

Clinical Site Feedback Form:

Development of criteria for the inspection of clinical sites which support the delivery of specialist training



**Comhairle na nDochtúirí Leighis
Medical Council**



Development of criteria for the inspection of clinical sites which support the delivery of specialist training

Consultation Feedback Form

Name of individual or group:	Bryan Maguire
Organisation and Job Title:	Quality and Qualifications Ireland, Head of Qualifications Services
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Date:	25 April 2014
For group responses, please indicate the number of people responding:	Corporate

If you wish to make comment on specific criteria please enter your comments in the appropriate box below. Space has also been provided at the end of this document for additional feedback

Criteria		No response submitted	Support	Neutral	Do not support*	Comments *if you tick this box "Do not support" you must provide a comment
(Please tick the appropriate box)						
a	Clarity of educational governance arrangements					
	✓ There should be clear organisational structures and lines of accountability for the learning environment at clinical training sites		✓			
	✓ Management / board level reporting arrangements should be in place e.g. <i>via</i> an oversight committee including trainees, to maintain institutional oversight of the learning environment		✓			
	✓ There should be transparent arrangements with postgraduate training bodies to clarify the relevant responsibilities and expectations of each party involved in the delivery of specialist training		✓			The relationship to educational statutory quality assurance obligations of HEIs would fall under this heading.

Criteria		No response submitted	Support	Neutral	Do not support*	Comments *if you tick this box "Do not support" you must provide a comment
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b	Clarity of clinical governance arrangements					
	✓ Trainees should be made aware of their responsibilities as doctors in training, their level of authority and lines of accountability		✓			
	✓ Trainees should be made aware of local procedures for reporting clinical incidents		✓			

Criteria		No response submitted	Support	Neutral	Do not support*	Comments *if you tick this box "Do not support" you must provide a comment
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c	Accountability					
	✓ There should be a named individual (or individuals) on each site with identified responsibility and accountability for ensuring the following:					
	✓ that the site meets the Medical Council's requirements for clinical training sites		✓			
	✓ that the site meets any requirements agreed locally with postgraduate training bodies		✓			
	✓ that there is effective communication and collaboration with the HSE's education and training function		✓			
	✓ that education and training on-site is supported through any organisational changes		✓			

Criteria		No response submitted	Support	Neutral	Do not support*	Comments *if you tick this box "Do not support" you must provide a comment
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d	Induction arrangements for trainees					
	✓ Each site should have a policy for induction		✓			
	✓ There should be arrangements in place to monitor implementation of the policy		✓			
	✓ There should be a site-specific health and safety induction for all trainees at the beginning of their first rotation at individual training sites. This induction should be common to all trainees regardless of programme specifics		✓			
	✓ There should be an appropriate programme-specific / specialty-specific induction for all trainees to prepare them for the particulars of their forthcoming rotation		✓			

Criteria		No response submitted	Support	Neutral	Do not support*	Comments *if you tick this box "Do not support" you must provide a comment
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	✓ Trainees should be made aware of all relevant local and national policies which apply at their training site		✓			
	✓ Clinical sites should make every effort to <i>minimise</i> the duplication of employment-related documentation as and when trainees transition between training sites		✓			

Criteria		No response submitted	Support	Neutral	Do not support *	Comments *if you tick this box "Do not support" you must provide a comment
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e	Clear supervisory arrangements for trainees					
	✓ Trainees must be supervised appropriately		✓			
	✓ Trainees must be made aware of their clinical supervisors			✓		What does "made aware of" connote? Just the names? Contact arrangements, expectations?
	✓ The level of supervision of individual trainees should take account of individual trainee capabilities and limitations		✓			
	✓ The level of supervision of individual trainees should take account of each trainee's stage of training		✓			

Criteria		No response submitted	Support	Neutral	Do not support *	Comments *if you tick this box "Do not support" you must provide a comment
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f	Opportunities for training through clinical practice for trainees					
	✓ Participation in clinical practice should be at a level appropriate to the trainee's level of competence		✓			
	✓ Day-to-day activities should maximise opportunities for learning through participation in clinical practice		✓			
	✓ Local clinical practice should reinforce with trainees the importance of communicating critical information to ensure continuity of care e.g. at patient handover		✓			

Criteria		No response submitted	Support	Neutral	Do not support *	Comments *if you tick this box "Do not support" you must provide a comment
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g	Access to formal and informal education and training for trainees					
	✓ The work schedules of trainees should take account of specific training programme requirements		✓			
	✓ Trainees should be facilitated and encouraged at a local level to attend in formal scheduled education and training opportunities		✓			
	✓ Trainees should be facilitated and encouraged at a local level to avail of informal education and training opportunities		✓			

Criteria		No response submitted	Support	Neutral	Do not support*	Comments *if you tick this box "Do not support" you must provide a comment
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	Opportunities for trainers to train through protected training time					
	✓ The role of trainers should be reflected in individual trainer work schedules and through protected training time		✓			
	✓ Trainers should be supported and encouraged at a local level in recognition of their significant role in specialist training		✓			
	✓ Trainers should be facilitated at a local level to participate in activities intended to support and develop them in their role as trainers		✓			
i	Access to resources which support self-directed learning					
	✓ There should be sufficient study space and I.T. facilities in order for trainees to maximise opportunities for self-directed learning		✓			
	✓ There should be access to relevant and up-to-date medical literature, to include online access		✓			

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j	Access to pastoral and health supports for trainees					
	✓ Trainees must be made aware of, and have access to, local occupational health supports		✓			
	✓ Trainees must be made aware of, and have access to, appropriate mental health supports		✓			
	✓ Reasonable adjustment should be made to support the particular training needs of trainees with disability		✓			

Criteria		No response submitted	Support	Neutral	Do not support *	Comments *if you tick this box "Do not support" you must provide a comment
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k	Access to resources to maintain close contact with parent training bodies					
	✓ Trainees should be facilitated to maintain close contact with their parent training body, to include I.T. access		✓			
	✓ Trainees should be made aware of their primary point of contact with their training body for training queries		✓			

Criteria		No response submitted	Support	Neutral	Do not support *	Comments *if you tick this box "Do not support" you must provide a comment
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I	Promotion of Medical Council guidance on professionalism, including promotion of current ethical guidance					
	✓ There should be an explicit commitment to promoting professional attitudes and behaviour among trainees, including promotion of the current <i>Guide to Professional Conduct and Ethics for Registered Medical Practitioners</i> ('Ethical Guide') published by the Medical Council		✓			
	✓ The site should promote good professional practice by all staff which is centred on patient safety and quality of care		✓			
	✓ There should be an explicit commitment, and accompanying policies and procedures, to address any instances of unprofessionalism at a local level		✓			
	✓ Where local resolution is not possible, there should be clear pathways for the referral of concerns to the Medical Council		✓			

Criteria		No response submitted	Support	Neutral	Do not support *	Comments *if you tick this box "Do not support" you must provide a comment
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m	Safe working environment					
	✓ There should be ongoing monitoring to ensure that training sites remain a safe physical environment for trainees		✓			
	✓ Working hours should be rostered with reference to the provisions of the European Working Time Directive, and other applicable employment legislation		✓			
n	Specialty-specific supports					
	✓ There should be sufficient resources to meet the specialty-specific requirements of all training programmes which are supported at the clinical site		✓			
	✓ There should be ongoing dialogue with postgraduate training bodies to ensure that specialty-specific resources remain fit-for-purpose		✓			

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o	Participation in on-call duty rota					
	✓ There must be an appropriate on-call ratio which takes account of the capabilities of trainees and which reflects the volume of on-call activity		✓			
	✓ There must be appropriate supervision of all trainees during the on-call period		✓			
	✓ There must be appropriate post-call leave arrangements for trainees		✓			
	✓ There must be safe and secure on-call accommodation		✓			

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P	Support for assessment of trainees					
	✓ There should be local support for the assessment of trainees, in line with explicit learning outcomes, and as per the assessment methodology of the relevant training body		✓			
	✓ Trainees should be facilitated at a local level to participate in all assessments required by their parent training body		✓			

Criteria		No response submitted	Support	Neutral	Do not support*	Comments *if you tick this box "Do not support" you must provide a comment
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q	Opportunities for multi-disciplinary teamwork					
	✓ There should be local encouragement and promotion of multi-disciplinary teamwork		✓			
	✓ Trainees should be afforded regular opportunities to collaborate with colleagues from other specialties, and with other health service staff		✓			
r	Opportunities for trainees to provide feedback to employing authority					
	✓ There should be opportunities for trainees to provide feedback on their training experience to the management of their training site		✓			Does this include complaint mechanisms?
	✓ Trainee feedback should be actively sought and encouraged with a view to maintaining and improving general standards for trainees of all disciplines		✓			

Consultation questions

Question 1

Do you think the suggested inspection criteria are appropriate expectations of clinical sites involved in the delivery of specialist medical training? Are there other criteria or areas of focus which Council should consider? Please elaborate.

These are appropriate.

Question 2

Do you think the suggested criteria are flexible enough so as to be applied equally to all training settings regardless of programme or specialty? Please elaborate.

Question 3

In addition to the collaborative approach suggested in the 'Next Steps' section of the consultation document, in what other ways might Council collaborate with stakeholders in the quality assurance of training sites?

Examine the interaction between sites as medical training sites and sites for training of other health care professionals including the quality assurance regimes applied. While each profession has distinct educational and regulatory requirements their interaction itself constitutes an important aspect of the environment and climate.

Question 4

Given that the collaborative efforts of a range of stakeholders are necessary to support the overall delivery of specialist training, how can stakeholders work together to fulfil their *individual* responsibilities to implement any necessary changes?

Question 5

What, if any, other comments would you like to make in relation to the evaluation of clinical training sites involved in the delivery of specialist training?

Please forward your consultation response for the attention of Ms Elizabeth Molloy emolloy@mcirl.ie by Friday, 25 April 2014.

Thank you for contributing to this consultation and we look forward to receiving your views.

March 2014