



Standards for the Accreditation of Occupational and Environmental Medicine Training Settings

RACP Standard	Minimum Requirements
1. Setting Supervision <i>These standards relate specifically to workplace supervision, rather than to educational AFOEM training program supervision.</i>	
1.1 <i>There is a designated supervisor for each trainee.</i>	1.1.1 <i>A minimum of one setting supervisor who is appropriately experienced in occupational medicine is allocated to each trainee. (Ideally the setting supervisor should be a fellow of AFOEM, be onsite and be familiar with the workplace)</i> 1.1.2 <i>Regular meetings (normally at least weekly) shall occur between the trainee and the designated setting supervisor. The setting supervisor should be available to answer questions and assist with case management on a daily basis.</i>
1.2 <i>Trainees have access to supervision, with regular meetings.</i>	1.2.1 <i>The training setting shall facilitate capacity for the supervisor to monitor the quality of work being performed.</i> 1.2.2 <i>The setting supervisor should be available to escalate complex cases and liaise where the trainee has queries.</i> 1.2.3 <i>The setting supervisor should provide regular feedback to the trainee.</i> 1.2.4 <i>If the minimum requirements are not met, accreditation may not be approved, or conditions imposed.</i>
1.3 <i>Supervisors are RACP approved and meet any other specialty specific requirements regarding qualifications for supervisors.</i>	1.3.1 <i>Supervisors must hold FRACP or equivalent specialist recognition.</i>
1.4 <i>Supervisors are supported by the setting or network to be given the time and resources to meet RACP supervision requirements and criteria on supervision.</i>	1.4.1 <i>An AFOEM educational supervisor and setting supervisor can liaise for the purpose of feedback on trainees. The AFOEM educational supervisor can also be the setting supervisor, however, where the AFOEM educational supervisor does not work at the setting other supervisory arrangements are required to provide the trainee with day-to-day oversight.</i>
2. Facilities and Infrastructure	
2.1 <i>There are appropriate facilities and services for the type of work being undertaken.</i>	2.1.1 <i>The training setting shall provide adequate access to medical facilities (both at the setting or externally) to undertake the practice of Occupational and Environmental Medicine.</i>
2.2 <i>Each trainee has a designated workspace including a desk, telephone, and IT facilities.</i>	2.2.1 <i>Trainees shall have access to a designated workspace with administrative facilities, including a desk and access to information technology facilities.</i>
2.3 <i>There are facilities and equipment to support educational activities, such as study areas and tutorial rooms.</i>	2.3.1 <i>The training setting shall provide access to appropriate infrastructure to support the trainee's education activities including, but not exclusively:</i> <ul style="list-style-type: none"> • <i>workplace visits when applicable</i> • <i>meeting rooms</i> • <i>remote conferencing facilities.</i>



3 Profile of Work	
3.1 <i>The setting shall provide a suitable workload and appropriate range of work.</i>	3.1.1 <i>The training setting shall provide a broad and suitable workload and appropriate range of work as determined by the AFOEM Training Curriculum and the AFOEM PREP Training Handbook. The setting should provide:</i> <ul style="list-style-type: none">• <i>access to work settings for work setting visits.</i>• <i>exposure to a broad range of occupational medicine activities, including but not limited to:</i><ul style="list-style-type: none">• <i>fitness for duty</i>• <i>environmental or industrial exposures</i>• <i>injury prevention advice</i>• <i>health surveillance</i>• <i>clinical management of common conditions in the Occupational and Environmental Medicine setting.</i>
3.2 <i>Trainees participate in quality and safety activities.</i>	3.2.1 <i>The trainee has the opportunity to conduct audit and evaluation.</i> 3.2.2 <i>The setting should encourage and enable the development of professional qualities.</i>
3.3 <i>There is the capacity for project work (including research) and ongoing training.</i>	3.3.1 <i>The training setting shall encourage and facilitate trainee involvement in research.</i>
4 Teaching and Learning	
4.1 <i>There is an established training program or educational activities such as multidisciplinary meetings, academic meetings, rounds, and journal clubs.</i>	4.1.1 <i>Educational activities and peer discussion opportunities shall be available to trainees at this training setting.</i> 4.1.2 <i>The training setting provides the opportunity for the AFOEM educational supervisor to perform formative assessments with their respective trainees.</i>
4.2 <i>There are opportunities to attend external education activities as required.</i>	4.2.1 <i>The training setting shall provide the trainee with access to external educational opportunities. These may include, but not be limited, to the following:</i> <ul style="list-style-type: none">• <i>the AFOEM Annual Training Meeting</i>• <i>AFOEM regional training meetings</i>• <i>relevant medical seminars and lectures</i>• <i>training and professional development programs of the Australasian Faculty of Occupational and Environmental Medicine</i>• <i>relevant short courses</i>• <i>relevant university training</i>



<p>4.3 <i>There is access to sources of information, both physical and online, including a medical library or e-library facility appropriately equipped for physician training.</i></p>	<p>4.3.1 <i>The training setting shall facilitate access to Occupational and Environmental Medicine resources such as:</i></p> <ul style="list-style-type: none">• <i>Library facilities or e-access to online libraries or databases</i>• <i>Internet access</i>• <i>journals</i>• <i>computer retrieval and search facilities</i>• <i>access to up-to-date legislation relevant to occupational and environmental facilities</i>• <i>online lecture streams</i>
<p>5 Support Services for Trainees</p>	
<p>5.1 <i>There are workplace policies covering the safety and well-being of trainees.</i></p>	<p>5.1.1 <i>All workplace policies and procedures required by relevant legislation are in place.</i></p>
<p>5.2 <i>There is a formal induction/orientation process for trainees.</i></p>	<p>5.2.1 <i>Trainees shall receive an induction/orientation for all aspects of the training setting.</i></p>