

Application to be accredited training centres for the subspecialty of _____

Guideline

- i. Task force (with Accrediting team members) to design an application form for various hospitals interested in taking up accredited training for the subspecialty

Application form should include :

Designated beds for the subspecialty

Number of potential trainers/trainees

Relevant equipments/laboratory

Training Programme with activities (statistics – to compare with training programme submitted by subspecialty group)

- ii. Return of application form by various Hospitals
- iii. Accrediting Team to review data supplied (to compare with overseas centre)
- iv. Agree/Disagree on sufficient activities to warrant field visit
- v. Formation of accreditation team*, meeting of team members prior to visit to discuss thoroughly what to look for (members of visiting team can be slightly different for each centre to be accredited, all members should not have direct linkage to the centre to be accredited)
- vi. Report by Accreditation Team
(should be standardized for each centre/subspecialty)
- vii. Report to be submitted to external assessor for evaluation.

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Formation of accreditation team (team members should preferably has no direct link to the training programme)	
(i)	Convener of subspecialty board (local subspecialist)
(ii)	Another local subspecialist
(iii)	Counterpart from College of Physicians
(iv)	Member of the Accreditation Committee
Agreement on 1 external assessor	
	(i) 1 st priority
	(ii) 2 nd priority