



ANZCA
FPM

ANZCA handbook for accreditation

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1. Introduction

Using a five-yearly cycle, ANZCA accredits training sites throughout Australia, New Zealand and ANZCA regions in Asia. Training sites are hospital anaesthesia departments (health service facilities within the same health centre organisation or complex), satellite hospitals or additional campuses that are recognised by the college for providing training experience. Approved vocational training (AVT) for fellowship of ANZCA (FANZCA) may be undertaken only in training sites that are accredited for training by ANZCA. Exceptions are training at non-accredited sites approved prospectively by the director of professional affairs (assessor, via assessor-requests@anzca.edu.au) under [regulations 37.5.5.3.9, 37.5.5.7, 37.5.5.10 and 37.5.7.2](#).

Before a training site is accredited for AVT, it is inspected by the college to assess its ability to provide training and supervision to the required standard, and its degree of compliance with ANZCA professional documents and standards. ANZCA's Training Accreditation Committee (TAC) oversees the process and determines suitability for training, based on the inspectors' report. An ANZCA-accredited department must meet training requirements as specified in the [ANZCA handbook for training, regulation 37, college professional documents](#) and ANZCA policies.

ANZCA indirectly accredits intensive care units accredited by the College of Intensive Care Medicine (CICM) in intensive care medicine (see [CICM website](#)).

ANZCA does not directly accredit retrieval services. The Australasian College for Emergency Medicine and College of Intensive Care Medicine of Australia and New Zealand are responsible for accreditation of retrieval services. ANZCA's Director of Professional Affairs Assessor must be contacted should trainees wish to undertake vocational training in anaesthesia in retrieval services.

ANZCA supports the educational principle of exposing trainees to a range of training environments to ensure they can function in the broad range of settings in which specialist anaesthetists work.

All accredited departments and other training sites (hereafter referred to as "departments") are listed on the [ANZCA website](#).

Enquiries about accreditation should be directed to the training accreditation department via email to tac@anzca.edu.au.

2. Roles

2.1. Accreditation team

The accreditation team will conduct the inspection of hospital departments for ANZCA accreditation as outlined below. The accreditation team is made up of two to four suitably-trained fellows of ANZCA.

2.2. The Training Accreditation Committee (TAC)

TAC implements ANZCA Council policy in relation to the accreditation of approved departments and rotational training programs in anaesthesia, noting that rotations are approved by the New Zealand National Committee and the Australian regional committees.

3. Accreditation standards

Departments are accredited using the ANZCA accreditation standards, which are:

3.1. Quality patient care

The department must demonstrate that they deliver safe and high quality patient care.

3.2. Clinical experience

The department must provide trainees with access to a range and volume of clinical practice that enables them to complete the requirements of the training program. Each department must belong to at least one [accredited rotation](#).

3.3. Supervision

The department must provide trainees with adequate and appropriate supervision (as described in the [ANZCA handbook for training](#)) for their level of training at all times.

3.4. Supervisory roles and assessment

The department must support trainees by providing access to qualified supervisors and assessors with sufficient resources including clinical support time to undertake their roles. Assessment of trainees must be undertaken in accordance with ANZCA policies.

3.5. Education and teaching

The department must ensure that trainees have access to formal and informal educational programs that meet their training needs.

3.6. Facilities

The department must ensure that trainees have access to appropriate educational facilities and systems required for training.

3.7. Clinical governance

The facilities must be fully accredited by the Australian Council on Healthcare Standards or the HealthCERT (NZ) or equivalent and have the governance structures to deliver and monitor safe patient care in a safe workplace.

Further detail on the accreditation standards can be found in [appendix 1](#).

4. Types of accreditation inspections

An accreditation inspection may be undertaken in the following circumstances:

- 4.1. A site inspection of new departments.
- 4.2. Routine inspections which normally occur as part of a five-yearly cycle.
- 4.3. Out-of-sequence on-site accreditation inspections which are requested by a department, hospital or any committee of ANZCA. This type of inspection may be considered after review by the chair or deputy chair of the TAC which may lead to an urgent inspection.
- 4.4. A scheduled re-inspection arising out of concerns raised at a previous inspection or as part of the monitoring process.
- 4.5. Change in accreditation status inspections may be undertaken if a hospital department or other training site requests a change in accreditation (for example, increase in duration of accreditation).

5. Arranging an accreditation inspection of a new department.

Departments not currently accredited by ANZCA must submit an application for accreditation, following the steps below:

- 5.1. The department must obtain approval from the relevant regional/national committee of ANZCA for an additional hospital to be added to one or more identified rotations. Should this request be denied, the accreditation process will not progress any further.
- 5.2. The department submits the application form and associated documentation to TAC.
- 5.3. The chair or deputy chair of TAC will review the application and may seek further clarification from the head of department, the relevant education officer or the regional or national committee.
- 5.4. Additional documentation to support the application may be requested and must be submitted. The inspection cannot proceed until all required document is received.
- 5.5. A mutually convenient inspection date is determined. The head of department and supervisor(s) of training must arrange to be available on the day of the inspection.
- 5.6. An on-site accreditation inspection occurs, with the accreditation team assessing the department against the [accreditation standards](#). This assessment occurs in the form of documents review, interviews with senior staff, trainees, departmental leadership (head of department and supervisor of training) and senior hospital management and a facilities inspection.

6. Arranging an accreditation inspection of accredited departments

Departments currently accredited by ANZCA and require an inspection as outlined in items [4.2](#), [4.3](#) and [4.4](#) above, will need to follow the steps below:

- 6.1. ANZCA will write to your department to initiate the required inspection and will request completion of the required documentation.
- 6.2. The department submits the required documentation to TAC.
- 6.3. The chair or deputy chair of TAC assesses the documentation. Further clarification may be sought from the head of department, the relevant education officer or the regional or national committee.
- 6.4. Additional documentation to support the application may be requested and must be submitted. The inspection cannot proceed until all required documentation is received.
- 6.5. A mutually convenient inspection date is determined. The head of department and supervisor(s) of training must arrange to be available on the day of the inspection.
- 6.6. A trainee experience survey will be sent to all registered trainees in the hospital department prior to the inspection. Trainees should be encouraged to complete this survey as soon as possible. In the case of a site inspection for new facility, a trainee experience survey will not be required.
- 6.7. An on-site accreditation inspection occurs and the accreditation team assesses the department against the [accreditation standards](#).

7. Requesting a change to existing accreditation

If a department wishes to request a change in their existing accreditation they must submit an application in writing to the chair of TAC setting out the reasons for the change. Additional information and a reinspection may be required.

8. Preparing for the inspection visit

- 8.1. Completion of the online hospital accreditation record:
 - 8.1.1. The department will be granted access to the ANZCA Training site accreditation (TSA) system and will undertake a detailed online self-assessment of its performance against the [accreditation standards](#) and associated criteria. This assists the department in [understanding its performance](#) and flags areas for further review by the accreditation team during the on-site inspection.
- 8.2. Copies of the following documents should be uploaded to your hospital record in the TSA system:
 - 8.2.1. Formal teaching and tutorial programs.
 - 8.2.2. Departmental continuing medical education programs.
 - 8.2.3. Departmental quality assurance and improvement programs and research activities.
 - 8.2.4. Any other programs that demonstrate compliance with the ANZCA [accreditation standards](#).
- 8.3. Trainee opinion survey

The trainee opinion survey assists the inspectors to assess how the department is meeting relevant ANZCA accreditation standards.

The survey also seeks trainees' views of the training experience provided by the department, as required by the [accreditation standards](#). These are confidential to the inspection team and TAC, and are not shared with the head of department, the supervisor of training and other members of the department. Themes from the interviews, will be communicated to head of department and supervisor of training.

At the discretion of the accreditation team and using the same accreditation standards, the accreditation team may also seek trainee input from the relevant regional or national trainee committee.

A trainee opinion survey may also be requested in other circumstances, for example if concerns have been raised about the training experience in a department as part of regular monitoring processes.

8.4. The accreditation inspection program

The hospital is required to draft a program for the accreditation inspection and upload it to the TSA system; a template for this will be made available to the department in due course. The program will be finalised by the lead inspector and forwarded to the department prior to the inspection.

9. The inspection visit

On the day of the inspection the team will arrive at the agreed upon time and will confirm that they have all required information to proceed with the inspection. The inspection team will then conduct the inspection as per the agreed timetable.

10. Outcome of the inspection visit

At the conclusion of the inspection visit, the accreditation team meets with director/head of department and supervisor(s) of training, and then with senior hospital management, to outline their assessment and discuss the likely recommendations that the team will make to the TAC, along with the next steps and timeline. This information should be used as a guide only by the training site.

The accreditation team will prepare a draft inspection report and include recommendations that relate to published [accreditation standards](#) and [ANZCA professional documents](#).

The accreditation teams' report will be considered at the next meeting of TAC, unless an issue is identified that requires more urgent consideration for which a teleconference will be arranged. These meetings are normally held in February, April, July and November. TAC may make further amendments to the recommendations, following additional consultation with the accreditation team and the department, as necessary.

Following the TAC meeting, the report and recommendations will be sent to the director/head of department with an invitation to correct any factual inaccuracies within a specified timeframe.

A letter incorporating the final recommendations will then be sent to the Director of Medical Services/Chief Medical Officer and senior hospital management and copied to the director/head of department and the supervisor(s) of training with the outcome, which may be one of the following:

10.1. Unqualified accreditation.

Once all accreditation standards and criteria have been met, the hospital department or other training site is accredited for five years from the date of the inspection and may employ anaesthesia trainees from the beginning of the next hospital employment year. A certificate of accreditation is provided to the hospital.

10.2. Conditional accreditation.

The hospital department or other training site is granted full accreditation subject to the corrective actions being made in relation to [accreditation standards](#) and criteria within a specified timeframe and sometimes subject to reinspection. Conditional accreditation is usually granted for one hospital employment year only. Subsequent unqualified accreditation depends on progress towards full compliance with any mandatory corrective actions.

For conditional accreditation, ongoing monitoring is undertaken by TAC with regular updates requested for each subsequent TAC meeting and, in some cases, a reinspection is required.

Once accreditation standards and criteria have been met, the hospital is granted unqualified accreditation and a certificate of accreditation is issued.

If it becomes clear that the hospital is struggling to meet the ANZCA accreditation standards and criteria for duration of accreditation, (thus impacting upon the quality of training provided, or the professional standards), TAC will consider whether the duration of accreditation should be reduced or accreditation withdrawn.

10.3. Accreditation not approved.

For new applications, or applications for a change in status, where accreditation is not approved, feedback will be given to the hospital department or training site about what conditions would need to be met for approval to occur. A new application and reinspection would be required to determine whether the department could be granted accreditation, once all conditions have been met.

10.4. Withdrawal of accreditation.

If a hospital is unable to comply with ANZCA accreditation standards and criteria, and where this has a significant impact on the quality of training or professional standards, ANZCA may withdraw accreditation from that hospital or other training site. Accreditation can only be withdrawn by ANZCA Council.

Every effort will be made by the college to ensure that the training of existing ANZCA trainees will not be impacted by any college decisions in relation to accreditation withdrawal.

ANZCA actively works with hospitals to meet recommendations. Directors/heads of department or other staff members are encouraged to contact ANZCA to discuss any matters of concern.

ANZCA may also withdraw accreditation from a satellite hospital if there are no trainees undertaking ANZCA training at that satellite hospital for a period of two years.

Once accredited, the head of department/director must agree to notify TAC of any changes that might affect training. Importance is placed on changes such as alterations in workload and casemix, new facilities and increases or decreases in the number of senior staff and trainees working in the department.

Accredited departments must agree to re-inspection by ANZCA representatives when requested by TAC or ANZCA Council.

11. Duration of accreditation

Departments are accredited for a specific number of weeks of training, across introductory, basic and advanced training. It should be noted that satellite accreditation is a specific exception, and that time spent at a satellite is included in the maximum time allowable at the parent hospital. The duration of accreditation is based on the training opportunities available to trainees at the training site; that is, how much of the training program can be completed in the department. A further consideration is the capacity of the department to provide approved training for specialised study units, volumes of practice, the ANZCA Roles in Practice and ANZCA Clinical Fundamentals (see the [ANZCA handbook for training](#))

11.1. An ANZCA-accredited department will be accredited for:

11.1.1. Specified durations of training within the accredited training site, typically 26 weeks, 52 weeks, 104 weeks or 156 weeks; or

11.1.2. Extended training with a duration that mirrors the duration of accredited anaesthesia training, up to a maximum of 104 weeks:

11.1.2.1. Hospital accredited for 26 weeks will also be accredited for 26 weeks extended training time.

11.1.2.2. Hospital accredited for 52 weeks will also be accredited for 52 weeks extended training time

11.1.2.3. Hospital accredited for 104 weeks will also be accredited for 104 weeks extended training time.

11.1.2.4. Hospital accredited for 156 weeks will also be accredited for 104 weeks extended training time.

11.2. Below is a guide to the duration of accreditation that may normally be applicable:

- 11.2.1. A department which can meet the training requirements of one complete specialised study unit, or a greater number of partial specialised study units (with fractions adding up to at least one in total), that each trainee in the department can achieve, may be eligible for up to 26 weeks accreditation.
- 11.2.2. A department which can meet the training requirements of three complete specialised study units, or a greater number of partial specialised study units (with fractions adding up to at least three in total), that each trainee in the department can achieve, may be eligible for up to 52 weeks accreditation.
- 11.2.3. A department which can meet the training requirements of more than five complete specialised study units, or a greater number of partial specialised study units (with fractions adding up to more than three in total), that each trainee in the department can achieve, may be eligible for up to 104 weeks accreditation.
- 11.2.4. A department which can meet the training requirements of 10 complete specialised study units, or a greater number of partial specialised study units (with fractions adding up to at least 10 in total), that each trainee in the department can achieve, may be eligible for up to 156 weeks accreditation.

12. Provisional fellowship training and anaesthesia-related experience

Additional time can be spent at a hospital during provisional fellowship training or in attachments other than clinical anaesthesia, such as intensive care medicine, internal medicine, emergency medicine, pain medicine, other disciplines related to anaesthesia, or a formal research program, noting that some of these will require the prospective approval of the director of professional affairs (assessor) (via assessor-requests@anzca.edu.au). No trainee may complete more than 208 weeks FTE within the accredited site (as outlined in [regulation 37.10.5.2](#)). Further information on provisional fellowship training can be found on the [ANZCA website](#).

13. Satellite accreditation

Many departments choose to enter into partnership arrangements with larger accredited hospitals (partner hospitals) to meet the [accreditation standards](#). Often this is in a situation where a hospital offers valuable opportunities that enhance ANZCA vocational training (for example, experience towards specialised study units, exposure of trainees to private hospital settings, experience in regional anaesthesia etc), but would not meet all the requirements for a fully accredited hospital on its own.

Examples of satellite arrangements:

- 13.1. Co-located private and public hospitals – trainees rotate to the private hospital on a list-by-list basis for subspecialty experience. The supervisor of training is located at the partner hospital.
- 13.2. Public non-teaching hospital and major teaching hospital – trainees rotate to the satellite for three months in the first year of training to acquire basic skills in anaesthesia. A supervisor of training is located at the satellite as well as at the partner hospital.
- 13.3. Public hospital and major teaching hospital in same metropolitan area – trainees rotate on a day-by-day basis for specific experience in a subspecialty area of practice. The supervisor of training is located at the partner and a specialised study unit supervisor is located at the satellite hospital.

There are many other acceptable arrangements. ANZCA encourages flexibility, provided all seven ANZCA accreditation standards are met.

14. Accreditation standards for satellites

The following table outlines the ANZCA accreditation standards for satellite facilities. For further information on the accreditation standards and criteria for duration of accreditation see [appendix 1](#).

Standard	Provided by the satellite	Notes
1. Quality patient care	Must meet this standard.	
2. Clinical experience	Must meet this standard through partner relationship.	Partner must belong to an accredited rotation . Trainees work at the satellite site only when supervised by a senior clinician on-site i.e. level four supervision is not permitted at the satellite site. Rotation to the satellite is usually for a short period only and time spent at the satellite is included in the maximum allowable accredited time that can be spent at the partner hospital.
3. Supervision	Must meet this standard for supervision of clinical work at all times , by a nominated supervisor.	
4. Supervisory roles and assessment	Minimum requirement is that the satellite must contribute towards workplace-based assessment.	Formal supervisory roles may be provided by the partner hospital.
5. Education and teaching	Satellite must meet the criteria for clinical teaching.	Formal teaching programs may be provided at the partner hospital.
6. Facilities	Must have a private study space and internet access for access to the training portfolio system.	Other facilities may be provided by the partner hospital.
7. Clinical governance	Must have Australian Council of Healthcare Standards/ HealthCERT (NZ) accreditation (or equivalent).	For private hospitals, issues of employment, patient consent and indemnity of trainees should be outlined in the accreditation application (see 38.2).

15. Additional campus

Some departments will have an additional campus which is run from the base hospital by the same staff and under the same governance. For example an ANZCA accredited hospital could hire a theatre which is located within a private hospital to undertake additional work. Having this additional campus accredited by ANZCA, and having ANZCA trainees be able to continue training as normal under their site umbrella and gain specific further experience/exposure to a piece of equipment which is not available in the main base hospital is a great benefit to the trainee.

The application for accreditation of an additional campus is usually a paper based application and requires the additional campus to provide evidence of compliance with physical facility standards.

To be granted “additional campus accreditation” the already ANZCA accredited hospital must apply for the additional campus to be accredited and the additional campus must provide evidence confirming:

- 15.1. ACHS (Australia) or HealthCert (New Zealand) accreditation for the additional campus is provided.
- 15.2. ANZCA trainees must spend 10 per cent or less of their time at the additional campus.
- 15.3. That level 1 supervision is provided from a consultant who works at both the ANZCA accredited hospital site, as well as the additional campus site.
- 15.4. That appropriate indemnity be provided to trainees if required.

16. Private hospitals

Private hospitals may seek accreditation for ANZCA training under independent or satellite arrangements. The same accreditation standards and criteria apply as they would to public hospitals. In addition, TAC will seek specific assurances on the following matters:

- 16.1. Trainees should be salaried in a manner similar to the local prevailing state or national award.
- 16.2. Any additional indemnification costs for trainees (additional indemnity beyond the standard membership of a medical defense organisation where indemnity is provided by the state or national government) is borne by the employer.
- 16.3. Arrangements for patient consent are in place so that patients understand that they may be treated by trainees under supervision.
- 16.4. Trainees must be “hands-on” practitioners, and not act simply as observers.

17. Rotations

A rotation is a group of ANZCA-accredited departments that together are able to provide trainees with a comprehensive and integrated training experience covering all essential requirements of the training program ([regulation 37.11.1](#)). An ANZCA-accredited department must be part of one or more accredited rotations ([regulation 37.10.3.1](#)). Each rotation is overseen by a rotational supervisor who liaises with the supervisors of training within the rotation and the education officer for the region, monitoring the training delivered and the progress of all trainees within the training program and their access to all necessary training requirements. Each rotation must facilitate part-time training.

While employment relationships, including appointments, exist only between the employing authority and its trainees, it is a condition of ANZCA accreditation that each department or training site must work cooperatively, via its supervisor of training, with the rotational supervisors to ensure the optimal allocation of training opportunities and resources to all trainees within the accredited rotation ([regulation 37.11.3](#)).

It is the responsibility of the Regional Committee/National Committee to advise TAC (through the TAC officer), if a hospital wishes to apply for accreditation and the proposed rotation. Explicit support for application must be provided in writing. The Regional Committee/National Committee is also required to notify TAC (through the education officer), of significant changes to hospitals within those rotations for example supervisors of training concerns regarding poor performance or changes in case volumes/mix.

18. Reconsideration, review and appeal

All ANZCA decisions, including those made by TAC and ANZCA Council, are subject to processes of reconsideration and review under [regulation 30](#), followed by appeal under [regulation 31](#).

Appendix 1 – Summary of the criteria underpinning each ANZCA accreditation standard

Note: all ANZCA professional documents are publicly available via [ANZCA's website](#) and can be downloaded as one zip file for ease.

Accreditation criteria	Minimum requirements	How this is assessed
Standard 1 – Quality patient care		
Pre-anaesthetic consultation and consent. It is important that trainees are included in specialist-led pre-anaesthetic assessment clinic sessions.	Compliance with PS07 Guidelines on Pre-Anaesthesia Consultation and Patient Preparation and PS26 Guidelines on Consent for Anaesthesia or Sedation There should be one specialist-led pre-anaesthetic assessment clinic (PAC) per week for every year of accredited normal time at the department (for example, for a department accredited for 104 weeks of normal training, there should be 104 specialist-led PAC sessions per annum).	Self-assessment. Audit data (preadmission rates, cancellation rates, etc).
Adequate facilities and systems for the administration of anaesthesia, major regional anaesthesia, sedation and monitored anaesthesia care, including the management of complications (including MH and anaphylaxis).	Compliance with PS03 Guidelines for the Management of Major Regional Analgesia , PS18 Guidelines on Monitoring During Anaesthesia , PS19 Recommendations on Monitored Care by an Anaesthetist , PS31 Guidelines on Checking Anaesthesia Delivery Systems , PS54 Statement on the Minimum Safety Requirements for Anaesthetic Machines and Workstations for Clinical Practice PS55 Recommendations on Minimum Facilities for Safe Administration of Anaesthesia in Operating Suites and Other Anaesthetising Locations .	Self-assessment. Facilities inspection. Interviews with head of department, senior staff, theatre manager.
Adequate equipment to manage the difficult airway.	Compliance with PS56 Guidelines on Equipment to Manage a Difficult Airway During Anaesthesia .	Self-assessment. Facilities inspection.
Adequate assistance for the anaesthetist.	Substantial compliance with PS08 Statement on the Assistant for the Anaesthetist .	Self-assessment. Facilities inspection. Interviews with head of department, senior staff, theatre manager.
Compliance with guidelines on sedation.	Compliance with PS09 Guidelines on Sedation and/or Analgesia for Diagnostic and Interventional Medical, Dental or Surgical Procedures . In terms of accreditation, this is only assessed in terms of those sedation cases undertaken by the anaesthesia department, although ANZCA recognises that this is the recognised standard for safety in sedation (for example, by the Medical Board of Australia).	Self-assessment. Facilities inspection. Interviews with head of department, senior staff.

Accreditation criteria	Minimum requirements	How this is assessed
Systems in place to ensure the safe administration of injectable drugs.	Compliance with PS51 Guidelines for the Safe Management and Use of Medications in Anaesthesia.	Self-assessment. Facilities inspection.
Adequate infection control procedures.	Compliance with PS28 Guidelines on Infection Control in Anaesthesia.	Self-assessment.
Adequate recording of episodes of care.	Compliance with PS06 The anaesthesia record, recommendations on the recording of an episode of anaesthesia care.	Self-assessment. Facilities inspection.
Adequate facilities for recovery from anaesthesia.	Compliance with PS04 Recommendations for the post-anaesthesia recovery room.	Self-assessment. Facilities inspection. Interviews with head of department, theatre manager, post-anaesthesia care unit staff.
Adequate systems for handover of care.	Compliance with PS53 Statement on the handover responsibilities of the Anaesthetist.	Self-assessment.
Provision of adequate perioperative pain management.	Compliance with PS41 Guidelines on Acute Pain Management , PS45 Statement on the patients' rights to pain management and associated responsibilities There should be one specialist-led acute pain service (APS) round per week for every year of accredited normal time at the department (for example, for a department accredited for 52 weeks of normal training, there should be 52 specialist-led APS sessions per annum). It is important that trainees are included in specialist-led acute pain service sessions.	Self-assessment. Facilities inspection. Interviews with head of department, senior staff, post-anaesthesia care unit staff, acute pain service nurse, trainees. Trainee feedback.
Provision of adequate care in the transport of critically ill patients.	Compliance with PS52 Guidelines for Transport of Critically Ill Patients.	Self-assessment. Facilities inspection.
Systems and facilities to deal with patients selected for day care surgery.	Compliance with PS15 Guidelines for the Perioperative Care of Patients Selected for Day Stay Procedures.	Self-assessment. Facilities inspection.
Where relevant to the training site:		
In cases where the hospital does not have a dedicated paediatric facility, adequate systems and facilities to deal with paediatric patients.	Compliance, where relevant, with PS29 Statement on anaesthesia care of children in healthcare facilities without dedicated paediatric facilities.	Self-assessment. Facilities inspection.
Where Fellows practice extracorporeal perfusion.	Compliance with PS27 Guidelines for Major Extracorporeal Perfusion.	Self-assessment.
Where Fellows practice transesophageal and transthoracic echocardiography.	Compliance with PS46 Guidelines on Training and Practice of Perioperative Cardiac Ultrasound in Adults.	Self-assessment.

Accreditation criteria	Minimum requirements	How this is assessed
Standard 2 – Clinical experience		
Clinical caseload and range adequate for training.	Caseload and complexity suitable for defined stages of training offered (see anaesthesia training program curriculum).	Self-assessment. Trainee portfolios. Trainee opinions. Interviews with supervisor of training, trainees.
Specialised study unit experience.	Caseload and complexity suitable for specialised study units offered.	Self-assessment. Trainee portfolios. Trainee opinions. Interviews with supervisor of training, trainees.
Standard 3 – Supervision		
Have sufficient full-time equivalent anaesthesia specialists to provide supervision for all trainees.	Adequate supervision levels. Specialist involvement in post-anaesthesia care. Specialist involvement in acute pain service.	Trainee experience surveys. Feedback from trainees. Trainee portfolios. Interviews with trainees, supervisor of training, senior staff and head of department.
Supervision levels appropriate.	Consistency in supervision between elective and acute/emergency clinical work around the clock, seven days a week. Patterns of supervision that allow trainee progression towards independent practice.	Trainee experience surveys. Feedback from trainees. Trainee portfolios. Interviews with trainees, supervisor of training, senior staff and head of department.
Standard 4 – Supervisory roles and assessment		
Sufficient senior staffing.	A suitably qualified director/head of department. A minimum of one specialist who holds FANZCA. A minimum of two full-time equivalent specialist anaesthesia staff with qualifications acceptable to ANZCA Council. Rostering that minimises the impact of fatigue for both senior staff and trainees (PS43 Statement on fatigue and the anaesthetist). Staffing adequate for workload (PS42 Statement on Staffing of Accredited Departments of Anaesthesia).	Self-assessment (datasheet), Staffing list provided by department. Senior and trainee rosters provided by department. Trainee experience survey. Senior staff interview. Head of department/director interview.
Appointment of one or more supervisors of training, noting that a supervisor of training cannot be the head of department/director.	Sufficient clinical support session per week for number of trainees. Access to private space for trainee interviews. Internet access. Locked filing cabinet for trainee records. See regulation 37.6.2.	iMIS records. Facility inspection. Feedback from supervisor(s) of training. Feedback from trainees. Completion of in-training assessment process and relevant reviews (training portfolio system).
Appointment of clinical fundamentals tutor, introductory training tutor, specialised study unit supervisors,	Relevant supervisors and tutors appointed for each facet of clinical experience offered. See regulation 37.6.3.	Head of department/director interview. Supervisor of training interview.

Accreditation criteria	Minimum requirements	How this is assessed
departmental scholar role tutors and provisional fellow supervisors where appropriate.		Feedback from trainees.
Performance of workplace-based assessments including feedback.	Minimum mandatory workplace-based assessments (see anaesthesia training program curriculum) performed including feedback.	Feedback from trainees. Supervisor of training interview. Trainee portfolio system.
Specialists have contemporary standards of practice.	As per PS50 Guidelines on Return to Anaesthesia Practice for Anaesthetists , PS57 Statement on Duties of Specialist Anaesthetists and PS40 Statement on the Relationship between Fellows, Trainees and the Healthcare Industry .	Self-assessment. Interviews with head of department, senior staff, trainees. Continuing professional development compliance.
Standard 5 – Education		
Teaching program.	Formal teaching program that meets the needs of trainees (relevant to size of department). Adequate opportunities must exist for completion of scholar role activities in basic and advanced training.	Copy of education program. Feedback from trainees.
Learning experiences planned.	Planning clinical placement review interviews.	Feedback from trainees. Supervisor of training interviews.
Informal teaching.	Trainees receive informal teaching during clinical work, including pre-anaesthetic assessment clinics and acute pain service rounds.	Interviews with senior staff, trainees. Feedback from trainees.
Standard 6 – Facilities		
Access to private study space for trainees.	Internet access. Desks at which to study. Easily accessible from theatre complex.	Facilities inspection. Feedback from trainees.
Adequate library facilities with information sources appropriate to anaesthesia and its sub-specialties.	Appropriate to size of department and specialised study units offered.	Facilities inspection. Feedback from trainees.
Adequate secretarial staff.	Usually at least one full-time equivalent. Larger departments will require several. See section 18.3 of the ANZCA handbook for training .	Self-assessment. Size of department.
Adequate office space for specialist staff.	Specialists able to access space for performance of clinical support duties.	Interviews with head of department, senior staff. Facilities inspection.
Access to a suitable conference room for quality assurance, clinical review and educational activities.		Interview with head of department. Facilities inspection.
Ready access to appropriate computer facilities for specialists and trainees, including infrastructure for on-line completion of training	See section 10 on the Training Portfolio System .	Interviews with head of department, supervisor of training, tutors and trainees. Facilities inspection.

Accreditation criteria	Minimum requirements	How this is assessed
portfolio system (including workplace-based assessments).		
Standard 7 – Clinical governance		
Senior staff appointed in a transparent way.	Appointment of staff according to PS02 Statement on credentialing and defining the scope of clinical practice in anaesthesia .with a properly convened committee, with job descriptions in accordance with PS57 Statement on Duties of Specialist Anaesthetists and positions advertised with information that the department is ANZCA-accredited.	Self-assessment. Interview with head of department.
Trainees appointed using a transparent process as outlined in this handbook.	Trainee Selection (see the section 3 of the ANZCA handbook for training)	Interviews with head of department, supervisor of training. Confirmation with regional/national committee representative.
Ensure that trainees are adequately indemnified by the employer for their supervised practice on both public and private patients.		Interviews with head of department, senior hospital management.
The hospital has a policy on bullying and harassment that pertains to trainees and their supervisors.		Interviews with head of department, senior hospital management.
Staff administering anaesthesia are suitably qualified.	Credentialing and scope of practice defined for staff as per PS02 Statement on credentialing and defining the scope of clinical practice in anaesthesia .	Self-assessment. Interviews with head of department, senior hospital management.
The organisation supports the health and wellbeing of its staff.	As per PS49 Guidelines on the health of specialists and trainees . The organisation has a policy to prevent bullying and harassment.	Self-assessment. Interviews with head of department, senior hospital management.
The organisation is accredited.	ACHS or HealthCERT (NZ).	Interviews with head of department, senior hospital management.
The department has a quality assurance program.	As per PS58 Guidelines on Quality Assurance and Quality Improvement in Anaesthesia . Quality assurance coordinator appointed. Trainees involved in quality assurance activities.	Self-assessment. Interviews with head of department, senior staff, trainees. Feedback from trainees.

Version control register

Version	Author	Approved by	Approval Date	Sections Modified
1.0	Education Unit	ETAEC	September 2016	Creation of the ANZCA handbook for Accreditation
2.0	Education Unit	EEMC	September 2018	17. Rotations
2.1	Education Unit	EEMC	October 2019	11.2.3 updated SSU requirements Appendix 1 – updated professional documents