



WEST AFRICAN COLLEGE OF PHYSICIANS

FACULTY OF FAMILY MEDICINE ACCREDITATION CHECKLIST

Note for Assessors, Accreditation report should include:


- i. **Family Medicine Accreditation Checklist**
- ii. **Fully completed Accreditation Reporting Form**


NAME OF INSTITUTION: _____


ADDRESS: _____

TYPE OF INSTITUTION (Please Tick):

- **Public**
 - Secondary ☐
 - Teaching/Tertiary Hospitals ☐
- **Private** ☐
- **Institutional Hospitals** (like Mission Hospitals, etc.) ☐
- **Public Private Partnership (PPP)** ☐

 (M = Mandatory; D = Desirable)		Not available	Available but does not meet expectation	Available and meets expectation
A) Service Provision – Maximum Score = 10				
i.	Existing Department of Family Medicine	0	0.5	1
ii.	General Outpatient Clinic (Adult and Children: including Elderly Care Clinic, Adolescent clinic, Wellness Clinic, Lifestyle medicine clinic, Travel medicine clinic, Emergency Care) (M)	0	1.5	3
iii.	NHIA Clinic (M)	0	0.5	1
iv.	Staff Clinic (M)	0	0.25	0.5
v.	Outpatient Theatre	0	0.5	1
vi.	Outreach/Rural hospital with Integrated Family Practice facilities (M)	0	1	2
vii.	Observation/Admission facility for Fam. Med (M)	0	0.5	1
viii.	Accident and Emergency	0	0.25	0.5
Score on Service Provision				

 (M = Mandatory; D = Desirable)	Not available	Available but does not meet expectation	Available and meets expectation
B) Clinical Services - Maximum Score = 20			
i. Internal Medicine (M)	0	1	2
ii. General Surgery (M)	0	1	2
iii. Paediatrics (M)	0	1	2
iv. Obstetrics and Gynaecology (M)	0	1	2
v. Community Health	0	1	2
vi. Psychiatry (D)	0	1	2
vii. Oral Health/Dentistry	0	1	2
viii. Inpatient facility for all departments (M)	0	3	6
Score on Clinical Services			

 (M = Mandatory; D = Desirable)	Not available	Available but does not meet expectation	Available and meets expectation
C) Medical Services – Maximum Score = 10 (Supporting Departments Manned By Qualified Personnel)			
i. Laboratory for Routine Tests (M)	0	1	2
ii. Access to Radiology Services (M)	0	1	2
iii. Blood Transfusion Facilities (M)	0	0.5	1
iv. Well-equipped Pharmacy with well-stocked and preserved drug (M)	0	1	2
v. Medical Records Department (M)	0	1	2
Score on Medical Services			

**(M = Mandatory; D = Desirable)**

Not available

Available but
does not meet
expectationAvailable
and meets
expectation**D) Learning Resources – Maximum Score = 10**

i.	Seminar Room for continuing medical education lectures, clinical meetings, etc.	0	1.5	3
ii.	Well-equipped Library with relevant Books and Journals (M)	0	1	2
iii.	Multimedia Projector (M)	0	0.5	1
iv.	Public Address System (D)	0	0.5	1
v.	Projecting Screen (D)	0	0.5	1
vi.	Computer (M)	0	0.5	1
vii.	White Board (M)	0	0.5	1
Score on Learning Resources				

**(M = Mandatory; D = Desirable)**

Not available

Available but
does not
meet
expectationAvailable
and meets
expectation**E) Training – Maximum Score = 20**

i.	Evidence of Lectures/Presentations using online modules with clearly stated learning outcomes (M)	0	1	3
ii.	Evidence of Clinic point of care teaching (M)	0	1	2
iii.	Evidence of Seminars and tutorials (M)	0	1	2
iv.	Evidence of Bedside Teaching rounds. (M)	0	1.5	3
v.	Evidence of Professional/Scientific meetings (M)	0	1	2
vi.	Evidence of Residents with ACLS/ BLS/ALSO/ATLS/PALS certification (M)	0	1.5	3
vii.	Evidence of Pre, Mid and End of posting Assessments (M)	0	1	2
viii.	Evidence of Formative Assessment Sessions (DOPS, Mini-CEX,MSF) (M)	0	1.5	3
Score on Training				



(M = Mandatory; D = Desirable)

Not
available

Available
but does
not meet
expectation

Available
and meets
expectation

F) Systems and Processes – Maximum Score = 40

i. Health and Safety - Procedures for health and safety of staff and patients e.g. PEP protocol, fire extinguishers, muster point, emergency exits, emergency drills, infection prevention and control protocols, documentation of health and safety activities (M)	0	1	2
ii. Evidence of Provision for care and removal of corpse (D)	0	0.5	1
iii. Evidence of Personal Development Plan. (M)	0	1	2
iv. Evidence of Rotation schedules, call duty roster, consultation register (M)	0	1	2
v. Evidence of trainee posting letters (M)	0	1	2
vi. Records and schedule of journal club activities (M)	0	1	2
vii. Sighting of copies of Logbooks of trainees (M)	0	1	2
viii. Procedure registers (M)	0	1	2
ix. Theatre list/registers (M)	0	1	2
x. Admission register (M)	0	1	2
xi. Departmental Resident handbooks (M)	0	0.5	1
xii. Residents training files. (M)	0	1	2
xiii. Evidence of Attendance of Update courses, TOT etc. (M)	0	1	2
xiv. Personal Online Training Modular Courses by trainees (M)	0	1	2
xv. Personal Portfolio of learning by trainees (M)	0	1	2
xvi. Evidence of Mentorship programme (M)	0	1	2
xvii. Evidence of orientation for new trainees	0	0.5	1
xviii. Evidence of biannual Family Medicine and Service Audit following the last accreditation visitation (M)	0	1	2
xix. Evidence of up-to-date financial status of trainers with WACP (M)	0	1	2
xx. Available Electricity (M)	0	0.5	1
xxi. Available Running Water (M)	0	0.5	1
xxii. Evidence of the use of formative assessment tool (using the faculty's assessment tool (M)	0	0.5	1
Score on System and Processes			

**(M = Mandatory; D = Desirable)**

Not available

Available but
does not meet
expectationAvailable
and meets
expectation**G) Research – Maximum score = 10**


i.	Attendance list and outcome of Journal Reviews	0	1	2
ii.	Access to online resources for service and research e.g. Hinari, etc.	0	1	2
iii.	Evidence of publication by trainers and trainees	0	1	2
iv. v.	Evidence of attendance of Research Methodology Course	0	0.5	1
vi. vii.	Evidence of departmental presentation of proposals and dissertation	0	0.5	1
viii.	Evidence of the dissemination of the results of dissertation research findings in the Department of Family Medicine	0	1	2
Score on Research				

**(M = Mandatory; D = Desirable)**

Not available

Available but
does not meet
expectationAvailable
and meets
expectation**(H) Staffing – Maximum Score = 20****Medical Doctors**

i.	Consultant Family Physician as HOD	0	1	2
ii.	Coordinator of Training – Family Physician FWACP of at least 5 years in the Specialty (M)	0	1	2
iii.	Other FWACP (FM) Consultants (D)	0	1	2
iv.	Other Family Medicine Consultants. (D)	0	1	2
v.	Trainers with valid ACLS/BLS/ALSO/ ATLS certification (D)	0	2	4
vi.	Full time Trainers with visiting appointments in not more than 1 institution (M)	0	1	2
vii.	Other trainers working Part time (D)	0	1	2
Nursing				
viii.	SRN or BSc Nursing - Head of Institution Nursing Services (M)	0	1	2
ix.	One Registered Nurse per Five (5) Beds (D)	0	1	2
Score on Staffing				

 (M = Mandatory; D = Desirable)	Not available	Available but does not meet expectation	Available and meets expectation
(I) Physical Facilities- Maximum Score = 20			
i. Well equipped with good catchments population and easy accessibility (M)	0	0.5	1
ii. Accessible Referral Centre	0	0.5	1
iii. Family Medicine Beds - Minimum of Five (5) (M)	0	1	2
iv. Others Adult Beds - Minimum of Twenty (20) (D)	0	1	2
v. Other Paediatric Beds and/or Cots - Minimum of Ten (10) (D)	0	0.5	1
vi. Office for Head of Department (M)	0	1	2
vii. Office for Training Coordinator (M)	0	1	2
viii. Adequate facility for moving of staff and patients	0	0.5	1
ix. Offices for other Consultant Family Physicians (M)	0	1	2
x. Reasonably well equipped for common surgical and obstetrical operations	0	1	2
xi. Good Common Room for Residents (M)	0	0.5	1
xii. Living quarters for Trainees (D)	0	0.5	1
xiii. Sleeping-in Facilities for Resident-on-Call (M)	0	1	2
Score on Physical Facilities			

Interpretation of score:

- 1) For full accreditation, institutions must obtain minimum score of 4/5 of the score obtainable in each section and minimum total score of 128. This is equal to overall grade of ≥ 4 . Full accreditation is for five years.
- 2) For temporary accreditation, institution must obtain at least $\frac{1}{2}$ of the obtainable score in each section and minimum total score of 80. This is equal to overall grade of between 2.5 and < 4 . Temporary accreditation is for two years
- 3) Any score below $\frac{1}{2}$ of the obtainable score in each section and or overall score less than 80 means the institution will not be accredited. This is equal to overall grade of < 2.5
- 4) Full or temporary accreditation may be given to an institution to train both Junior and Senior Residents in which case the accreditation is total or to train Junior residents or Senior residents only in which case the accreditation is partial.



Final Grading (0 – 5):

(Multiply the overall score by 0.03125 to obtain the final grade)

- **List Junior Rotations with adequate in-house facilities (with durations)**

- **List Junior Rotations requiring external postings (with durations)**

- **List Senior Rotations with adequate in-house facilities (with durations)**

- **List Senior Rotations requiring external postings (with durations)**

- Private Practice Tutelage ☐
- Rural Surgical Posting (with integrated Family Practice) ☐

List Primary Stations	



Observations:

General Recommendations Based on Observations:



Number of Resident Doctors on ground:

- Junior
- Senior

Number of Family Physicians on ground:

- i. Full Time:
- ii. Part Time:
- iii. Number with < 3 (Three) Years Experience as Fellows:
- iv. Number with 3 – 5 Years Experience as Fellows:
- v. Number with > 5 (Five) Years Experience as Fellows:



Section on Recommendations for Training (Complete A or B)

(A) Recommended for Accreditation/Re-Accreditation:

Accreditation Type

- Full
- Temporary
- Partial

Period/Duration

- 5 years
- 2 years

Number of Residents for Training:

Junior Senior



(B) Not Recommended for Accreditation/Re-accreditation

Reason(s) for denial of Accreditation

Accreditation Team:

Name	Signature	Date
1. _		
2. _		
3. _		
4. _		

○ **Coordinator of Training of Institution:** **Signature**

Name:

○ **Hospital Director:** **Signature**

Name:

○ **Date of Visit:**



Date received at College Secretariat: _____

Signature of recipient:

Faculty Board Recommendation:

Faculty Chairman: