

# APPLICATION - CHANGE OF ACCREDITATION STATUS



## PROCESS 2.2

Approved by PAC: 2015

Last Amended: June 2023

Next Review: June 2026

## RELATED POLICY

*Prevocational Training Provider Allocation Status Policy 1.3*

## PURPOSE

The following documentation outlines the process for a prevocational (PGY1 & PGY2) education and training provider to request a change in its status from a secondment to a primary allocation provider.

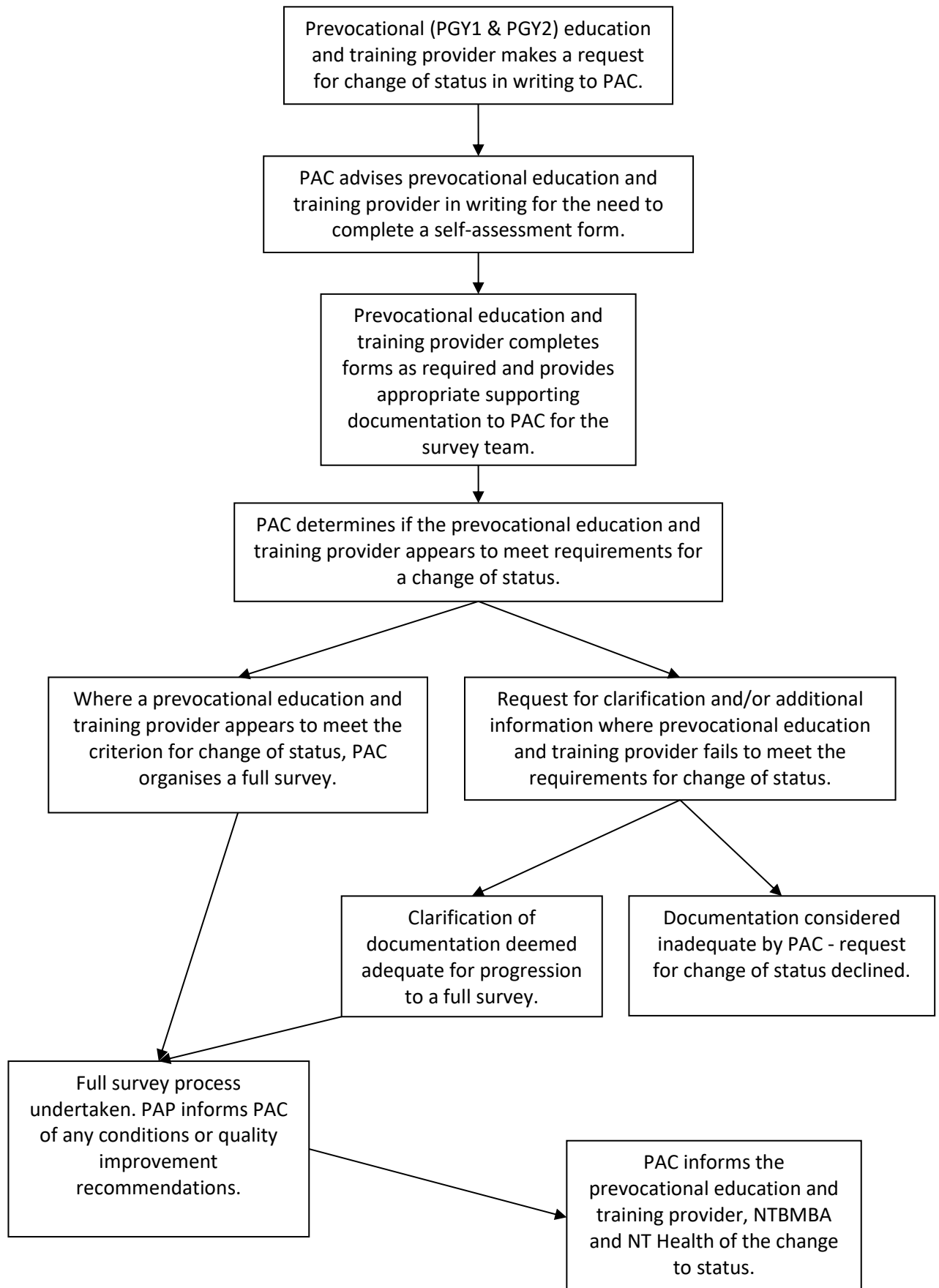
## SCOPE

A change of status from a secondment to a primary allocation prevocational education and training provider is possible only when the provider can demonstrate their capacity to meet all accreditation requirements as outlined in the National standards and requirements for prevocational (PGY1 and PGY2) training programs and terms.

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## PROCESS FLOWCHART





## PROCESS DESCRIPTION

The timeframe for this process is in accordance with that outlined within the full survey process.

1. A prevocational (PGY1 & PGY2) education and training provider makes a written request to Prevocational Accreditation Committee (PAC) asking for consideration of a change in its status from Secondment status to primary allocation status.
2. PAC advises the prevocational education and training provider in writing of the need to complete the self-assessment form.
3. Prevocational education and training provider completes the form and provides PAC with appropriate supporting documentation. In particular, evidence must be given of the ability to provide the compulsory terms required for full Intern registration, (if requesting primary status) and to be able to meet the requirements outlined in the National standards and requirements for prevocational (PGY1 and PGY2) training programs and terms, e.g. supervision, orientation, assessment, education etc.
4. The Chair of PAC determines if documentation is sufficient to proceed with a full survey. If documentation does not appear to support the application for change of status, the prevocational education and training provider will be asked to provide additional clarification or evidence to support its request.
5. Once the PAC is satisfied with documentation provided, a full survey is implemented according to the accreditation process.
6. If documentation remains inadequate to support request for change in status, as determined by the PAC, the prevocational education and training provider will be informed in writing that its request for change of status is declined. The letter will indicate areas requiring improvement to reach the desired status.
7. Following full survey process, the PAC informs the prevocational education and training provider, the NTBMBA and NT Health of the decision.

## SUPPORTING DOCUMENTATION

1. *Prevocational Training Provider Allocation Status Policy 1.3*
2. *Accreditation Policy 1.1*
3. *Prevocational Accreditation Form 3*

## PERFORMANCE MEASURES/KPI

1. 100% of requests for change of status are managed according to this process

Process contact officer: Quality Assurance Officer