

# GHANA COLLEGE OF PHYSICIANS AND SURGEONS

## FACULTY OF FAMILY MEDICINE ACCREDITATION CHECKLIST

**NAME OF INSTITUTION:** .....

**ADDRESS:** .....

**TYPE OF INSTITUTION (Please Tick):**

**Public** (a) General Hospital  
 (b) Secondary Hospital  
 (c) Teaching/Tertiary Hospital

**Private**  
**Institutional Hospital** (Mines, Mission Hospitals, etc.)

**DATE OF INSPECTION:** .....

**TYPE OF ACCREDITATION:** Training Centre..... Training Post.....

**M = Mandatory requirement      D = Desirable requirement**

	Inadequate (<50% of marks)	Partially adequate (50-75% of marks)	Fully adequate (76-100% of marks)	Total
<p><b>Appropriate infrastructure (M) [20 points]</b></p> <p>A. <b>Basic:</b> Water, light, waste disposal etc</p> <p>B. I) <b>Teaching /Tertiary Hospital:</b> Core departments present [Medical, Surgical, Paediatrics, Obstetrics / Gynaecology, Anaesthesia, Community health, Psychiatry, Laboratory Medicine, Radiology, Ophthalmology, ENT, A&amp;E, Outpatient / Admission facility for Family medicine].</p> <p style="text-align: center;"><b>OR</b></p> <p>II) <b>Secondary, General,</b></p>				

<p><b>Private, Institutional Hospitals:</b> Core departments [Medical, Surgical, Paediatrics, Obstetrics / Gynaecology, Casualty, Community health]; good catchment area; accessibility; access to referral centre.</p> <p>C. <b>Theatre:</b> Reasonably well-equipped for common surgical and obstetrical / gynaecological operations.</p> <p>D. <b>Supporting paramedical departments:</b> [Pharmacy, Medical records, Laboratory/Blood bank, Radiology, morgue/cold room etc.]</p> <p>E. <b>Accommodation:</b> Living quarters for trainees (D); Sleeping-in facilities for duty doctors; Provision of well-equipped consulting rooms for trainees.</p> <p>F. <b>Others:</b> ambulance etc.</p>				
<p><b>Equipment (M) [20 points]</b></p> <p>A. <b>Core equipment</b> - Minimum of 10 Family Medicine beds OR minimum of 20 adult beds and 5 paediatrics beds/cots; Basic resuscitation kit.</p> <p>B. <b>Support equipment</b> – ECG, Ultrasound, Nebulizer, comprehensive diagnostic set, cystotomy set, cut down set, oxygen, peak</p>				

<p>flow meter, pulse oxymeter, ear syringe, visual acuity charts/pinhole, binocular head-band loup X2.5 etc.</p>				
<p><b>Qualified and experienced personnel [15 points]</b></p> <p>A. <b>Prescribed Number (Full time/Part time):</b> Coordinator of Training – Family Physician FGCP/WACP of at least 5 years in Specialty <b>(M)</b>; Other FPs/Consultants working full/part time <b>(D)</b>. <i>*For training posts, visiting/part-time FPs(M)</i></p> <p>B. <b>Prescribed Trainer: Trainee Ratio-</b> [1 trainer: 4 trainees <b>(D)</b> (3 juniors &amp; 1 senior)</p> <p>C. <b>Support Personnel (M)</b> – Head of Nursing SRN or BSc.; One registered nurse per 10 beds; qualified paramedical staff.</p>				
<p><b>Well-structured training programme (M) [15 points]</b></p> <p>A. Seen by all</p> <p>B. Content (Lectures, Tutorials, Bedside sessions, Journals club, Mortality-morbidity, Resident presentations etc.)</p>				
<p><b>Opportunities/ evidence of acquisition of skills (M) [10 points]</b></p>				

<p>A. Procedures registers</p> <p>B. Theatre lists</p> <p>C. Log book, etc</p>				
<p><b>Access to up-to-date information (D) [10 points]</b></p> <p>A. Library: access to library with reasonable editions of standard texts; relevant journals &amp; other educational materials.</p> <p>B. Internet</p> <p>C. Attendance at update course, conferences, workshops etc</p>				
<p><b>Regular feedback and evaluation from trainers and trainees (D) [10 points].</b></p> <p>Evidence of:</p> <p>A. Formative assessments</p> <p>B. Regular feedback sessions</p> <p>C. Mentorship</p>				
<p><b>TOTAL SCORE</b></p>				