



Te Kaunihera  
Rata o  
Aotearoa

**Medical  
Council of  
New Zealand**

## Accreditation standards for New Zealand training providers of vocational medical training and recertification programmes

### Introduction

Education institutions that offer vocational medical training and recertification programmes must gain accreditation with the Medical Council of New Zealand (MCNZ) by meeting the *Accreditation standards for New Zealand training providers of vocational medical training and recertification programmes (2019)*<sup>1</sup>.

Education institutions accredited to provide vocational medical training or recertification programmes are referred to as vocational medical training providers (training providers).

The aim of a vocational medical training programme is to ensure that doctors further develop vocational clinical and professional skills by providing training and education to doctors within a recognised vocational scope of practice<sup>2</sup> to ensure that they:

- have demonstrated the requisite knowledge, skills and professional attributes necessary for independent practice through a broad range of clinical experience and training in the relevant vocational scope of practice
- can practise unsupervised in the relevant vocational scope of practice, providing comprehensive, safe and high-quality medical care, including the general roles and multifaceted competencies inherent in all medical practice and within the ethical standards of the profession and the community they serve
- gain a high level of understanding of the scientific and evidence base of the discipline
- are able to provide leadership in the complex health care environments in which they practice, to work collaboratively with patients and their families, the range of health professionals and administrators, and to accept responsibility for the education of junior colleagues
- demonstrate knowledge and understanding of the issues associated with the delivery of safe, high quality and cost-effective health care within the New Zealand health system
- are able to assess and maintain their competence and performance through the associated recertification programme to meet MCNZ's requirements for recertification, the maintenance of skills and the development of new skills.

All training providers seeking accreditation for the provision of a vocational training programme must also:

1. provide an associated recertification programme, and
2. have a process to assess international medical graduates for the purposes of registration in a vocational scope of practice.

Training providers seeking accreditation only for the provision of a recertification programme only need to meet *Standard 1: The context of training and education*, *Standard 2: The outcomes of specialist training and education* and *Standard 9: Recertification, further development and remediation*.

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<sup>1</sup> Previous version titled, *Reaccreditation of Specialist Medical Education and Training and Continuing Professional Development Programmes: Standards and Procedures for New Zealand Colleges (2014)*.

<sup>2</sup> *Notice of Scopes of Practice and Prescribed Qualifications for the Practice of Medicine in New Zealand*. New Zealand Gazette, 30 June 2018, Notice No. 2018-gs2124 replaces the January 2017 Notice of Scopes of Practice and Prescribed Qualifications <https://gazette.govt.nz/notice/id/2018-gs2124>

## **Overview of the accreditation standards**

The accreditation standards are developed around the key principles of programme accreditation. A programme is defined as a purposeful and structured set of learning experiences that leads to a qualification. These broad learning experiences include the following:

- the context of training and education (i.e. institutional design and governance)
- the teaching and learning approach and strategies (including the educational expertise and resources)
- the curriculum, its design and approach
- assessment and monitoring
- articulation of pathways into the programme(s)
- the trainee's learning opportunities and experiences
- continuous improvement opportunities for its graduates.

*The MCNZ would like to acknowledge and thank the Australian Medical Council for allowing MCNZ to base its accreditation standards largely on those of the AMC.*

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## Standard 1: The context of training and education

### 1.1 GOVERNANCE

#### Accreditation standards

- 1.1.1 The vocational medical training provider's (training provider's) corporate governance structures are appropriate for the delivery of vocational medical specialist programmes, recertification programmes and the assessment of international medical graduates (IMGs).
- 1.1.2 The training provider has structures and procedures for oversight of training and education functions which are understood by those delivering these functions. The governance structures should encompass the provider's relationships with internal units and external training providers where relevant.
- 1.1.3 The training provider's governance structures set out the composition, terms of reference, delegations and reporting relationships of each entity that contributes to governance, and allow all relevant groups to be represented in decision-making.
- 1.1.4 The training provider's governance structures give appropriate priority to its educational role relative to other activities, and this role is defined in relation to its corporate governance.
- 1.1.5 The training provider collaborates with relevant groups on key issues relating to its purpose, training and education functions, and educational governance.
- 1.1.6 The training provider has developed and follows procedures for identifying, managing and recording conflicts of interest in its training and education functions, governance and decision-making.

#### Notes

- a. Training providers have governance structures that relate to organisational or corporate governance, as well as operational governance structures for training and education functions.
- b. The corporate governance structures should be such that the training provider has adequate resources and autonomy to manage and deliver training and education functions.
- c. Governance structures typically include decision-making committees, advisory groups and staff.
- d. The MCNZ recognises that the governance structures and the range of functions vary from training provider to training provider. The MCNZ does not consider any particular structure is preferable, and supports diversity where the structure can be demonstrated to function effectively over time. The internal units encompassed in the governance structures might include branches or regions, as well as chapters, faculties, associations and societies. External training providers might include higher education providers (including universities) and/or vocational medical societies.
- e. The governance structures should be such that the training provider's governing body is informed of, and accepts ultimate responsibility for, new vocational medical training programmes or significant programme changes.
- f. The training provider should represent itself, its educational activities and fees accurately.
- g. Relevant groups include internal stakeholders, and external stakeholders who contribute to the design and delivery of training and education. Internal stakeholders include trainees and vocationally registered doctors who identify as Māori. Depending on the role of the decision-making group, relevant external stakeholders might include health consumers and other health care providers, including those who identify as Māori.

### 1.2 PROGRAMME MANAGEMENT

#### Accreditation standards

- 1.2.1 The training provider has structures with the responsibility, authority and capacity to direct the following key functions:
  - planning, implementing and evaluating the vocational medical programme(s) and curriculum, and setting relevant policy and procedures

- setting and implementing policy on its recertification programme(s) and evaluating the effectiveness of recertification activities
- setting, implementing and evaluating policy and procedures relating to the assessment of IMGs
- certifying successful completion of the training and education programmes
- reporting on the six-factor framework on the viability of the vocational training provider as part of its accreditation process.

## Notes

- a. The structures responsible for designing the vocational medical programme and curriculum, and overseeing delivery should include those with knowledge and expertise in medical education.
- b. The structures responsible for programme and curriculum design should be informed by knowledge of local and national needs in health care and service delivery, national health priorities, and regulatory requirements.
- c. The six-factor framework refers to:
  - 1. Critical mass**  
Critical mass is the absolute number of vocationally registered doctors and trainees required for a training provider to deliver its training, education and recertification functions. This will vary between training providers, as it largely depends on the nature and key functions of the training provider.
  - 2. Sustainable base**  
Sustainable base refers to the number and availability of vocationally registered doctors and trainees required for the vocational scope of medicine to be maintained in the longer term. These doctors are those who have the knowledge and expertise to design, develop and maintain the quality of training, education and recertification.
  - 3. Infrastructure**  
Infrastructure refers to the human resource and governance capability required to administer, review and develop the training, education and recertification functions.
  - 4. Funding**  
Appropriate financial resources should be available to sustain the functions of the training provider, including its ability to administer, review and develop the training, education and recertification functions.
  - 5. Collegiality**  
Collegiality refers to the existence and accessibility of networks that support both vocationally registered doctors and trainees in training and/or education and/or recertification. Collegiality is evident where there is a cohort of other trainees and doctors to work and learn with throughout the course of training. For example, a training organisation that fosters collegiality would **not** have trainees training in isolation.
  - 6. The viability of the vocational scope of medicine for which training, education and recertification programmes are provided**  
This looks at the long-term viability of the vocational scope of medicine. This includes the likelihood of the vocational scope over time no longer significantly enhancing the quality of healthcare in New Zealand. This applies to vocational scopes of medicine that have, or in future are likely to have, too great an overlap with other vocational scopes of medicine. The viability of the scope of medicine in the longer term shapes the ability of the training provider to recruit trainees, maintain a sustainable base, secure funding and maintain adequate infrastructure.

## 1.3 RECONSIDERATION, REVIEW AND APPEALS PROCESSES

### Accreditation standards

- 1.3.1 The training provider has reconsideration, review and appeals processes that provide for impartial review of decisions related to training and education functions. It makes information about these processes publicly available.

- 1.3.2 The training provider has a process for evaluating de-identified appeals and complaints to determine if there is a systems problem.

**Notes**

- a. An appeals process that provides a fair and reasonable opportunity to challenge the decision is likely to result in decisions that are ultimately correct. Elements of a strong process include an appeals committee with some members who are external to the training provider, as well as impartial internal members. The process should also provide grounds for appeal against decisions that are similar to the grounds for appealing administrative decisions in New Zealand.
- b. In relation to decision-making conduct, the grounds for appeal would include matters such as:
- an error in law or in due process in the formulation of the original decision
  - relevant and significant information, whether available at the time of the original decision or which became available subsequently, was not considered or not properly considered in the making of the original decision
  - irrelevant information was considered in the making of the original decision
  - procedures that were required by the training provider's policies to be observed in connection with the making of the decision were not observed
  - the original decision was made for a purpose other than a purpose for which the power was conferred
  - the original decision was made in accordance with a rule or policy without regard to the merits of the particular case; and
  - the original decision was clearly inconsistent with the evidence and arguments put before the body making the original decision.
- c. Procedural fairness, timeliness, transparency and credibility, including requiring written reasons for decisions to be issued, are also elements of a strong and effective appeals process.

**1.4 EDUCATIONAL EXPERTISE AND EXCHANGE**

**Accreditation standards**

- 1.4.1 The training provider uses educational expertise in the development, management and continuous improvement of its training and education functions.
- 1.4.2 The training provider collaborates with other educational institutions and compares its curriculum, vocational medical training programme and assessment with that of other relevant programmes.

**Notes**

- a. Educational expertise includes clinicians with experience in medical education and educationalists.

**1.5 EDUCATIONAL RESOURCES**

**Accreditation standards**

- 1.5.1 The training provider has the resources and management capacity to sustain and, where appropriate, deliver its training and education functions.
- 1.5.2 The training provider's training and education functions are supported by sufficient administrative and technical staff.

**Notes**

- a. The resources required in the delivery of training and education functions comprise financial resources, human resources, learning resources, information and records systems, and physical facilities. Information systems should be maintained securely and confidentially.

- b. Since training sites provide many of the resources required to deliver vocational medical training programmes and, in some cases, that training is delivered by external providers, training providers may not have direct control over these resources. This reinforces the importance of the development and maintenance of effective external relationships in the delivery of vocational medical training and education.

## **1.6 INTERACTION WITH THE HEALTH SECTOR**

### **Accreditation standards**

- 1.6.1 The training provider seeks to maintain effective relationships with health-related sectors of society and government, and relevant organisations and communities to promote the training, education and continuing professional development of vocationally registered doctors through recertification.
- 1.6.2 The training provider works with training sites to enable clinicians to contribute to high-quality teaching and supervision, and to foster professional development.
- 1.6.3 The training provider works with training sites and jurisdictions on matters of mutual interest.
- 1.6.4 The training provider has effective partnerships with Māori health providers to support vocational medical training and education.

### **Notes**

- a. While the training provider sets the educational requirements for completion of the vocational medical training programme, trainees are also part of the training and service delivery system of the health service that employs them. Effective management of vocational medical programmes requires training providers to understand the intersection of their policies and the requirements of the employer and the implications for vocational medical training and education, for example in supervision and trainee welfare including discrimination, bullying and sexual harassment.
- b. The duties, working hours and supervision of trainees should be consistent with the delivery of high-quality, safe, culturally safe, patient care. Ensuring trainees can meet their educational goals and service delivery requirements within safe hours of work is the responsibility of all parties.
- c. The training provider's relationships with local communities, organisations and individuals involved in Māori health delivery should recognise and address Māori health needs.
- d. Matters of mutual interest to vocational medical training providers, training sites and jurisdictions include: teaching, research, patient safety, clinical service and trainee welfare. In relation to vocational medical programmes, capacity to train, and the implications of substantial proposed changes to vocational medical training programmes and trainee requirements need to be covered in discussions between training providers, training sites and jurisdictions, as well as changes in community need, and medical and health practice.
- e. Vocational medical training and education depends on strong and supportive publicly funded and private health care institutions and services.
- f. Many benefits accrue to health care services through involvement in medical training and education.
- g. Teaching and training, appraising and assessing medical practitioners and students are important functions for the care of patients now and the development of a highly skilled workforce to care for patients in the future.
- h. The MCNZ considers it essential that the institutions and health services involved in medical training and education are appropriately resourced to support training, educational experience and supervision. It recognises this is not a matter over which individual training providers have control.
- i. Equally, many training providers do not have control over trainee intake, but in working with jurisdictions and training sites should contribute to explaining relationships and drawing attention to problems such as imbalances between intake and education capacity.



- j. Effective consultation should include a formal mechanism for establishing high-level agreements concerning the expectations of the respective parties, and should extend to regular communication with the jurisdictions.

## **1.7 CONTINUOUS RENEWAL**

### **Accreditation standard**

- 1.7.1 The training provider regularly reviews its structures and functions for and resource allocation to training and education functions to meet changing needs and evolving best practice.

### **Notes**

- a. The MCNZ expects each training provider to engage in a process of educational strategic planning, with appropriate input, so that its training and education programmes, curriculum, assessment of IMGs and recertification programmes reflect changing models of care, developments in health care delivery, medical education, medical and scientific progress, cultural safety and changing community needs.
- b. It is appropriate that review of the overall programme, potentially leading to major restructuring occurs from time to time, but there also needs to be mechanisms to evaluate, review and make more gradual changes to the curriculum and its components.
- c. When a training provider plans new training requirements or a new programme, trainees in transition should be included in the strategic planning.

## Standard 2: The outcomes of vocational medical training

### 2.1 EDUCATIONAL PURPOSE

#### Accreditation standards

- 2.1.1 The training provider has defined its educational purpose which includes setting and promoting high standards of training, education, assessment, professional and medical practice, and continuing professional development through the recertification programme, within the context of its community responsibilities.
- 2.1.2 The training provider's purpose addresses Māori health and health equity.
- 2.1.3 In defining its educational purpose, the training provider has consulted internal and external stakeholders.

#### Notes

- a. Training providers will have both an organisational purpose and an educational or programme purpose. While these may be similar, this standard addresses the educational purpose of the training provider.
- b. The community responsibilities embedded in the purpose of the training provider should address the health care needs of all the communities it serves, including improving health outcomes for Māori.
- c. Training providers are encouraged to engage health consumers when developing vocational medical programmes to ensure the programmes meet societal needs.
- d. Similarly, training providers should engage the diverse range of employers of vocational trainees in developing programmes that have due regard to workplace requirements.
- e. The MCNZ has an expectation that all doctors will be committed to developing and embedding cultural safety in their practice, will demonstrate cultural competence and will have a focus on health equity, as described in the following statements and resources:
- *Statement on cultural safety*<sup>3</sup>.
  - He Ara Hauora Māori: A Pathway to Māori Health Equity (2019)
  - *Cole's Medical Practice in New Zealand (2017)*.
  - *Good Medical Practice, MCNZ December 2016*.

### 2.2 PROGRAMME OUTCOMES

#### Accreditation standards

- 2.2.1 The training provider develops and maintains a set of programme outcomes for each of its vocational medical programmes, including any subspecialty programmes that take account of community needs, and medical and health practice. The provider relates its training and education functions to the health care needs of the communities it serves.
- 2.2.2 The programme outcomes are based on the role of the vocational scopes of practice and the role of the vocationally registered doctor in the delivery of health care.

#### Notes

- a. There are a number of documents that describe the general and common attributes and roles of vocationally registered doctors<sup>4</sup>.

<sup>3</sup> Medical Council of New Zealand, Statement on cultural safety October 2019  
<https://www.mcnz.org.nz/our-standards/statements-definitions-and-publications/>

<sup>4</sup> a. Frank, JR., Snell, LS., Sherbino, J., editors. Draft CanMEDS 2015, Physician Competency Framework – Series III, Ottawa: The Royal College of Physicians and Surgeons of Canada, 2014 September.

b. Accreditation Council for Graduate Medical Education (ACGME), Outcome Project, ACGME 2003. Note: ACGME revised this information in 2007 when it revised its Common Program Requirements. Refer to the Outcome Project or "The Next Accreditation System (NAS)" <http://www.acgme.org/>

c. Medical Council of New Zealand, Good Medical Practice A Guide for Doctors, December 2016,  
<https://www.mcnz.org.nz/assets/News-and-Publications/good-medical-practice.pdf>

- b. Programme outcomes describe what gives a discipline its coherence and identity, and define threshold and typical expectations of a graduate in terms of the abilities and skills needed to develop understanding or competence in the discipline. Training providers are expected to define the broad roles of doctors in their vocational scope as the outcomes of the vocational medical training programme.
- c. Programme outcomes are specific to the discipline but should reflect the overall goal of vocational medical training and education which is to produce vocationally registered doctors capable of independent practice, able to fill the general roles and multifaceted competencies that are inherent in medical practice, as well as the role of clinical or medical expert in the vocational scope.
- d. The vocational medical programme should provide trainees with the training and education to achieve these outcomes, and the recertification programmes should facilitate the maintenance and enhancement of these outcomes throughout the practice lifetime of the vocationally registered doctor. In this way, consideration should be given to ensuring the relationship/connection between the vocational medical training programmes and the recertification programmes, i.e. the continuum of training for skill development and retention.
- e. In considering programme outcomes, training providers should consider whether graduates are 'fit for purpose', both in order to attain the qualification and from the perspective of the patient, stakeholders and the community. This should include reflecting on whether the programme is equipping graduates with the necessary and changing knowledge, skills and professional qualities that are not only expected as a practitioner within the specialty but also by consumers and the community.
- f. Consumers and the community expect that changing models of care do not lead to unnecessary fragmentation and/or costs of care. In this respect, training providers' reflection on whether their graduates are fit for purpose should include consideration of the balance between generalism and the recognised vocational scope in the programme outcomes.

## 2.3 GRADUATE OUTCOMES

### Accreditation standards

- 2.3.1 The training provider has defined graduate outcomes for each of its vocational medical training programmes including any sub-specialty disciplines or the recognition of advanced skills programmes. These outcomes are based on the vocational scope of practice and the vocationally registered doctor's role in the delivery of health care and describe the attributes and competencies required by the vocationally registered doctor in this role. The training provider makes information on graduate outcomes publicly available.

### Notes

- a. Graduate outcomes broadly implies the overall exit level outcomes expected to be met by a trained and qualified doctor. Graduate outcomes are therefore the minimum learning outcomes in terms of discipline-specific knowledge, discipline-specific skills including generic skills as applied in the specialty discipline, and discipline-specific capabilities that the graduate of any given vocational medical training programme must achieve.
- b. The outcomes should include commitment to professional responsibilities, caring for personal health and wellbeing and the health and wellbeing of colleagues, and adherence to the principles of medical ethics.

## Standard 3: The vocational medical training and education framework

### 3.1 CURRICULUM FRAMEWORK

#### Accreditation standards

- 3.1.1 For each of its vocational medical training programmes, the training provider has a framework for the curriculum organised according to the defined programme and graduate outcomes. The framework is publicly available.

#### Notes

- a. Given the population distribution, health care needs and health service configuration in New Zealand, vocationally registered doctors need to be trained initially in the broad scope of their practice. It is recognised that their scope of practice will change depending on the context and location in which they practise, as well as their interests and career stage.
- b. The term 'subspecialisation' is frequently used to describe narrow specialisation within a broad specialty. Many specialist medical programmes allow trainees to focus their training in a subspecialist area or field of specialty practice. The MCNZ believes that such training should take account of the broader educational outcomes for the discipline/specialty as a whole. The New Zealand community and health system is better served by avoiding unnecessary fragmentation of medical knowledge, skills and medical care.

### 3.2 THE CONTENT OF THE CURRICULUM

#### Accreditation standards

- 3.2.1 The curriculum content aligns with all of the vocational medical training programme and graduate outcomes.
- 3.2.2 The curriculum includes the scientific foundations of the specialty to develop skills in evidence-based practice and the scholarly development and maintenance of vocational trainees' knowledge.
- 3.2.3 The curriculum builds on communication, clinical, diagnostic, management and procedural skills to enable safe patient care.
- 3.2.4 The curriculum prepares vocational trainees to protect and advance the health and wellbeing of individuals through patient-centred and goal-orientated care. This practice advances the wellbeing of communities and populations, and demonstrates recognition of the shared role of the patient/carer in clinical decision-making.
- 3.2.5 The curriculum prepares vocational trainees for their ongoing roles as professionals and leaders.
- 3.2.6 The curriculum prepares vocational trainees to contribute to the effectiveness and efficiency of the health care system, through knowledge and understanding of the issues associated with the delivery of safe, high-quality and cost-effective health care across a range of health settings within the New Zealand health systems.
- 3.2.7 The curriculum prepares vocational trainees for the role of being a teacher and supervisor of students, junior medical staff, trainees, and other health professionals.
- 3.2.8 The curriculum includes formal learning about research methodology, critical appraisal of literature, scientific data and evidence-based practice, so that all trainees are research literate. The programme encourages trainees to participate in research, enables appropriate candidates to enter research training during vocational medical training and receive appropriate credit for this towards completion of vocational medical training.
- 3.2.9 The curriculum includes formal learning about and develops a substantive understanding of the determinants of Māori health inequities, and achieving Māori health equity, including the relationship between culture and health. The training programme should demonstrate that the training is producing doctors who engage in ongoing self-reflection and self-awareness and hold themselves accountable for their patients' cultural safety. The training programme should include formal components that contribute to the trainees' education and development in cultural safety and cultural competence.

- 3.2.10 The curriculum develops an understanding of the relationship between culture and health. Vocational trainees and doctors are expected to be aware of their own cultural values, beliefs, and assumptions and to be able to interact with each individual in a manner appropriate to that person's culture.

#### Notes

- a. The curriculum must advance vocational trainees' knowledge of the basic principles of research, including how research is conducted, evaluated, explained to patients, and applied to patient care.
- b. Vocational trainees should participate in an induction to research that includes codes of conduct, ethics, occupational health and safety, intellectual property and any additional matters that are necessary for the type of research to be undertaken.
- c. The academic development and leadership of individual disciplines depends on some trainees following an academic pathway. Academic advancement in New Zealand requires demonstration of merit in research as well as clinical activity and teaching. The vocational medical training programme can facilitate an early start to research, through intercalated research degrees, with appropriate credit towards completion of the programme. Trainee presentation of research projects at discipline scientific meetings is highly desirable.
- d. Acquiring knowledge and understanding of the issues associated with the delivery of safe care includes participating in quality and safety systems within health care organisations.
- e. The full Statement on cultural safety can be found at:  
<https://www.mcnz.org.nz/our-standards/statements-definitions-and-publications/>
- g. Related Statements and resources available on the MCNZ's website include:
  - Statement on cultural safety (2019)
  - He Ara Hauora Māori: A Pathway to Māori Health Equity (2019)
  - Chapters 4, 5, 6 & 7 of *Coles Medical Practice in New Zealand* (2017 ed)
  - Good Medical Practice, MCNZ (December 2016)
- h. Examples of components which would contribute to meeting this requirement include but are not limited to:
  - development of cultural safety education resources for trainees and fellows
  - proactively developing policies to improve Māori participation and success in the health workforce
  - including Māori in governance and decision making bodies
  - encouraging processes of self-reflection that contribute to cultural safety as part of recertification activities
  - embedding assessment of cultural safety across aspects of the training and recertification programme.

### 3.3 CONTINUUM OF TRAINING, EDUCATION AND PRACTICE

#### Accreditation standards

- 3.3.1 There is evidence of purposeful curriculum design which demonstrates horizontal and vertical integration, including undergraduate and prevocational education and continuing professional development through the recertification programme.
- 3.3.2 The vocational medical training programme allows for recognition of prior learning and appropriate credit towards completion of the programme.

#### Notes

- a. Vocational medical training is one step in the education of doctors. Other phases include primary medical education, prevocational medical training, research training, and continuing professional development through the recertification programme.
- b. Vocational medical training and education builds on the knowledge, skills and professional qualities developed in other phases and cannot be considered in isolation from those earlier phases,

particularly the education, experience and training obtained during the intern years and other prevocational training. A complementary relationship is essential.

- c. The MCNZ supports activities to develop the linkage between primary medical education, prevocational medical training and vocational medical training. It also considers that collaboration between the various bodies concerned with medical education is essential to achieve appropriate quality assurance and efficiency across the continuum of medical education.
- d. Recognition of prior learning policies should support trainees to transition between vocational medical programmes with appropriate credit.

### **3.4 STRUCTURE OF THE CURRICULUM**

#### **Accreditation standards**

- 3.4.1 The curriculum articulates what is expected of trainees at each stage of the vocational medical training programme.
- 3.4.2 The duration of the vocational medical training programme relates to the optimal time required to achieve the programme and graduate outcomes. The duration is able to be altered in a flexible manner according to the trainee's ability to achieve those outcomes.
- 3.4.3 The vocational medical training programme allows for part-time, interrupted and other flexible forms of training.
- 3.4.4 The vocational medical training programme provides flexibility for trainees to pursue studies of choice that promote breadth and diversity of experience, consistent with the defined outcomes.

#### **Notes**

- a. In determining the duration of the programme, training providers should consider:
  - the outcomes of the primary and prevocational medical education and training stages related to the vocational scope of practice
  - the programme and graduate outcomes for the vocational medical training programme, and the role of the vocationally registered doctor in the health sector
  - possible alternatives to time-based educational requirements such as outcomes-defined programme elements, measurements of competencies, logbooks of clinical skills and workplace experiences. Such alternatives depend highly on agreed valid and reliable methods for measuring individual achievements.
- b. Policies about flexible training options should be readily available to supervisors and trainees.
- c. Training providers should provide guidance and support to supervisors and trainees on the implementation and review of flexible training arrangements.
- d. Training providers should monitor how flexible training options are being used by supervisors and trainees, and to measure their success by incorporating appropriate questions in surveys and by analysing the pattern of applications by trainees. They are also encouraged to work with the training sites and employers to create appropriate opportunities for flexible training.

## Standard 4: Teaching and learning

### 4.1 TEACHING AND LEARNING APPROACH

#### Accreditation standards

- 4.1.1 The vocational medical training programme employs a range of teaching and learning approaches, mapped to the curriculum content to meet the programme and graduate outcomes.

### 4.2 TEACHING AND LEARNING METHODS

#### Accreditation standards

- 4.2.1 The training is practice-based, involving the trainees' personal participation in appropriate aspects of health service, including supervised direct patient care, where relevant.
- 4.2.2 The vocational medical training programme includes appropriate adjuncts to learning in a clinical setting.
- 4.2.3 The vocational medical training programme encourages trainee learning through a range of teaching and learning methods including, but not limited to: self-directed learning; peer-to-peer learning; role modelling; and working with interdisciplinary and interprofessional teams.
- 4.2.4 The training and education process facilitates trainees' development of an increasing degree of independent responsibility as skills, knowledge, and experience grow.
- 4.2.5 The training provider has processes that ensure that trainees receive the supervision and opportunities to develop their cultural competence in order to deliver patient care in a culturally-safe manner.

#### Notes

- a. It is expected that, predominantly, training and education will be a balance of work-based experiential learning, independent self-directed learning and appropriate supplementary learning experiences. While much of the learning will be self-directed learning related to programme and graduate outcomes, the trainee's supervisors will play key roles in the trainee's education.
- b. Learning resources that are specified or recommended for the vocational medical training programme should relate directly to the graduate outcomes, be up to date and be accessible to trainees.
- c. Adjuncts to learning in a clinical setting include clinical skills laboratories, wet labs and simulated patient environments.
- d. In some specialties, trainees must complete education courses offered by other training providers, for example university programmes, to meet the requirements of the vocational medical training programme. In these situations, the MCNZ expects the training provider for the vocational medical programme to review and monitor the quality of the externally provided courses and the courses' continued relevance to the requirements of the vocational medical training programme.

## Standard 5: Assessment of learning

### 5.1 ASSESSMENT APPROACH

#### Accreditation standards

- 5.1.1 The training provider has a programme of assessment aligned to the outcomes and curriculum of the vocational medical training programme which enables progressive judgements to be made about trainees' preparedness for the vocational scope of practice.
- 5.1.2 The training provider clearly documents its assessment and completion requirements. All documents explaining these requirements are accessible to all staff, supervisors and trainees.
- 5.1.3 The training provider has policies relating to special consideration in assessment.

#### Notes

- a. Assessment includes both summative assessment, for judgements about progression, and formative assessment, for feedback and guidance. Formative assessment has an integral role in the education of trainees as it enables the trainee to identify perceived deficiencies, and the supervisor to assist in timely and effective remediation. It also provides positive feedback to trainees regarding their attainment of knowledge, skills and professional qualities.
- b. The training provider's documents defining the assessment methods should address and outline the balance between formative and summative elements, the number and purpose of examinations (including a balance between written and practical examinations) and other assessment requirements. It should make explicit the criteria and methods used to make assessment judgments.
- c. Policies on special consideration should be easily accessible. They should outline reasonable adjustments for trainees with short- or long-term conditions and circumstances which may affect assessment performance.

### 5.2 ASSESSMENT METHODS

#### Accreditation standards

- 5.2.1 The assessment programme contains a range of methods that are fit for purpose and include assessment of trainee performance in the workplace.
- 5.2.2 The training provider has a blueprint to guide assessment through each stage of the vocational medical training programme.
- 5.2.3 The training provider uses valid methods of standard setting for determining passing scores.

#### Notes

- a. Methods of assessment should be chosen on the basis of validity, reliability, feasibility, cost effectiveness, opportunities for feedback, and impact on learning<sup>5</sup>. The assessment methodology should be publicly available.
- b. Contemporary approaches to assessment in medical education emphasise a programmatic approach where multiple measures of trainees' knowledge, skills and professional qualities over time are aggregated and synthesised to inform judgements about progress. Assessment programmes are constructed through blueprints which match assessment items or instruments with outcomes. The strength of an assessment programme is judged at the overall programme level rather than on the psychometric properties of individual instruments. In such an approach, highly reliable methods associated with high stakes examinations such as multiple-choice questions (MCQ), modified essay questions (MEQ) or objective structured clinical examinations (OSCE) are used alongside instruments which are currently less reliable but assess independent learning, communication with patients, families and colleagues, working in interprofessional teams, professional qualities, problem solving and clinical reasoning.

<sup>5</sup> van der Vleuten, CPM., 'The assessment of professional competence: developments, research and practical implications'. *Advances in Health Science Education*, vol. 1, 1996, pp. 41-67.



- c. The MCNZ encourages the development of assessment programmes for their educational impact. A balance of valid, reliable and feasible methods should drive learning to achieve the programme and graduate outcomes.
- d. In clinical specialties, direct observation of trainees with real or simulated patients should form a significant component of the assessment.

### **5.3 PERFORMANCE FEEDBACK**

#### **Accreditation standards**

- 5.3.1 The training provider facilitates regular and timely feedback to trainees on performance to guide learning.
- 5.3.2 The training provider informs its supervisors of the assessment performance of the trainees for whom they are responsible.
- 5.3.3 The training provider has processes for early identification of trainees who are not meeting the outcomes of the vocational medical training programme and implements appropriate measures in response.
- 5.3.4 The training provider has procedures to inform employers and, where appropriate, the regulators, where patient safety concerns arise in assessment.

#### **Notes**

- a. Trainees encounter difficulties for many reasons including problems with systems, teaching, supervision, learning, assessment performance and personal difficulties. Not all are within the power of the trainee to rectify. It is essential that training providers have clearly defined assessment guidelines that are provided to the clinical supervisors assessing the performance of the trainees. Assessment should be based on these guidelines to ensure assessment is valid, transparent and reliable. The training provider must have systems to monitor their trainees' progress, to identify at an early stage, trainees experiencing difficulty and to assist them, where possible, to complete the vocational medical training programme successfully using methods such as remedial work and re-assessment, supervision and counselling.
- b. There may be times where it is not appropriate to offer remediation, or the remediation and assistance offered is not successful. For these circumstances, training providers must have clear policies on matters such as periods of unsatisfactory training and limits on duration of training time. As vocational medical training is workplace-based, training providers need to have processes for deciding when to inform employers of a trainee's failure to progress.
- c. Trainees should be told the content of any information about them that is given to someone else. While the employer will often identify patient safety concerns first, it is important that the training provider has clear procedures concerning informing employers and, where appropriate, MCNZ as the regulator. The requirement under standard 5.3.4 to inform employers and, where appropriate, the regulator about patient safety concerns will require action beyond remediation.
- d. In New Zealand, the Health Practitioners Competence Assurance Act (HPCAA 2003) provides for a doctor who believes another doctor may pose a risk of harm to the public (by practising below the required standard of competence) to refer the matter to the MCNZ.

### **5.4 ASSESSMENT QUALITY**

#### **Accreditation standards**

- 5.4.1 The training provider regularly reviews the quality, consistency and fairness of assessment methods, their educational impact and their feasibility. The provider introduces new methods where required.
- 5.4.2 The training provider maintains comparability in the scope and application of the assessment practices and standards across its training sites.

**Notes**

- a. Assessment should actively promote learning that will assist in achieving the educational outcomes, provide a fair assessment of the trainee's achievement, and ensure patient safety by allowing only competent trainees to progress to be eligible to become vocationally registered doctors.
- b. When the programme and graduate outcomes of the vocational medical training programme or a component of the programme change, the assessment process and methods should reflect these changes; assessment should address and be developed in conjunction with the new outcomes. Similarly, new or revised assessments should be introduced where evaluation of specific curriculum components and associated assessment reveals a need.
- c. Reviews of assessment methods should also regularly consider the overall burden of assessment, and result in removal of ineffective assessment methods and individual assessment items that duplicate rather than add to previous assessments.
- d. Trainees undertake their work-based training in a wide variety of training sites. It is essential that training providers have systems to minimise variation in the quality of in-training assessment across training sites in all settings.

## Standard 6: Monitoring and evaluation

### 6.1 MONITORING

#### Accreditation standards

- 6.1.1 The training provider regularly reviews its training and education programmes. Its review processes address curriculum content, teaching and learning, supervision, assessment and trainee progress.
- 6.1.2 Supervisors contribute to monitoring and to programme development. The training provider systematically seeks, analyses and uses supervisor feedback in the monitoring process.
- 6.1.3 Trainees contribute to monitoring and to programme development. The training provider systematically seeks, analyses and uses their confidential feedback on the quality of supervision, training and clinical experience in the monitoring process. Trainee feedback is specifically sought on proposed changes to the vocational medical training programme to ensure that existing trainees are not unfairly disadvantaged by such changes.

#### Notes

- a. Training providers should develop mechanisms for monitoring the delivery of their programme(s) and for using the results to assess achievement of educational outcomes. This requires the collection of data from a broad range of people involved in training and education and from trainees, and the use of appropriate monitoring methods.
- b. The value of monitoring data is enhanced by a plan that articulates the purpose and procedures for conducting the monitoring, such as why the data are being collected, the sources, methods and frequency of data analysis.
- c. Some examples of changes that may unfairly disadvantage existing trainees include those that lengthen the period of training, introduce more assessment, or change the range or kinds of training placements required to satisfy programme requirements.

### 6.2 EVALUATION

#### Accreditation standards

- 6.2.1 The training provider develops standards against which its programme and graduate outcomes are evaluated. These programme and graduate outcomes incorporate the needs of both graduates and stakeholders and reflect community needs, and medical and health practice.
- 6.2.2 The training provider collects, maintains and analyses both qualitative and quantitative data on its programme and graduate outcomes.
- 6.2.3 Stakeholders contribute to evaluation of programme and graduate outcomes.

#### Notes

- a. When formulating and evaluating its programme and graduate outcomes, the training provider considers the needs and expectations of both graduates and stakeholders. This occurs from the level of individual graduate attributes through to the level of overall workforce demand.
- b. Training providers should consider methods of evaluation that ensure that recently graduated vocationally registered doctors are of a standard commensurate with community expectation, such as vocationally registered doctors' self-assessment of preparedness for practice, review of graduate destinations and community requirements, and other multi-source feedback mechanisms. Stakeholders in evaluation processes include supervisors, trainees, health care administrators, health professionals and consumers.

### 6.3 FEEDBACK, REPORTING AND ACTION

#### Accreditation standards

- 6.3.1 The training provider reports the results of monitoring and evaluation through its governance and administrative structures.

- 6.3.2 The training provider makes evaluation results available to stakeholders with an interest in programme and graduate outcomes, and considers their views in continuous renewal of its programme(s).
- 6.3.3 The training provider manages concerns about, or risks to, the quality of any aspect of its training and education programmes effectively and in a timely manner.

**Notes**

- a. It is important that training providers report their programme and graduate outcomes transparently and accountably, which includes how stakeholder feedback is analysed and incorporated into future changes, and how the changes are communicated to stakeholders.
- b. Training providers are therefore expected to develop and maintain effective internal reporting mechanisms, and to indicate how and when actions occur in relation to particular findings.
- c. In addition, training providers are expected to disseminate its programme and graduate outcomes and engage in a dialogue with stakeholders. There should be evidence that stakeholder views are considered in continuous renewal of the education programme(s).

## Standard 7: Trainees

### 7.1 ADMISSION POLICY AND SELECTION

#### Accreditation standards

- 7.1.1 The training provider has clear, documented selection policies and principles that can be implemented and sustained in practice. The policies and principles support merit-based selection, can be consistently applied and prevent discrimination and bias. These policies are publicly available.
- 7.1.2 The processes for selection into the vocational medical training programme:
- use the published criteria and weightings (if relevant) based on the training provider's selection principles
  - are evaluated with respect to validity, reliability and feasibility
  - are transparent, rigorous and fair
  - are capable of standing up to external scrutiny
  - include a process for formal review of decisions in relation to selection which is outlined to candidates prior to the selection process.
- 7.1.3 The training provider facilitates and supports recruitment and selection of Māori trainees.
- 7.1.4 The training provider publishes the mandatory requirements of the vocational medical training programme, such as periods of rural training, and/or for rotation through a range of training sites so that trainees are aware of these requirements prior to selection. The criteria and process for seeking exemption from such requirements are made clear.
- 7.1.5 The training provider monitors the consistent application of selection policies across training sites and/or regions.

#### Notes

- a. The MCNZ does not endorse any one selection process; it recognises that there is no one agreed method of selecting the most appropriate trainees and supports diverse approaches that include both academic and vocational considerations.
- b. The MCNZ draws on the Medical Training Review Panel commissioned the report from 1998, *Trainee Selection in Australian Medical Colleges* (see also Appendix 1). This report describes good practice in the selection of trainees into specialist medical programmes. These standards draw on that report<sup>6</sup>.
- c. The training provider has a leadership role in the development of the criteria for selection of entrants into training for the vocational scope of practice. Trainees are both postgraduate students in vocational medical programmes and employees of the health services. This may cause tension between selection into a vocational medical programme and employment. The MCNZ expects collaboration between the training provider and other stakeholders to determine selection criteria and processes. Training selection panel members on selection processes will add to the rigour of this process.
- d. Selection into a vocational medical training programme can occur through several different mechanisms, often with the interlinking of processes for selection for employment and selection for training. In some situations, the training provider performs the primary selection with employment assured for those selected into the vocational medical training programme. In other situations, the reverse may occur with employment into a training 'position' as the primary selection mechanism.
- e. In situations in which selection is delegated to an employer or training provider, the MCNZ expects the training provider will work actively to obtain the cooperation of such other stakeholders in implementing its selection principles.
- f. Strategies to increase recruitment and selection of Māori trainees should be complemented by retention policies. One of the MCNZ's *Cultural competence, partnership and health equity work*

<sup>6</sup> Brennan P. Trainee selection in Australian medical colleges. Canberra: Medical Training Review Panel, Commonwealth Department of Health and Family Services, 1998.

programme expectations is that (at a minimum) demographic proportionality of Māori doctors entering and completing vocational training will be achieved.

- g. The training provider should facilitate opportunities to increase recruitment and selection of rural origin trainees and trainees from other under-represented groups.
- h. Despite the wide variety of selection policies and processes, the MCNZ recognises a number of benefits to regional coordination of selection processes for both trainees and the employing health services, particularly in ensuring the consistent application of selection policies.

## **7.2 TRAINEE PARTICIPATION IN TRAINING PROVIDER GOVERNANCE**

### **Accreditation standard**

- 7.2.1 The training provider has formal processes and structures that facilitate and support the involvement of trainees in the governance of their training.

#### **Notes**

- a. There are many reasons for trainee participation in training provider governance. From the trainees' perspective, it will promote their understanding of, and engagement in, the vocational medical training programme and will encourage them to be active contributors to ongoing training and education in their vocational scope of practice. From a programme perspective, it will enable governance decisions to be informed by the users' view of the programme and will enhance the training provider's understanding of how training and assessment policies work in practice. It also facilitates the early recognition of, and response to, potential programme problems, allowing the identification and deployment of successful strategies to address these.
- b. Governance structures vary between training providers. The MCNZ does not endorse any particular structure for engaging trainees in the governance of their training, but believes that these processes and structures must be formal and give appropriate weight to the views of trainees.
- c. Recognising the constraints inherent in the training provider's structure, there should be a position for a trainee on the governing council and on all training provider bodies making training-related decisions. Such constraints may include the training provider's constitution or articles of association, conflicts of interest, and the privacy of other trainees.
- d. The trainees involved should be appointed through open, fair processes supported by the training provider. Election by the trainee body is the most open process possible and is encouraged.
- e. A trainee organisation or trainee committee can articulate a general overview of trainees' experience and common concerns, as well as promoting communication between trainees on matters of mutual interest, and facilitating trainee representation on committees. There are advantages in establishing this committee or organisation within the training provider, since this facilitates communication and sharing of information and data, and provides a structure for funding.
- f. Where the trainee organisation sits outside the training provider, particular efforts are required to ensure shared understanding of obligations and expectations.
- g. Trainee representatives, and trainee organisations or committees are able to assist the training provider by gathering and disseminating information. For these roles, they require appropriate support. This could include providing administrative support or infrastructure, providing mechanisms for the trainee organisation and the trainee members of training provider committees to communicate with trainees, such as access to contact details or email lists, and designating a staff member to support the trainees in these activities. Consideration should also be given to training trainee representatives for their roles. Support that enables trainee representatives to be freed from clinical service commitments to attend necessary meetings should also be considered.
- h. Training providers should supplement the perspective obtained through the trainee organisation or trainee committee by seeking feedback from individual trainees. The trainee representative

structure should be complemented by regular meetings between the training provider's officers and its trainees to explore concerns and ideas at a local level. Because trainees' needs and concerns differ depending on their stage and location of training, and personal circumstances, training providers should arrange for contribution from the full breadth of the trainee cohort.

- i. Local and regional educational activities also provide opportunities for trainees to share problems and experiences with peers, and for trainee representatives to canvas views on training-related issues.

### **7.3 COMMUNICATION WITH TRAINEES**

#### **Accreditation standards**

- 7.3.1 The training provider has mechanisms to inform trainees in a timely manner about the activities of its decision-making structures, in addition to communication from the trainee organisation or trainee representatives.
- 7.3.2 The training provider provides clear and easily accessible information about the vocational medical training programme(s), costs and requirements, and any proposed changes.
- 7.3.3 The training provider provides timely and correct information to trainees about their training status to facilitate their progress through training requirements.

#### **Notes**

- a. Training providers are expected to interact with their trainees in a timely, open and transparent way. To this end, they should have mechanisms to inform prospective and enrolled trainees of training policies and processes, including but not limited to:
- selection into the vocational medical training programme(s)
  - the design, requirements and costs of the vocational medical training programme(s)
  - proposed changes to the design, requirements and costs of the vocational medical programme(s)
  - the available support systems and career guidance
  - recognition of prior learning and flexible training options.
- b. Changes in the content and structure of vocational medical training programmes have significant consequences for trainees. Trainees should participate formally in the evolution and change of the programme. Training providers should communicate in advance with trainees about proposed programme changes, be guided by the principle of 'no unfair disadvantage to trainees' specified under standard 6.1.3 and propose special arrangements for those already enrolled when changes are implemented, recognising that sometimes programme changes are required due to evolving professional practice and community needs.
- c. In general, the MCNZ supports the generous application of transitional exemption clauses and retrospective recognition of training completed under previous requirements and regulations.
- d. To assist trainees to make informed choices about a vocational medical training programme and location, information on career pathways, addressing workforce distribution issues and training opportunities in different regions/states, should be available. Training providers are encouraged to collaborate with stakeholders in workforce planning activities for the specialty, including jurisdictions, to support career guidance systems.
- e. Training providers are encouraged to supplement written material about vocational medical training programme requirements with electronic communication of up-to-date information on training regulations, and on trainees' individual training status. Mechanisms to support communication on issues of concern such as job sharing and part-time work should also be considered. It is recognised that many of the issues relating to job sharing and part-time work rest with the employer.

## 7.4 TRAINEE WELLBEING

### Accreditation standards

- 7.4.1 The training provider promotes strategies to enable a supportive learning environment.
- 7.4.2 The training provider collaborates with other stakeholders, especially employers, to identify and support trainees who are experiencing personal and/or professional difficulties that may affect their training. It publishes information on the services available.
- 7.4.3 The training provider ensures a culturally-safe environment for all trainees, including those who identify as Māori.
- 7.4.4 The training provider recognises that Māori trainees may have additional cultural obligations, and has flexible processes to enable those obligations to be met.

### Notes

- a. Training providers can provide a supportive learning environment by promoting strategies to maintain health and wellbeing, including mental health and cultural safety, providing professional development activities to enhance understanding of wellness and appropriate behaviours, and ensuring availability of confidential support and complaint services. The training provider should facilitate education about, and identification, management and support for trainees who have experienced discrimination, bullying and sexual harassment.
- b. The training provider should consider the needs of groups of trainees that may require additional support to complete training, such as Māori trainees.
- c. Areas for collaboration between the training provider and other stakeholders include developing processes for identifying, supporting and managing trainees whose progress or performance, health, or conduct is giving rise to concern and those trainees who experience personal and professional difficulties related to others' behaviour towards the trainee.
- d. Māori trainees may have:
- additional whānau and cultural obligations, including, for example, marae-based responsibilities and attending tangihanga of extended whānau members, and
  - expectations placed on them by local Māori communities, about care that the trainee may provide for them.
- Responding to these obligations may be an important dimension of the Māori trainees' wellbeing and identity. The engagement of the Māori trainees with their local Māori community may bring value to training providers, through enhancing its wider cultural understanding, cultural competence and local relationships.
- e. While training providers will need to ensure training and service requirements are fulfilled, enabling Māori trainees to respond to their cultural obligations is likely to require a flexible approach. This may extend to flexible training arrangements. However, the training provider must ensure that it meets the accreditation standards for vocational medical training and recertification programmes.

## 7.5 RESOLUTION OF TRAINING PROBLEMS AND DISPUTES

### Accreditation standards

- 7.5.1 The training provider supports trainees in addressing problems with training supervision and requirements, and other professional issues. The training provider's processes are transparent and timely, and safe and confidential for trainees.
- 7.5.2 The training provider has clear impartial pathways for timely resolution of professional and/or training-related disputes between trainees and supervisors or trainees and the training provider.

### Notes

- a. Supervisors and their trainees have a particularly close relationship, which has special benefits, but which may also lead to unique problems. Trainees need clear advice on what they should do in the event of conflict with their supervisor or any other person intimately involved in their



training. Clear statements concerning the supervisory relationship can avert problems for both trainees and supervisors.

- b. Processes that allow trainees to raise difficulties safely would typically be processes that give trainees confidence that the training provider will act fairly and transparently, that trainees will not be disadvantaged by raising legitimate concerns, and that their complaint will be acted upon in a timely manner.
- c. Trainees may experience difficulties that are relevant to both their employment and their position as a trainee, such as training in an unsafe environment, discrimination, bullying, and sexual harassment. While training providers do not have direct control of the working environment, in setting standards for training and for professional practice, including training site accreditation, they have responsibilities to advocate for an appropriate training environment.
- d. Trainees who experience difficulties often feel vulnerable in raising questions about their training, assessment or supervision, even anonymously, and can be concerned about being identified and potentially disadvantaged as a consequence. Often the same individuals hold positions in the training provider and senior supervisory positions in hospitals and health services, which may lead to conflicts of interest, especially if the trainee has a grievance about either their employment or training. Practical solutions are required to remove the disincentives for trainees to raise concerns about their training or employment.
- e. A separate standard (1.3) addresses processes for reconsideration, review and appeals processes.

## **Standard 8: Implementing the programme: delivery of education and accreditation of training sites**

### **8.1 SUPERVISORY AND EDUCATIONAL ROLES**

#### **Accreditation standards**

- 8.1.1 The training provider ensures that there is an effective system of clinical supervision to support trainees to achieve the programme and graduate outcomes.
- 8.1.2 The training provider has defined the responsibilities of hospital and community doctors who contribute to the delivery of the vocational medical training programme and the responsibilities of the training provider to these doctors. It communicates its programme and graduate outcomes to these doctors.
- 8.1.3 The training provider selects supervisors who have demonstrated appropriate capability for this role. It facilitates the training, support and professional development of supervisors.
- 8.1.4 The training provider routinely evaluates supervisor effectiveness including feedback from trainees.
- 8.1.5 The training provider selects assessors in written, oral and performance-based assessments who have demonstrated appropriate capabilities for this role. It provides training, support and professional development opportunities relevant to this educational role.
- 8.1.6 The training provider routinely evaluates the effectiveness of its assessors including feedback from trainees.

#### **Notes**

- a. The MCNZ recognises that the word ‘supervisor’ is often used in the workplace to describe an administrative or managerial function equivalent to a line manager, but in this document, it refers to supervision in the educational context.
- b. Training providers will devise and implement their own structures in response to specific goals and challenges, but the following functions are common in the educational supervision of trainees. These functions may be combined in different ways and in large programmes performed by a number of individuals:
- An individual with overall responsibility for the vocational medical training programme in a health service, training site or training network. This director oversees and ensures the quality of training and education rather than being involved on a day-to-day basis with all trainees in the work environment.
  - Doctors senior to the trainees who have day-to-day involvement with the trainee.
  - An individual who has particular responsibility for the direct supervision and training of the trainee, whose involvement with that trainee during the working week is regular and appropriate for the trainee’s level of training, ability, and experience.
- c. Vocationally registered doctors make significant contributions to medical education as teachers and role models for trainees. The educational roles of supervisor and assessor are critical to the success of the vocational medical training programme, especially as most vocational medical training is workplace-based. It is essential that there is adequate training and resources for these roles. Those filling supervisory roles should know the programme requirements, and have skills in adult learning, in providing constructive feedback to trainees, and in responding appropriately to concerns. They need clear guidance on their responsibilities to the trainee and to patient safety in the event that the trainee is experiencing difficulty, including in circumstances where the trainee is not maintaining a satisfactory standard of clinical practice and/or is not meeting the expected fitness to practise standards.
- d. All those who teach, supervise, counsel, employ or work with doctors in training are responsible for patient safety. Patient safety will be protected through explicit and accountable supervision. Training providers should have clear and explicit supervision requirements, including processes for removing supervisors where necessary.
- e. Other members of the health care team may also contribute to supervising, assessing and providing feedback to the trainee.

- f. There are advantages for trainees to an ongoing mentoring relationship with a more senior medical colleague. This person has no formal role in the trainee’s assessment or employment but can advise and support the trainee on personal or professional matters.
- g. Training providers should encourage mentorship through a variety of their educational activities. They should also develop processes for supporting the professional development of doctors who demonstrate appropriate capability for the role of mentor.
- h. Because of the critical nature of the supervisory roles outlined above, it is essential that there are clear procedures for trainees and supervisors to follow in the event of conflict. Accreditation standards in relation to the resolution of training-related problems and disputes are provided under standard 7.5.
- i. Assessors engaged in formative or summative assessments must understand the training provider’s curriculum and training requirements, be proficient in the issues relating to the level of competence and training of the trainee, and be skilled in providing feedback. Those assessing trainees should participate in training and education addressing issues such as constructive feedback, dealing with difficult situations and contemporary assessment methods.

## 8.2 TRAINING SITES AND POSTS

### Accreditation standards

- 8.2.1 The training provider has a clear process and criteria to assess, accredit and monitor facilities and posts as training sites. The training provider:
- applies its published accreditation criteria when assessing, accrediting and monitoring training sites
  - makes publicly available the accreditation criteria and the accreditation procedures
  - is transparent and consistent in applying the accreditation process.
- 8.2.2 The training provider’s criteria or standards for accreditation of training sites link to the outcomes of the vocational medical training programme and:
- promote the health, welfare and interests of trainees
  - ensure trainees receive the supervision and opportunities to develop the appropriate knowledge and skills to deliver high-quality and safe patient care, in a culturally safe manner
  - support training and education opportunities in diverse settings aligned to the curriculum requirements including rural and regional locations, and settings which provide experience of the provisions of health care to Māori
  - ensure trainees have access to educational resources, including information communication technology applications, required to facilitate their learning in the clinical environment.
  - inform the MCNZ with reasonable notice of any intention to limit or withdraw the accreditation of any training site.
- 8.2.3 The training provider works with health care providers to effectively use the capacity of the health care system for work-based training, and to give trainees experience of the breadth of the discipline.
- 8.2.4 The training provider actively engages with other training providers to support common accreditation approaches and sharing of relevant information.

### Notes

- a. Since training and education in most specialties takes place in health services, vocational medical training is a shared responsibility between the training providers and these training sites. The quality of the learning experience depends on the support the unit or service provides.
- b. Training providers have formal processes to select and accredit training sites, and the process and requirements for accreditation vary depending on the vocational scope of practice. Many commonalities exist between training providers’ processes but so do inconsistencies. The MCNZ recognises the significant interest of training sites and training providers in ongoing quality

improvements in and streamlining of these processes, including where relevant, greater sharing of information or processes between providers. The MCNZ endorses work to develop tools to support consistent approaches to accreditation.

- c. Training providers define the range of experience to be gained during training. Training providers should make as explicit as possible the expectations of training sites seeking accreditation, including clinical and other experience, education activities and resources, and expectations for flexible training options. Training provider accreditation processes must verify that this experience is available in training sites seeking accreditation and once accredited must evaluate the trainees' experience in those sites.
- d. The accreditation process should result in a report to the training site. Where accreditation criteria are not met, the report should give guidance so that the training site may address any unmet requirements.
- e. Trainees are likely to gain experience in multiple locations each providing a varying range of experiences of the vocational scope of practice. For this reason, training providers are increasingly accrediting networks of training sites rather than expecting a single training site to provide all the required training experience. While all training sites should satisfy the training provider's accreditation criteria, the MCNZ encourages flexible rather than restrictive approaches that enable the capacity of the health care system to be used most effectively for training.

## Standard 9: Recertification programmes, further training and remediation

### 9.1 RECERTIFICATION PROGRAMMES

#### Accreditation standards

- 9.1.1 The training provider publishes its requirements for its recertification programme(s) for its vocationally registered doctors within the scope(s) of practice(s).
- 9.1.2 The training provider determines its requirements in consultation with stakeholders and shows evidence of progress towards the Medical Council of New Zealand's strengthened recertification requirements for vocationally-registered doctors practising in New Zealand.
- 9.1.3 The training provider's recertification programme(s) requirements define the required participation in activities that maintain, develop, update and enhance the knowledge, skills and performance required for safe and appropriate contemporary practice in the relevant scope of practice(s), including for cultural competence, professionalism and ethics.
- 9.1.4 The training provider requires participants to select recertification activities relevant to their learning needs, based on their current and intended scope of practice(s). The training provider requires vocationally registered doctors to complete a cycle of planning and self-evaluation of learning goals and achievements.
- 9.1.5 The training provider provides a recertification programme(s) and a range of educational activities that are available to all vocationally registered doctors within the scope of practice(s).
- 9.1.6 The training provider's criteria for assessing and crediting educational and scholarly activities for the purposes of its recertification programme(s) are based on educational quality. The criteria for assessing and crediting practice-reflective elements are based on the governance, implementation and evaluation of these activities.
- 9.1.7 The training provider provides a system for participants to document their recertification activity. It gives guidance to participants on the records to be retained and the retention period.
- 9.1.8 The training provider monitors participation in its recertification programme(s) and regularly audits recertification programme participant records. It counsels participants who fail to meet recertification cycle requirements and takes appropriate action.
- 9.1.9 If the training provider seeking accreditation is not the direct provider of the recertification programme then evidence is required that the delegated provider meets the accreditation standards.
- 9.1.10 The training provider must demonstrate that its recertification programme continues to develop doctors' cultural competence in order to deliver culturally safe care. It should identify formal components of the recertification programme that support doctors to reflect on cultural safety and enhance their own levels of cultural competence.
- 9.1.11 The training provider must have a process in place for reviewing whether doctors participating in the recertification programme are meeting the requirements, including a process to escalate those doctors not participating to the MCNZ.

#### Notes

- a. Vocationally registered doctors are expected to continue to maintain, develop, update and enhance their knowledge, skills and performance so that they are equipped to deliver safe and appropriate care throughout their working lives.
- b. The requirement to comply with recertification programme requirements applies both to vocationally registered doctors practising full-time and those practising part-time. Doctors are asked, when applying for their annual practising certificate whether they are complying with recertification programme requirements and doctors' responses are subject to audit.
- c. Training providers play an important role in assisting Council to implement recertification programmes by setting and providing practice-relevant recertification programme options and providing a recertification programme(s) that is available to all in their vocational scope of practice(s), including those who are not fellows.
- d. The recertification phase of medical education is mainly self-directed and involves practice-based learning activities rather than supervised training. The training provider therefore requires regular participation in a range of educational activities to meet self-assessed learning needs

based on the intended scopes of practice of vocationally registered doctors and, where possible, on practice data. These activities include: practice-based reflective elements that may include clinical audit, peer-review, multi-source feedback or performance appraisal; continuing medical education activities, such as courses, conferences and online learning; other scholarly activities such as teaching, assessment and research; and activities that contribute to cultural competence, and doctor health and wellbeing.

- e. Training providers should provide opportunity for vocationally registered doctors to assess and define their learning needs. Where available and appropriate, participation in external or formal evaluation of personal recertification outcomes is encouraged.
- f. Consultation with potential participants and other stakeholders is important in the development of recertification requirements and programmes. Self-evaluation by participants, and monitoring and auditing by the training provider assist participants in achieving their recertification programme objectives.
- g. Many organisations other than accredited training providers offer recertification opportunities for vocationally registered doctors, including health care facilities, universities, the pharmaceutical and medical technological industries, community and health consumer organisations and for-profit recertification providers. Training providers are expected to have a code of ethics that covers the role of, and their relationship with, other groups that provide recertification activities that may be credited towards the training provider's recertification programme(s). In reviewing the training quality of an activity, the training provider should consider whether the activity has used appropriate methods and resources, and the feedback from participants.

## **9.2 FURTHER TRAINING OF INDIVIDUAL VOCATIONALLY REGISTERED DOCTORS**

### **Accreditation standards**

- 9.2.1 The training provider has processes to respond to requests for further training of individual vocationally registered doctors in its vocational scope of practice(s).

### **Notes**

- a. The MCNZ sets requirements for currency of practice in a doctor's current scope of practice, and requirements to support proposed changes to a doctor's scope of practice. Vocationally registered doctors, employers and registration authorities may ask a training provider to provide further training to meet currency of practice requirements, or to support a change in scope of practice. Training providers develop processes specific to their vocational scope of practice(s) for practice re-entry and training in new scopes of practice for their fellows and other vocationally registered doctors, consistent with requirements of the MCNZ.

## **9.3 REMEDIATION**

### **Accreditation standards**

- 9.3.1 The training provider has processes to respond to requests from MCNZ for remediation of vocationally registered doctors who have been identified as underperforming in a particular area.

### **Notes**

- a. Laws, regulations, statements and codes of conduct set expectations for standards of practice of doctors. Requests to a training provider to address under-performance are made by vocationally registered doctors, employers and registration authorities, or may arise within the training provider itself. Training providers develop processes specific to their vocational scope of practice(s) for remediation of vocationally registered doctors in the discipline, consistent with relevant laws, regulations, and codes of conduct.
- b. The response to this standard should encompass details of:

- A process for reporting to the MCNZ, for the purposes of the MCNZ's audit of recertification, those who are participating in the recertification programme and whether they are complying or not.
- A system for identifying and managing compliance with recertification programmes, and where appropriate to refer the doctor to the MCNZ.
- A system for informing the MCNZ if the provider becomes aware of performance / competence concerns on the part of the practitioner.

## Standard 10: Assessment of international medical graduates for the purpose of vocational registration

### 10.1 ASSESSMENT FRAMEWORK

#### Accreditation standards

- 10.1.1 The training provider has a process for assessing the relative equivalence of the International Medical Graduate's (IMG) qualifications, training and experience (QTE) against the standards of a New Zealand vocationally trained medical practitioner registered in the same vocational scope of practice.
- 10.1.2 The training provider's process for assessment of IMGs for the purpose of vocational registration is designed to satisfy the process and timeline requirements set and communicated by Council.
- 10.1.3 The training provider bases its assessment of an IMG's QTE on the vocational medical training programme outcomes.
- 10.1.4 The training provider has a process for clearly identifying differences between the IMG's qualification (fellowship), whether there are any deficiencies or gaps in training, and whether subsequent experience has addressed these, and if not, what type of experience, supervised practice and assessment would address the deficiencies or gaps in qualifications, training, to inform MCNZ in making a decision.

#### Notes

- a. The assessment of IMGs for the purpose of vocational registration in New Zealand needs to meet the MCNZ's requirements. Training providers are required to have a process for the assessment of IMGs' training, qualifications and experience so that the MCNZ can determine eligibility for registration within a vocational scope of practice. The MCNZ has a memorandum of understanding with each New Zealand based and Australasian vocational medical training provider. The MOU requirements draw on these accreditation standards.
- b. The MCNZ has the statutory role in determining whether an IMG applying for registration in a vocational scope of practice:
- is fit for registration
  - has the prescribed qualification
  - is competent to practise within that scope of practice.
- c. The prescribed qualification is not an international postgraduate medical qualification but rather the combination of the IMG's qualifications, training and experience.
- d. The terms 'equivalent to' and 'as satisfactory as' are the Council-set thresholds to be used in the assessment of comparability to the relevant New Zealand/Australasian postgraduate qualification.

### 10.2 ASSESSMENT METHODS

#### Accreditation standards

- 10.2.1 The methods of assessment of IMGs for the purpose of vocational registration, are fit for purpose.
- 10.2.2 The training provider has procedures to inform employers, and where appropriate the regulators, including the MCNZ, where patient safety concerns arise in assessment.

#### Notes

- a. Methods of assessment should be chosen on the basis of validity, reliability, feasibility, cost effectiveness, opportunities for feedback, and impact on learning<sup>7</sup>. The assessment methodology should be publicly available.

<sup>7</sup> van der Vleuten, CPM., 'The assessment of professional competence: developments, research and practical implications'. Advances in Health Science Education, vol. 1, 1996, pp. 41-67.



## Glossary of terms

Term	Explanation / Definition
<i>Advanced skill competencies</i>	<p>Vocational medical training providers may provide additional advanced training in a skill / set of skills that is beyond what is provided in the recognised vocational scope of practice. This is accompanied with appropriate ongoing continuing professional development (CPD) of the vocationally registered doctor through an additional recertification programme or set of recertification requirements.</p>
<i>Accreditation</i>	<p>Accreditation occurs in a legal framework as prescribed by the Health Practitioners Competence Assurance Act 2003.</p> <p>The MCNZ's accreditation framework is a rigorous evidence-based accreditation assessment process using relevant minimum sets of accreditation standards. In executing this function, the MCNZ adopts a right-touch approach. It is focused on promoting good medical practice within the sector.</p> <p>The assessment process is built on accountability and transparency for the purpose of quality control and enhancement, through quality support and quality monitoring. The MCNZ's accreditation assessment process occurs within a high-trust environment premised on transparency. This is to protect the health and safety of the public by providing mechanisms to ensure that doctors are competent and fit to practise.</p>
<i>Continuing professional development (CPD)</i>	<p>CPD is a mechanism for doctors to cover the range of learning activities through which doctors maintain, develop, update and enhance the knowledge, skills and performance required for safe and appropriate practice in the relevant specialty/vocational scope of practice. This occurs through a range of learning and reflection activities that form part of the recertification programme.</p> <p><i>Also see Recertification and Recertification programme.</i></p>
<i>Cultural safety</i>	<p>MCNZ defines cultural safety as:</p> <ul style="list-style-type: none"> <li>• The need for doctors to examine <b>themselves and the potential impact of their own culture on</b> clinical interactions and healthcare service delivery.</li> <li>• The commitment by individual doctors to acknowledge and address any of their own biases, attitudes, assumptions, stereotypes, prejudices, <b>structures and characteristics that may affect the quality of care provided.</b></li> <li>• The awareness that cultural safety encompasses <b>a critical consciousness where healthcare professionals and healthcare organisations engage in ongoing self-reflection and self-awareness and hold themselves accountable for providing culturally safe care, as defined by the patient and their communities.</b></li> </ul> <p>The full Statement on Cultural safety is found at:  <a href="https://www.mcnz.org.nz/our-standards/statements-definitions-and-publications/">https://www.mcnz.org.nz/our-standards/statements-definitions-and-publications/</a></p>

<i>Curriculum</i>	A statement of the intended aims and objectives, content, assessment, experiences, outcomes and processes of a programme, including a description of the structure and expected methods of learning, teaching, feedback and supervision. The curriculum should set out the knowledge, skills and professional qualities the trainee is to achieve. This is distinguished from a syllabus which is a statement of content to be taught and learnt.
<i>Education institution (as used by the MCNZ)</i>	<p>The HPCAA 2003 uses the term ‘education institutions’ for organisations / training providers that may be accredited to provide education and training for a health professional.</p> <p>Education institutions encompasses tertiary education institutions, or other institutions, organisations, societies or association that provide primary, prevocational and vocational medical training; vocational medical colleges, recertification providers or other health profession colleges.</p> <p>The MCNZ use the term ‘training provider’ to be consistent across the medical profession. Also see <i>Training provider</i>.</p> <p>Historically the MCNZ used ‘education provider’ or ‘education organisations’.</p>
<i>Generalism and generalist</i>	<p>The MCNZ accepts the definitions of the Royal College of Physicians and Surgeons of Canada:</p> <p>‘Generalism is a philosophy of care that is distinguished by a commitment to the breadth of practice within each discipline and collaboration with the larger health care team in order to respond to patient and community needs’<sup>8</sup>.</p> <p>‘Generalists are a specific set of medical practitioners with core abilities characterised by a broad-based practice. Generalists diagnose and manage clinical problems that are diverse, undifferentiated, and often complex. Generalists also have an essential role in coordinating patient care and advocating for patients.’</p>
<i>Interprofessional learning</i>	<p>The MCNZ uses the World Health Organisation’s definition of interprofessional education:</p> <p>‘Interprofessional education occurs when two or more professions learn about, from and with each other to enable effective collaboration and improve health outcomes.</p> <p>Professional is an all-encompassing term that includes individuals with the knowledge and/or skills to contribute to the physical, mental and social well-being of a community.</p> <p>Collaborative practice in health-care occurs when multiple health workers from different professional backgrounds provide comprehensive services by</p>

<sup>8</sup> Royal College of Physicians and Surgeons Canada: Education Strategy, Innovations and Development Unit, Report of the Generalism and Generalist Task Force, July 2013, <http://www.royalcollege.ca/rcsite/documents/educational-strategy-accreditation/ccc-task-force-report-july-2013-e.pdf>

	<p>working with patients, their families, carers and communities to deliver the highest quality of care across settings.</p> <p>Practice includes both clinical and non-clinical health-related work, such as diagnosis, treatment, surveillance, health communications, management and sanitation engineering.<sup>9</sup></p>
<i>International medical graduate (IMG)</i>	<p>A doctor who obtained their primary medical qualification in a country other than New Zealand. The primary medical qualification must have been obtained from a training institution listed in the World Directory of Medical Schools.</p> <p>Previously also referred to as an ‘overseas trained doctor’.</p>
<i>Outcomes</i>	<p><b>Graduate outcomes</b> broadly implies the overall exit level outcomes expected to be met by a trained and qualified doctor. Graduate outcomes are therefore the minimum learning outcomes in terms of discipline-specific knowledge, discipline-specific skills including generic skills as applied in the specialty discipline, and discipline-specific capabilities that the graduate of any given vocational specialist medical programme must achieve.</p> <p><b>Programme outcomes</b> describe what gives a discipline its coherence and identity and define threshold and typical expectations of a graduate in terms of the abilities and skills needed to develop understanding or competence in the discipline. Education training providers are expected to define the broad roles of doctors in their vocational scope specialty as the outcomes of the vocational medical training specialist medical programme.</p> <p>While programme outcomes are specific to the discipline, it should reflect the overall goal of vocational specialist medical training and education, as well as the role of clinical or medical expert in the specialty.</p>
<i>Prescribed qualification</i>	<p>The identified formal qualification after the successful completion of a vocational medical training programme, such as a fellowship of a medical college. In some cases, the MCNZ requires a combination of a medical degree, and additional training, or approved experience.</p> <p>The MCNZ recognises 36 different vocational scopes of practice, each with its own associated prescribed qualification<sup>10</sup>.</p>
<i>Recertification</i>	<p>Recertification should ensure that each doctor is supported by education that provides for their individual professional development needs and is delivered by effective, efficient and reflective mechanisms that support maintenance of high standards and continuing improvement in performance.</p>

<sup>9</sup> World Health Organisation: Health Professions Networks Nursing and Midwifery Human Resources for Health, Framework for Action on Interprofessional Education and Collaborative Practice, 2010, [http://www.who.int/hrh/nursing\\_midwifery/en/](http://www.who.int/hrh/nursing_midwifery/en/)

<sup>10</sup> *Notice of Scopes of Practice and Prescribed Qualifications for the Practice of Medicine in New Zealand*. New Zealand Gazette, 30 June 2018, Notice No. 2018-gs2124it replaces the January 2017 Notice of Scopes of Practice and Prescribed Qualifications <https://gazette.govt.nz/notice/id/2018-gs2124>

<i>Recertification programme</i>	<p>Recertification programmes support doctors to maintain their competence, take responsibility for their performance and to stay current in their practice. Responsibility for determining what is appropriate for each vocational scope falls to the appropriate recertification provider.</p> <p>See Appendix 2 for more information on current requirements for recertification.</p>
<i>Registration within a Vocational scope of practice</i>	<p>A doctor who has completed his or her vocational training and has appropriate qualifications and experience may be registered within a vocational scope of practice.</p> <p>A doctor registered in a vocational scope must participate in an approved recertification programme to maintain competence and be recertified each year.</p>
<i>Supervision</i>	<p>Doctors in training completing a specialist medical programme experience various types of supervision: clinical or practice-based supervision, educational supervision and supervision for employment purposes by a line manager. These may overlap.</p>
<i>Supervisor</i>	<p>In these standards, supervisor refers to an appropriately qualified and trained doctor, senior to the trainee, who guides the trainee’s education and/or on the job training on behalf of the education training provider. The supervisor’s training and education role will be defined by the vocational medical training education provider, and may encompass educational, support and organisational functions. Training providers frequently define a number of supervisory roles (see standard 8.1.)</p>
<i>Trainee</i>	<p>A doctor in training that is enrolled and actively participating in an accredited vocational medical training programme. Depending on the type of specialist medical training programme, the trainee doctor is usually employed as a Registrar. A doctor in training completing a specialist medical programme.</p>
<i>Training provider</i>	<p>The HPCAA 2003 uses the term ‘education institutions’ for organisations / training providers that may be accredited to provide education and training for a health practitioner.</p> <p>The MCNZ prefers the term ‘training provider’ to ensure consistency across the medical profession. When referring to:</p> <ul style="list-style-type: none"> <li>• prevocational medical training, the MCNZ uses ‘prevocational medical training provider’ and</li> <li>• vocational medical training, the MCNZ use ‘vocational medical training provider’ (previously referred to as vocational education and advisory bodies (VEABSs), or a ‘recertification training provider’ or an ‘outsourced medical training provider’.</li> </ul> <p>In these standards, the ‘training provider’ refers to the vocational medical training provider / college.</p>
<i>Training sites</i>	<p>The organisation in which the trainee works and undertakes supervised workplace-based training and education. Training sites include, but are not limited to health services and facilities such as public and private hospitals,</p>

	<p>general practices, community-based health facilities, and private practices, but may also be other sites such as laboratories.</p>
<i>Vocational medical training programme</i>	<p>Is the curriculum, the content/syllabus, and assessment and training that leads to independent practice in a recognised vocational scope of practice. It leads to a formal qualification certifying completion of the training programme.</p> <p>Also referred to as a ‘programme of study’, or ‘training programme’. Previously ‘educational programme’ was used.</p>
<i>Vocational medical training provider</i>	<p>The training provider (as defined above) offering the vocational medical training and/or recertification programme. Training providers that identify as a ‘college’ (i.e. the word ‘college’ appears in its title) are referred to as ‘Medical colleges’.</p> <p>Previously referred to as vocational education and advisory bodies (VEABS).</p>
<i>Vocational scope of practice</i>	<p>The practice of medicine that allows a medical practitioner to work in a specific scope of practice, for which he or she has appropriate vocational training, qualifications and experience.</p> <p>Under the HPCAA 2003, the MCNZ is required to define the separate areas of medicine and specialties that make up the practice of medicine in New Zealand. The MCNZ’s role is to identify for each of these areas (known as ‘scopes of practice’ or ‘scopes’) the aspects of the practice of medicine covered by each scope. Doctors seeking to practise in New Zealand must first be registered with the MCNZ in one or more relevant scopes of practice<sup>11</sup>.</p>

<sup>11</sup> *Notice of Scopes of Practice and Prescribed Qualifications for the Practice of Medicine in New Zealand*. New Zealand Gazette, 30 June 2018, Notice No. 2018-gs2124 replaces the January 2017 Notice of Scopes of Practice and Prescribed Qualifications <https://gazette.govt.nz/notice/id/2018-gs2124>

## **Appendix 1: Extracts from the Summary of the report Trainee Selection in Australian Medical Colleges**

(From the 1998 Medical Training Review Panel annual report. Formatting follows the original document).

### **Recommended framework for selection of trainees:**

#### **A clear statement of principles underpinning selection**

- The aim is to select the best possible candidates;
- The objective is to produce the best possible practitioners;
- The process should be legal; and
- The process should be accountable.

#### **Eligibility criteria/selection criteria**

- There should be a clear statement of eligibility to apply for and be selected for training;
- Selection criteria should be documented and published; and
- Selection criteria must be objective and quantifiable.

#### **Advertising**

- There is to be national awareness of opportunity for all eligible candidates.

#### **Limits to the numbers of training positions**

- If there is a quota it should be explicit and openly declared; and
- All limits relating to other factors such as the number of training positions should also be disclosed.

#### **Applications for training positions and use of references**

- All applications should be written using a standardised proforma; and
- Referees' reports should also be written using a standardised pro-forma with a view to achieving objectivity, comparability and quantification.

#### **The selection committee**

- The group making the final decision should have the confidence of the candidate, the profession and the community;
- The size of the committee should be proportional to the task;
- Committee members should be prepared to be held accountable for their decisions and for their processes to be reviewed in other forums; and
- The selection process itself should be valid, reliable and feasible with built-in evaluation.

#### **Conduct of the interview (selection, ranking, documentation and feedback)**

- The interview should be objective and free from bias;
- The selection through interview must be based on the published criteria and the principles of the college concerned and should be capable of standing external scrutiny; selection committees should rank and score candidates using the tools described;
- A record of proceedings should be kept in sufficient detail to allow non-participants to reconstruct the interview processes and decisions. This documentation should be made available where appropriate for the purposes of audit, external scrutiny and evaluation of the selection process; and
- All candidates should be given an honest and frank appraisal of their standing from the selection committee.

#### **Appeals and evaluation**

- Applicants should have the right to a formal process to appeal and review decisions by an internal and external committee if they disagree with the process or outcome of the original selection committee;

- Candidates have the right to be free from any future bias if they choose to seek review or appeal although they may be required to cover the expense of an external review should the appeal be unsuccessful; and
- Colleges should have sufficient confidence in their selection process to recognise appeals as part of an accountable system and should be prepared to meet the costs of an external appeal where their processes are found wanting.

## **Appendix 2: The MCNZ's requirements for recertification** *(new requirements to be implemented by 1 July 2022)*

The following elements need to be defined:

- The categories of doctors and the number of doctors undertaking their recertification programme.
- Any categories of doctors that are not enrolled in a recertification programme.
- Confirmation that the recertification programme is available for all doctors registered within a vocational scope of practice who are non-members (i.e., not trainees nor Fellows).
- Details of the hours per year required to be spent on recertification activities and how that is comprised.
- Details of the process that is in place for evaluating whether doctors participating in the programme are meeting the requirements.
- Whether the training provider collects information about:
  - the numbers of and outcomes for doctors who undertake regular practice reviews.
  - whether their doctors have undertaken a credentialing process and if so whether there are checks in place to ensure those doctors are doing recertification appropriate for their clinical responsibilities.
- How the training provider accounts for cultural competence and identifies formal components of the recertification programme that contributes to the cultural competence of recertification programme participants. (Please refer to the additional information provided about cultural competence under standard 4.2).

The recertification programme must provide a process for maintaining and improving competence and performance (at least 50 hours per year) and should cover the MCNZ's domains of competence:

- Clinical expertise,
- Communication,
- Collaboration,
- Management,
- Scholarship, and
- Professional attributes.

Recertification programmes must include: (see Notes for definitions)

- Medical Audit,
- Peer Review, and
- Continuing Medical Education to meet the MCNZ's requirements for recertification.

Recertification programmes may include:

- Examining candidates for College examinations,
- Supervision, mentoring others,
- Teaching,
- Publications in medical journals and texts,
- Research,
- Committee meetings that have an educational content, such as guideline or policy development,
- Providing expert advice on clinical matters,
- Presentations to scientific meetings,
- Working for the MCNZ as an assessor or reviewer, and
- Regular practice review.

### **Notes**

If the training provider seeking accreditation is not the direct provider of the recertification programme in New Zealand, then evidence is required that the New Zealand provider meets these requirements.



**Definitions:****1. Medical Audit** (at least one audit per year)

This is a systematic, critical analysis of the quality of the doctor's own practice that is used to improve clinical care and/or health outcomes, or to confirm that current management is consistent with the current available evidence or established guidelines.

## CRITERIA

1. The topic for the audit relates to an area of the doctor's practice that may be improved.
2. Undertaking the process will not unjustifiably compromise other aspects of health service delivery.
3. An established standard is used to measure current performance.
4. An appropriate written plan is documented.
5. Outcomes of the audit are documented and discussed.
6. Where appropriate, an action plan is developed that identifies the benefit of the process to patient outcomes. The plan should outline how the actions will be implemented and a process of monitoring.
7. Subsequent audit cycles are planned, where required, so that the audit is part of continuous quality improvement.

Examples of audit of medical practice are:

- external audit of procedures (not of the service),
- comparing the processes or outcomes of care for a service with what is judged to be best practice in the particular domain,
- analysis of patient outcomes,
- audit of departmental outcomes with information on where individuals fit within the team as a whole,
- audit of a doctor's performance in an area of practice against his or her peers,
- taking an aspect of practice such as prescribing habits and comparing an individual's performance to national standards,
- formal double reading of scans or slides and assessment of an individual's results against those of the group,
- patient satisfaction survey, and
- checking that cervical smear, diabetes, asthma, heart failure, lipid control and other procedures are done to pre-approved standard formats, including reflection on the outcome, plans for change and follow-up audit to check for health gains for that patient or for that group of patients.

**2. Peer review** (a minimum of 10 hours per year)

This is an evaluation of the performance of individuals or groups of doctors by members of the same profession or team. It may be formal or informal and can include any occasion in which doctors are in learning situations about their own practice with other colleagues. Peer review can also be used in the context of multidisciplinary teams which incorporate feedback from 'peers' or other health professionals who are members of the team.

Formal peer review is an activity where peer(s) systematically review aspects of a doctor's work, e.g., a review of the first six cases seen or a presentation on a given topic. It would normally include guidance, feedback and a critique of the doctor's performance.

Peer review must take place in an environment conducive to:

- the confidentiality of the patients being discussed,
- the privacy of the doctors whose work is being reviewed,
- mutual learning, and
- professional support and collegiality.

Peer review includes, for example:

- joint review of cases,

- review of charts,
- practice visits to review the doctor's performance,
- 360° appraisals and feedback,
- critique of a video review of consultations by peer(s),
- peer discussion groups,
- inter-departmental meetings which may review missed cases and interpretations of findings, and
- mortality and morbidity meetings.

For those in clinical (rather than non-clinical) practice peer review does not include:

- practice management,
- matters relating to practice premises or systems,
- non-clinical research,
- non-clinical education, and
- participation on College or other committees that are not of a clinical nature.

### **3. Continuing Medical Education** (a minimum of 20 hours per year)

Includes attendance at appropriate:

- education conferences, courses and workshops,
- self-directed learning programmes and learning diaries,
- assessments designed to identify learning needs in areas such as procedural skills, diagnostic skills or knowledge, and
- journal reading.

**4. Competence** – is defined as whether a doctor has the attitude and knowledge and skills to practice medicine in accordance with his or her scope of practice and meets the standard reasonably expected of a medical doctor practising in that scope of practise.

### **5. Regular practice review (RPR)**

Regular practice review is a formative assessment to help individual doctors identify areas where aspects of their performance could be improved, benefiting not only their own professional development but also the quality of care that their patients receive.

The key principles of RPR include, but are not limited to:

- That RPR is a formative process. It is a supportive and collegial review of a doctor's practice by peers, in a doctor's usual practice setting.
- That the primary purpose of RPR is to help maintain and improve the standards of the profession. RPR is a quality improvement process. RPR may also assist in the identification of poor performance which may adversely affect patient care.
- That RPR provides an assessment across the domains of competence outlined in *Good Medical Practice* focusing on the area in which the doctor works.
- That RPR is supported by a portfolio of information provided by the doctor, which may include audit outcomes and logbooks.
- That multi source assessment forms part of a RPR.
- That RPR must include some component of external assessment, by peers who are not part of the doctor's usual practice setting.