



Approved by PAC: 2015

Last Amended: June 2021

Next Review: June 2024

RELATED POLICY

Facility Intern Allocation Status Policy 1.3

PURPOSE

The following documentation outlines the process for a NT health regional health service to request a change in its status from a Secondment to a Primary Allocation NT health regional health service.

SCOPE

A change of status from a Secondment to a Primary Allocation NT health regional health service is possible only when the training NT health regional health service can demonstrate their capacity to meet all accreditation requirements as outlined in the Prevocational Accreditation Standards and Guidelines.

DEFINITIONS

NT health regional health service - The NT health regional health service is the institution or clinical setting within which prevocational doctor's work and train. These organisations will usually be hospitals but may be health care centres or supervised practice locations in community settings that have met Accreditation requirements for prevocational doctor training.

Prevocational Doctors – Include

- doctors in their Postgraduate Year 1 (PGY1/Internship);
- Postgraduate Year 2 (PGY2/RMO), and above who have obtained full registration and where the prevocational doctor is not studying through a vocational college program; and
- includes Australian resident overseas-trained doctors on probationary registration.

Primary Allocation Status – is the Accreditation Status awarded to a NT health regional health service capable of providing all the compulsory terms required for Intern registration.

Secondment Allocation Status – is the Accreditation Status awarded to a NT health regional health service with accredited terms, but which is unable to provide one or more of the compulsory terms required for Internship.

Term (compulsory) relevant to intern year (PGY1) - A Compulsory Term is one which must be completed within the intern year as prescribed by the MBA.

www.medicalboard.gov.au/Registration-Standards.aspx

APPLICATION - CHANGE OF ACCREDITATION STATUS

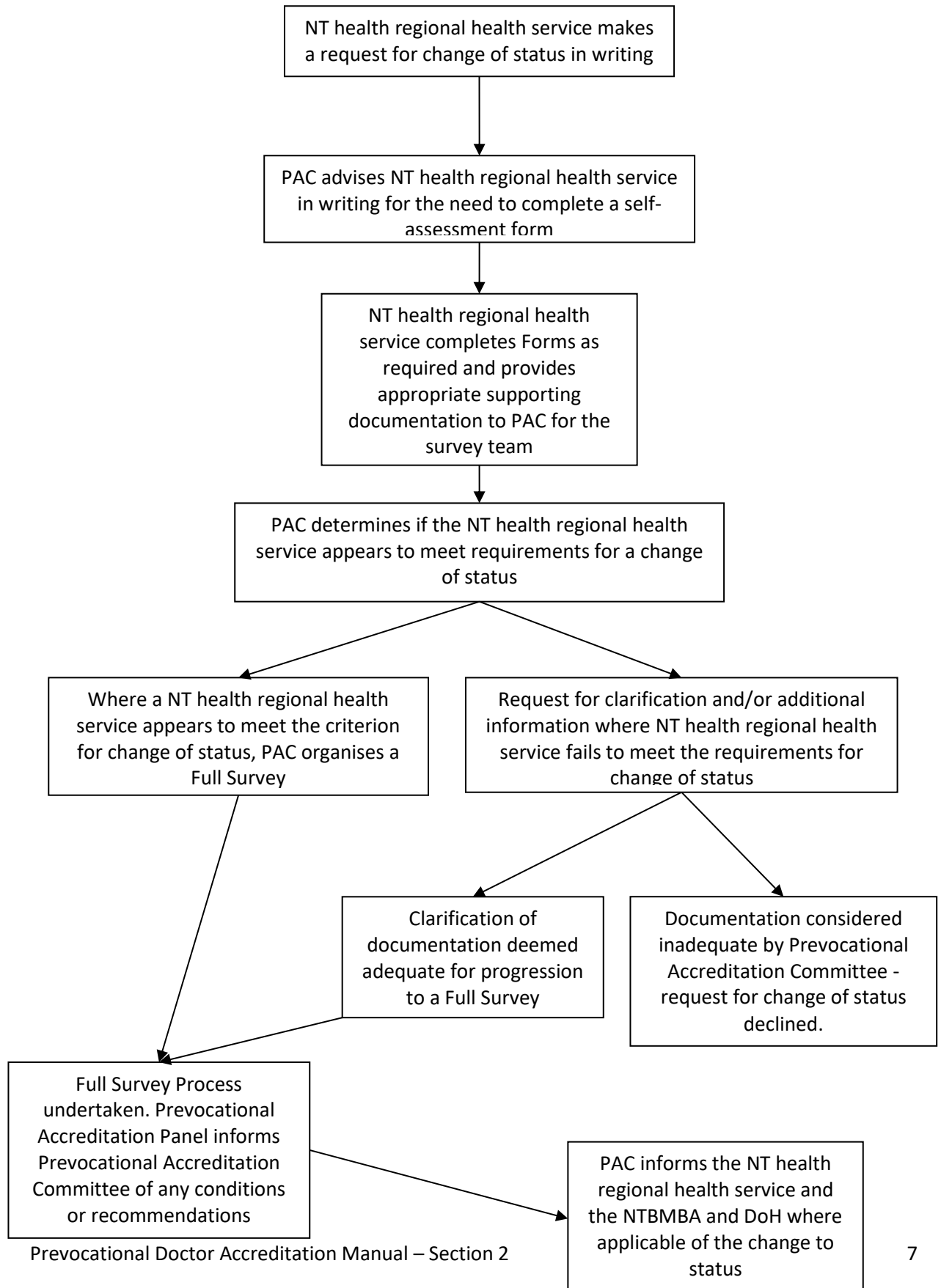


Term (non-compulsory) relevant to intern year (PGY1) - A Non-Compulsory Term is an accredited intern placement of at least five weeks duration in a clinical area deemed appropriate. (www.medicalboard.gov.au/Registration-Standards.aspx)

APPLICATION - CHANGE OF ACCREDITATION STATUS



PROCESS FLOWCHART



APPLICATION - CHANGE OF ACCREDITATION STATUS



PROCESS DESCRIPTION

The timeframe for this process is in accordance with that outlined within the Full Survey Process.

1. A NT health regional health service makes a written request to Prevocational Accreditation Committee (PAC) asking for consideration of a change in its status from Secondment NT health regional health service status to Primary Allocation NT health regional health service status.
2. PAC advises the NT health regional health service in writing of the need to complete the Self-Assessment Form/s.
3. NT health regional health service completes the form/s and provides PAC with appropriate supporting documentation. In particular, evidence must be given of the ability to provide the three compulsory terms required for full Intern registration, (if requesting primary status) and to be able to meet the requirements outlined in the Prevocational Accreditation Standards and Guidelines, e.g. supervision, orientation, assessment, education etc.
4. The Chair (or delegate) 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 NT health regional health service 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 NT health regional health service 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 Prevocational Accreditation Committee informs the NT health regional health service, the NTBMBA and DoH (where applicable) of the decision.

SUPPORTING DOCUMENTATION

1. *Facility Intern 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 the Process

Process Contact Officer: Quality Assurance Officer