



**College of Intensive Care Medicine  
of Australia and New Zealand**

ABN: 16 134 292 103

**GUIDE FOR HOSPITALS SEEKING ACCREDITATION  
FOR INTENSIVE CARE TRAINING**

The purposes of this guide are:

1. To outline the process of attaining accreditation for intensive care training with the College of Intensive Care Medicine.
2. To assist in preparation for a review and inspection of the Unit at your Hospital.

**THE PROCESS**

1. Consideration for accreditation requires a completed Hospital Data Sheet to be returned to the College office.
2. The information provided by the completed Hospital Data Sheet is then considered by the College's Hospital Accreditation Committee which makes recommendations to the Board.
3. The Board's decision to either consider or not consider accreditation is conveyed to the Hospital and the Intensive Care Unit.
4. The College liaises with the Hospital to confirm an appropriate inspection date, and provide a suggested timetable for the inspection.
5. The inspection takes place. The visiting team usually comprises a Board member (from out of state) and two nominees from the College's Regional Committee.
6. Following the inspection, a Report is prepared by the College Visitors. This is considered by the Hospital Accreditation Committee, and a recommendation made to the Board which ultimately decides on approval for accreditation and accreditation status.
7. The Chairman of the Hospital Accreditation Committee notifies the Board's decision to the Hospital's Chief Executive Officer, the Intensive Care Unit Director, and the College of Intensive Care Medicine Regional Committee.

**THE INSPECTION**

The purpose of the visit is to view the physical facilities of the Hospital and Intensive Care Unit, and to interview Hospital staff. An outline of the visit is provided:

### *Physical Facilities to be Inspected*

1. Intensive Care
  - a. Clinical area
  - b. Laboratory area
  - c. Storage area
  - d. Room for person on-call
  - e. Storage and service rooms
  - f. Relatives' rooms
2. Department
  - a. Office space
  - b. Trainees' study area
  - c. Teaching area
  - d. Secretaries' area
  - e. Research area
3. Other Hospital Areas - if appropriate
  - a. Accident and Emergency Department
  - b. Medical Imaging
  - c. Biomedical Engineering Department
  - d. Relevant laboratories
4. Library
  - a. Department
  - b. Hospital
5. Equipment

### *People to be Interviewed*

1. Department of Intensive Care
  - a. Director/Head
  - b. Supervisor of Training
  - c. Senior Staff
  - d. Trainees - singly or in groups with no senior staff present
2. Anaesthesia - if appropriate
  - a. Director/Head
3. Administrators
  - a. Director of Medical Services
  - b. Supervising Nurse of ICU
  - c. Director, Accident and Emergency (if appropriate)

### *Opinions wanted from Trainees*

1. Formal Teaching
  - a. Amount
  - b. Quality
  - c. Areas that need strengthening
  - d. Availability of time for personal study
  - e. Provision of time off immediately before and during exams
  - f. Lecture facilities and training aids
2. Intensive Care
  - a. Duration of exposure to Intensive Care
  - b. Hours of work and workload
  - c. Quantity of supervision and teaching
  - d. Quality of supervision and teaching
3. Other Work
  - a. Hours of work and workload
  - b. Level of supervision
  - c. Relevance to training
4. Duties of trainees after hours
5. Attitudes to private patients (if appropriate)
6. Research exposure
7. Involvement in quality assurance activities
8. Formal assessment of trainee performance

### ***Debriefing Session***

At the completion of the visit, it is usual for the Visitors to have a round table discussion with the Director and the Supervisor of Training, so that areas of uncertainty can be clarified and problems found can be discussed. Any major problems can then be discussed with the Hospital Administration.