



1. TITLE: APPROVAL OF GPEP TEACHING PRACTICES AND TEACHERS POLICY

- 1.1 Policy reference: CO-A-001-02
- 1.2 Category: Academic – Admission
- 1.3 Approval date: July 2020
- 1.4 Approved by: Chief executive
- 1.5 Effective date: September 2020
- 1.6 Review/revision date: July 2021
- 1.7 Unit responsible: Learning team

2. Policy declaration

2.1 Purpose

This policy ensures that The Royal New Zealand College of General Practitioners (the College) accredits training sites as teaching practices that provide:

- > a high-quality learning environment for general practitioner (GP) and rural hospital medicine (RHM) registrars, and
- > skilled and qualified staff who teach registrars participating in the General Practice Education Programme (GPEP or the programme) or dual registrars also participating in the Division of Rural Hospital Medicine's (the Division's) Rural Hospital Medicine (RHM) Training Programme.

Accreditation of training sites supports:

- > patient safety
- > delivery of the curriculum
- > formative assessment of trainees
- > support and development of GP registrars
- > development and support of teachers.

3. Background

3.1 Objectives

This policy ensures that training of GPEP registrars is delivered in high-quality learning environments facilitated by people skilled in teaching, supervision, mentoring and support.

3.2 **In scope**

General practices training GPEP and/or RHM registrars enrolled in the dual Fellowship training pathway in general practice rotations.

Teachers teaching GPEP year 1 registrars or RHM registrars on placement.

3.3 **Out of scope**

Non-general practice RHM registrar training sites.

4. **Definitions**

All definitions are available in the College's Academic Regulatory Framework for Quality Assurance (CO-A-001-00).

5. **General policy**

- 5.1 All practices training registrars must hold Cornerstone Teaching module accreditation, and hold a valid College Foundation Standard certification.
- 5.2 The Cornerstone Teaching module sets the requirements for both the teaching site and the teacher.
- 5.3 Determination of whether the requirements of the module are met or not will be based on an independent assessment of a portfolio of evidence provided by the practice. The portfolio will include a self-assessment of how well the practice meets the module's criteria and indicators and provide evidence to support this. The assessment of the evidence portfolio will be carried out by an accredited assessor.
- 5.4 The assessment process for practices and the training of assessors will be undertaken in a culturally safe way for all parties.
- 5.5 Practices assessed as meeting the criteria and indicators described in the teaching module will be accredited by the College as teaching practices.
- 5.6 The accreditation will be valid for three years, after which the practice will be required to undertake a reaccreditation exercise if it is to retain teaching accreditation.
- 5.7 Practices teaching GPEP year 1 registrars must provide a minimum of 1.5 hours dedicated teaching each week by a suitably trained teacher.
- 5.8 Practices training GPEP year 1 registrars and GPEP year 2 and 3 registrars who have not yet passed their written and clinical examinations must have a College Fellow on site to provide professional supervision of the registrar.

- 5.9 Development and maintenance of the teaching module**
- 5.9.1 The teaching module has been developed considering international and national standards for tertiary education and good teaching practice.
- 5.9.2 The teaching module ensures that practices and teachers engage in culturally safe practice and embed teaching of cultural safety in their training.
- 5.9.3 The teaching module will be reviewed annually to ensure it maintains high standards of teaching practice. The review process will include gaining feedback and input from relevant College staff and key stakeholders.
- 5.10 Training of assessors**
- 5.10.1 The College will identify suitably qualified people to act as assessors of the teaching module. Assessors have undertaken College assessor training and will be required to demonstrate that they are experienced in assessing and accreditation.
- 5.10.2 Assessors will be independent contractors and not employees of the College.
- 5.10.3 The College will train assessors in how to assess against the criteria and indicators of the teaching module and will provide scoring rubrics to assist in assuring consistency in assessment.
- 5.10.4 The College conducts moderation sampling of reports provided by the assessors.
- 5.11 The assessment process**
- 5.11.1 The practice will provide a self-assessment of their capacity and capability to meet the criteria and indicators set out in the teaching module. The self-assessment will be supported by a portfolio of evidence that will enable the assessor to validate the self-assessment.
- 5.11.2 The evidence provided by the practice should include evidence from a range of sources including feedback from medical educators, registrars, internal and external stakeholders. Guidance for preparing and submitting the portfolio will be provided by the College.
- 5.11.3 The assessor will review the practice's self-assessment and supporting evidence and may undertake a site visit and/or interviews with staff to triangulate the evidence provided.
- 5.11.4 The assessor will provide an assessment of whether the requirements for accreditation have been:
- > met
 - > partially met
 - > not met.
- 5.11.5 Practices who are assessed as having met the requirements will be accredited as teaching sites. Practices assessed as having partially met the requirements will be given guidance on the areas that need to be addressed, and once satisfactory evidence has been provided, will receive teaching practice accreditation.
- 5.11.6 Practices assessed as not meeting requirements will be required to resubmit their application and evidence portfolio and go through a new assessment process.

5.12 Appeal

5.12.1 A practice may seek a review of the decision not to accredit a practice under the College's Appeals Policy (CO-A-002-06).

6. Related policies, documents and legislation

- > Academic Regulatory Framework for Quality Assurance (CO-A-001-00)
- > Admission to GPEP and Placement Policy (CO-A-001-01)
- > Cornerstone Teaching Module
- > Appeals Policy (CO-A-002-06)

7. Administrative procedures

7.1 Promulgation of published policy

This policy will be available via the College intranet and website.