewing the AoN Site Accreditation application.
- If the documentation is incomplete or supporting documentation is insufficient the site will be requested to update and re-submit. Additional documentation to be re-submitted within three months of request.
- The College does not accept hard copy applications.
- On completion of the paper-based review, the AoN site will be notified as to eligibility to proceed to Stage 2 - Site Assessment 1.
- If an AoN site is not deemed eligible to proceed to Stage 2, full details will be provided to the AoN site.

2.3 Stage 2 Site Assessment 1

The purpose of the AoN Site Assessment is to ensure the site meets the AoN Site Accreditation Standards.

Site Assessment 1 Process

1. An invoice will be forwarded to the applying site. Once payment is received the College will commence organising a site accreditation assessment.
2. Site personnel must be available for this assessment. The assessment may be conducted on-site or virtually.
3. College staff will liaise with site to organise a site accreditation assessment.
4. The site will be asked to provide an agenda for the assessment outlining meeting times and plans for the day. The College will provide advice on the agenda, including site personnel required to meet with the assessment team. The agenda must be provided to the College at least two weeks prior to the accreditation assessment.
5. Following the site assessment, the College will provide a preliminary report of the assessment to the site for factual review. This is a confidential document that must not be acted upon or distributed in any way. Such actions will be taken seriously and dealt with as appropriate.
6. After consultation with the IMG Committee, a recommendation regarding accreditation will be provided at the next Education and Training Committee (ETC) meeting. The ETC's decision will be based on a review of all assessment documentation. The ETC will approve or not approve the accreditation status at its discretion. The decision will be communicated to the site within one month of the meeting.
7. The AoN Site Accreditation contract will be forwarded to the site together with the ETCs accreditation outcome decision. The four-year accreditation cycle commences on the College's receipt of the signed contract.
8. Once a site has received AoN site accreditation, the site is eligible to have IMGs assessed through the Area of Need assessment process.
9. The site must notify the College at the commencement of the IMGs employment. The IMG's upskilling period commences on the date the College is notified. The College will not consider retrospective time.

Accreditation Outcomes

The ETC 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**

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.

The accreditation outcome will specify the number of IMGs the site is accredited to upskill simultaneously.

2.4 Stage 3 Site Assessment 2

During the first twelve months, after the IMG has been on site for a minimum of four months, a second Site Assessment will be conducted.

Site Assessment 2 Process

1. An invoice will be forwarded to the applying site. Once payment is received the College will commence organising the site accreditation assessment.
2. Site personnel, including the IMG(s) must be available for this assessment, which may be conducted on-site or virtually.
3. College staff will liaise with site to organise a site accreditation assessment.
4. The site will be asked to provide an agenda for the assessment outlining meeting times and plans for the day. College staff can advise on this agenda. The agenda must be provided to the College at least two weeks prior to the follow- up accreditation assessment.
5. Following the second site assessment, the College will provide a written report to the site. If there are no issue identified the report will be tabled for noting at the IMG Committee and ETC meetings. Any issues identified during the site assessment will be actioned accordingly.

3 VARIATION

Sites are eligible to apply for a variation of AoN Site Accreditation.

1. The variation to the AoN site accreditation is a paper-based review.
2. Any variations requiring a site assessment will be considered a re-application.
3. A variation is initiated by the site by contacting accreditation@ranzcr.edu.au.
4. Documentation required for the variation will be dependent on the variation requested.
5. Once the documentation is received an invoice will be forwarded to the applying site. Once payment is received the College will commence reviewing the AoN Site Accreditation Variation.
6. On completion of the application for variance, the site and relevant committees will be notified.

4 SITE MONITORING

All AoN Accredited Sites will be monitored throughout the accreditation period. The College will use the following documents to monitor AoN Accredited Sites and the IMG's progress:

- Work-based assessment (WBA) reports
- Annual Reports
- Phase 2 Examination results
- Other reports submitted by college stakeholders.

If the College becomes aware of an issue relating to IMGs, the upskilling program, or the training environment, the site will be asked to respond to the identified issue(s) and provide information supporting the site's ongoing compliance with the requirement(s). An investigation may include an out-of-cycle site assessment, at the AoN site's expense.

Failure to satisfactorily address the issues of concern, or to implement the prescribed changes in the proposed timeframe may lead to accreditation being withdrawn.

5 FEE SCHEDULE

The AoN Site Accreditation process is based on a sustainable fee for service model. All fees are to be paid prior to service being provided and attract GST.

AoN Site Accreditation Fee Schedule		
Stage 1	Application	\$5 000
Stage 2	Site Assessment 1	\$15 000
Stage 3	Site Assessment 2	\$12 000
Variation	Variation – paper based	\$5 000

6 RELATED DOCUMENTS

- [Clinical Radiology AoN Site Standards](#)
- [Radiation Oncology AoN Site Standards](#)