

Registration

ACCREDITATION STANDARDS

Associate Physician
Program – Initial
Accreditation

Introduction

The purpose of this standard is to articulate the accreditation requirements for the associate physician program. Health authorities that employ physicians in the associate class of registration and licensure must be accredited in accordance with this standard. Each unique program area within a health authority requires separate accreditation.

Objectives of the accreditation process

The College of Physicians and Surgeons of British Columbia (the College) evaluates and accredits all associate physician programs in British Columbia and has the following major objectives:

- a. to ensure the quality of associate physician programs is consistent with the College requirements for such programs;
- b. to provide a means for objective assessment of associate physician programs; and
- c. to provide guidance to institutions in the development and implementation of associate physician programs.

College responsibilities

The College is responsible for oversight of the process of the accreditation of associate physician programs. In this regard the College

- a. determines the requirements and process relating to the accreditation of associate physician programs;
- b. determines the accreditation status of each associate physician program;
- c. arranges periodic reviews of associate physician programs through required documentation and on-site surveys;
- d. reviews the findings of documentation and surveys;
- e. reports at least annually to the College Board on its accreditation activities and brings forward, as necessary, any recommendations for changes to accreditation policies and procedures; and
- f. will maintain a current list of all accredited associate physician programs.

The accreditation process

The College must approve a program area before the initial accreditation assessment can commence. A health authority (or equivalent organization) can submit a request to registration-assessments@cpsbc.ca.

The accreditation process is based upon the provision of required documentation to provide the College with the information necessary to inform its decision about the accreditation status of an associate physician program.

Upon completion of a satisfactory initial accreditation assessment, the College will provide formal accreditation via written communication.

Where outstanding requirements are identified in a completed initial accreditation assessment, the health authority must address the outstanding requirements and receive accreditation from the College before it can hire an associate physician for that program.

Upon receiving accreditation, the health authority may employ associate physicians.

Standard format

The accreditation standard consists of three components:

1. Standard - The subject or topic of the standard. A standard is identified by the first level whole number ending in “.0” such as 1.0, 2.0, etc.
2. Criterion - Activities or components of the standard that once implemented lead to the overall attainment of the standard. A criterion is identified by the first level number indicating the standard to which it is associated, and a second level number such as X.1, X.2, X.3, etc.
3. Criterion descriptors - Specific actions for each criterion. Criterion descriptors are identified by the first level standards number, the second level criterion number and a third level number such as X.Y.1, X.Y.2, X.Y.3, etc. An **M** indicates that the criterion descriptor is mandatory and therefore must be met. In addition, some criterion descriptors include guidance for how to meet the criterion.

No.	Description	
APP1.0 LEADERSHIP AND OVERSIGHT		
APP1.1	Institutional oversight is required for associate physician programs.	
APP1.1.1	M	There is a proposed health authority oversight structure.
APP1.1.2	M	There is a proposed reporting structure.
APP1.1.3	M	There is a proposed supervision structure.
APP1.1.4	M	There are proposed services and/or duties that will be assigned to the associate physician(s) in the program.
APP1.1.5	M	There is a proposed feedback and evaluation process from clinical supervisors, co-workers, nursing and allied professional staff.
APP1.1.6	M	There is proposed training for the associate physician for the procedures required to perform their role.
APP1.1.7	M	There is a proposed health authority liaison with the College for evaluations and reports on the performance of an associate physician.
APP1.1.8	M	There is a proposed health authority contact for the College accreditation process/program.
APP2.0 OPPORTUNITIES, EVALUATIONS, ACCOUNTABILITY RECORDS		
APP2.1	Administrative oversight is required for associate physician programs.	
APP2.1.1	M	There are proposed job description for each proposed associate physician position which include roles and responsibilities.
APP2.1.2	M	There are proposed start and end dates for each associate physician position.
APP2.1.3	M	There are proposed guidelines for sign-off on the associate physician having the competencies to perform the clinical duties set out in the associate physician's job description, including any procedures that may be assigned.
APP2.1.4	M	There is a proposed process for procedures not specified in the associate physician's approved job description that will require evidence of training, demonstration, and maintenance of competence by the clinical program and approval by the health authority.
APP2.1.5	M	There is a proposed evaluation process for the initial 12-week evaluation that includes: basic clinical communication skills, communication skills, ability and willingness to function as a member of the clinical team, special knowledge and skills applicable to the intended clinical placement, clinical decision making and the appropriate use of clinical and diagnostic resources, clinical documentation, procedures required to function effectively within the team environment, and other skills as needed.

No.		Description
APP2.1.6	M	There is a proposed evaluation process for the ongoing six-month, 12-month and subsequent annual evaluations (basic clinical communication skills, communication skills, ability and willingness to function as a member of the clinical team, special knowledge and skills applicable to the intended clinical placement, clinical decision making and the appropriate use of clinical and diagnostic resources, clinical documentation, and procedures required to function effectively within the team environment and to be added as needed)
APP2.1.7	M	There is a proposed process for associate physician engagement in continuing professional development. <i>Guidance: 50 hours per year, 25 hours of which must be accredited. Minimum 50% must be in associate physician's scope of practice for their position with the health authority.</i>
APP2.1.8	M	There is a proposed process for tracking continuing professional development.
APP2.1.9	M	There are proposed satisfaction surveys that will be provided to associate physicians.
APP2.1.10	M	There is a proposed process for following up on data obtained from the satisfaction surveys.
APP2.1.11	M	There is a proposed process for storing documentation related to associate physicians. <i>Guidance: Continuing professional development, satisfaction surveys, etc.</i>