



Applying for WFN Training Centre Accreditation

Introduction

The WFN's mission is to teach and facilitate delivery of neurology health care worldwide.

This mission includes liaising with neurological departments to ensure that a high standard of training is provided, which is appropriate for the area in which it is located.

Training Centres (TC's) should be neurological units connected to other specialities. Ideally, these should be fully equipped with varying facilities and teaching faculty.

The WFN offers the opportunity for TC's to have their facilities and teaching methods reviewed, so that WFN endorsement is provided.

This document summarises how the TC's will be assessed and how a TC can apply for a visit.

How will the Training Centre be assessed?

Site Visit

Assessment will take place either through a site visit to the TC or through the provision of a number of documents and questionnaires to the assessors.

Assessors

The assessors of the TC will be two – four delegates from the WFN. At least one of these delegates will be a Chair or Co-Chair of the WFN Education Committee. One or two of the delegates will be members of the Education Committee who live and work within the country, or continent, in which the TC is based.

Length of assessment

The assessment will take place over two – three days, at a mutually convenient time.

Review of the department

The review of the department by the WFN delegates will take a number of methods. This may include:

- A presentation from the applicant about the TC, its history and how the training program is arranged (including profile of residents, pay and benefits, monitoring process)
- A presentation from the applicant on the local health system, the political and socio-economic environment

- A tour of the TC and other facilities used by the residents for their training
- Questions to the faculty relating to how the residents learn the key aspects of neurology
- A confidential questionnaire for all residents
- A confidential interview with a number of residents
- An assessment of to what extent the TC meets the following teaching methods:
 - Teaching units (blocks)
 - Bedside teaching
 - Skills
 - Neurological examination
 - Regular clinical conferences (cases, literature, lectures)
 - Training record:
 - Logbook
 - Logbook certification on conclusion
- An assessment of to what extent the TC meets the following requirements:
 - In- and outpatient facilities
 - Ancillary examinations as ultrasound and electrophysiology
 - Laboratory facilities
 - Relationship with related departments including, internal medicine, surgery, radiology, neuropathology
 - A rehabilitation unit
- Staff with sufficient experience and motivation for teaching
- Relationship with academia and research.

Reporting

A full report will be provided to the applicant outlining the review process, recommendations, summary and the date of the next assessment.

Who can apply for Training Centre Accreditation?

Length of courses

TC's who offer the following types of neurology training will be able to apply for TC accreditation:

- One year comprehensive training
A one year training programme is aimed to enable a rotation through the different aspects of neurology, in in- and outpatient facilities. This is supported by structured learning and teaching sessions. The aim of this comprehensive course is an advanced training for neurologists or trainees. The content of the comprehensive training depends on the training center and the needs of the region
- Full training (3 to 4 years)
Full training in neurology takes 3-4 years, and will also depend on the loco-regional structure. This training programme is a resident program which qualifies the trainee as a neurologist at the end of the course. The structure of content will be defined by the education committee
- Clerkships
Lasting weeks to months and are topic (content) specific depending on the structure of the centre. e.g.: Stroke course, peripheral nerve course.

The TC trainees

Trainees at the TC could be:

- Medical doctors undertaking part of their rotation within the TC
- Trainee neurologists who are undertaking their full training at the centre
- Medical doctors undertaking short courses at the centre
- Other healthcare professionals undertaking short courses at the centre

The Applicant

The applicant/s should be senior members of faculty staff at the TC requesting the visit.

Language of the TC

The language spoken within the TC should be English, French or Spanish.

Membership of the WFN

The TC applying for a WFN visit, must be in a fully paid, member state of the WFN.

The TC requesting the visit must receive approval from the WFN national delegate before the visit can take place.

A full list of WFN member states can be [found here](#).

Other Requirements

All accommodation and travel expenses for the site visit delegation must be paid for by the TC and/ or the local neurological society.

If you have any further queries regarding applying for Teaching Centre accreditation, please contact the [WFN Executive Office](#).

If you would like to apply for a Teaching Centre visit, please complete the application form below and return it to the [WFN Executive Office](#).



Application Form

Request for Teaching Centre Accreditation

Name	
Position	
Teaching Centre to be assessed	
Address	
Telephone	
Email	
Website	

1. What sort of training does your Teaching Centre provide? (Please tick all that apply)

- One year comprehensive training
- Full training (3 – 4 years)
- Clerkships
- Other, please specify _____

2. What is the primary language spoken at the Teaching Centre?

- English
- French
- Spanish
- Other, please specify _____

3. WFN Membership

- Please confirm that your country is a member of the WFN
- Please confirm that your country has paid its membership dues in the year of application

Name of WFN Delegate	
Email address	

We confirm that we would like to be considered for a Teaching Course Visit by the WFN.

Signed:

Name of Applicant	
Position	
Signature	
Name of WFN Delegate	
Position	
Signature	

Please return this form to: info@wfneurology.org

Applications will be reviewed on a case by case basis. Further information required from the applicant will be requested by the WFN within one month of receipt of application. A decision will be made and the applicant advised within three months of receiving answers to any further queries.