



NOTIFICATION OF CHANGE OF CIRCUMSTANCE THAT MAY AFFECT ACCREDITATION STATUS PROCESS

PROCESS 2.10

Initially Approved by PAC: 2015

Last Amended: June 2026

Next Review: June 2029

RELATED POLICY

Accreditation Policy 1.1

PURPOSE

The following documentation outlines the process for managing a notification of change of circumstance that may affect a prevocational training provider's accreditation status.

SCOPE

Change of circumstances that affect accreditation status may involve the failure or potential failure to satisfy any of the national standards and requirements for prevocational (PGY1 and PGY2) training programs and terms.

Notification of change of circumstance that may affect a prevocational training provider's accreditation can come from:

1. The prevocational education and training provider's manager, or
2. An employee of the prevocational education and training provider, or individual, consumer, or
3. Any survey team engaged in a survey event, or
4. Recognised body interested in prevocational education and training

The action required for each type of change in circumstance is dependent on the impact as per below:

Impact of change	Process
Low impact	Prevocational education and training provider manage and monitor internally
Medium impact	Notify change to NT PMAS via email
High impact	Notify change to NT PMAS via Form 8 – Notice of Change of Circumstance

Where a whistle-blower is involved, this process will ensure confidentiality is maintained at all times according to the NT Health Fraud and Corruption Control Policy and Plan.

Change of circumstance refers to changes in a prevocational training program or term which may impact prevocational doctors and the quality of their training and supervision.



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Prevocational training providers must therefore notify the accreditation authority of any significant changes that may impact or potentially impact the training program continuing to meet the national standards.

Examples of changes of circumstances may include:

Low impact

- Roster changes that do **not** affect the learning experience, supervision, or workload of prevocational doctors.
- LIKE-FOR-LIKE staff changes, for example a change of term supervisor where roles, responsibilities and supervision arrangements remain unchanged.
- Short-term staff absences, backfills, or temporary vacancies where appropriate supervision and training arrangements are maintained.

Medium impact

- Administrative or structural changes affecting accreditation details such as changes to term names or term descriptors.
- Roster changes that **do** impact the experience of prevocational doctors, including workload distribution or access to learning opportunities.
- Long-term absences or changes to senior staff in key prevocational training roles, including (but not limited to) the Director of Medical Services, Director of Clinical Training, Medical Education Officer or Prevocational Doctor Manager.

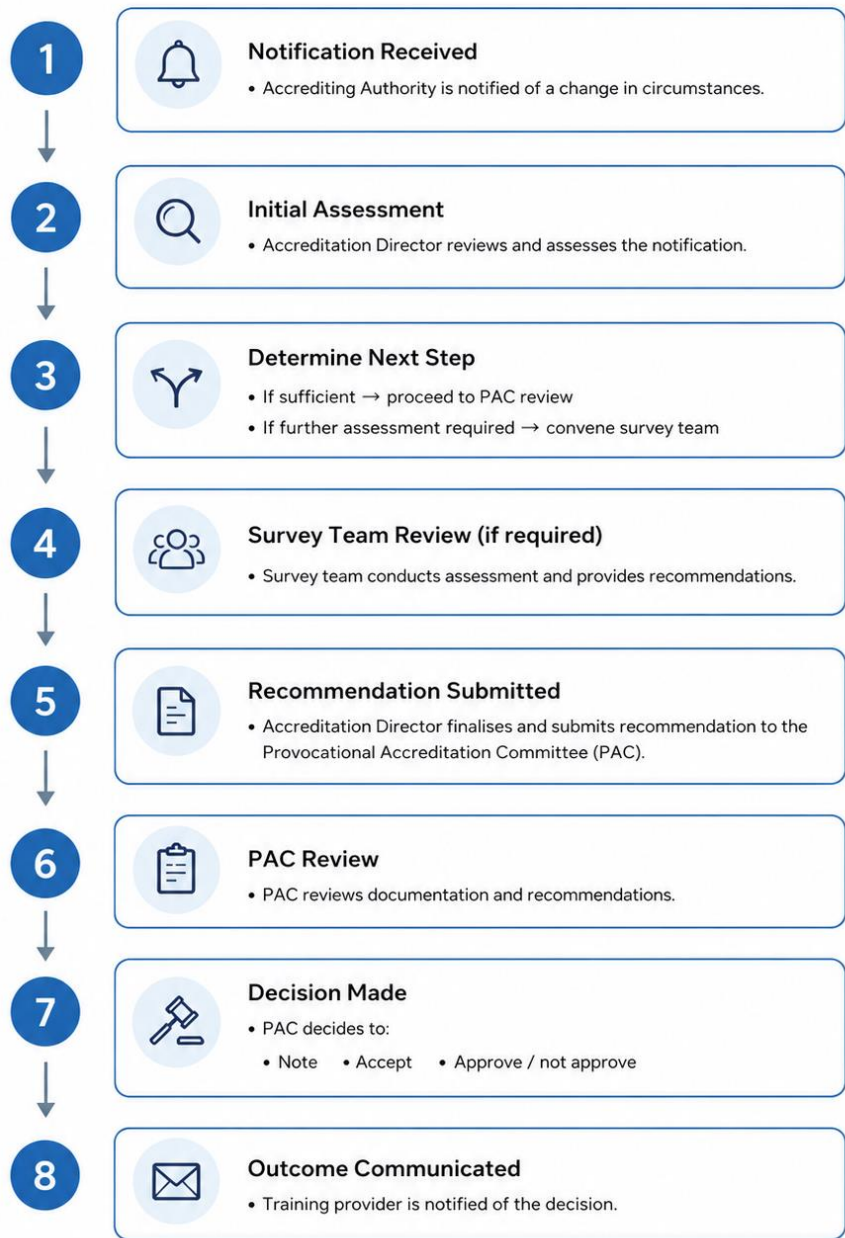
High impact

- Plans for significant redesign or restructure of the health service that affect prevocational doctors such as major changes to clinical services, ward or service closures, or alterations to case load and case mix within a term.
- Workforce or rostering changes that substantially affect the level or availability of supervision or limit prevocational doctors' access to education and training opportunities.
- Governance or leadership changes that may compromise the provider's ability to maintain compliance with the national accreditation framework.



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PROCESS FLOWCHART





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PROCESS DESCRIPTION

- Changes that are expected to have minimal or no impact on compliance with the national standards are to be managed internally by the prevocational training program provider.
- For **medium-impact changes**, providers of the prevocational training program are required to notify NT PMAS via email.
- For **high-impact changes**, providers of the prevocational training program are required to notify NT PMAS by completing **Form 8 – Notice of Change of Circumstances**.
- Upon receipt, the Accreditation Director will assess the notification.
- Notification is either:
 - tabled at the next meeting of the **Prevocational Accreditation Committee (PAC)** or
 - If further assessment is required, survey team is convened and their recommendation is tabled at the next meeting of the **PAC**.
- PAC members will review the Change of Circumstances documentation and determine whether the change is **noted, accepted, approved, or not approved**.
- The provider of the prevocational training program will be formally notified of the outcome following the PAC meeting.

SUPPORTING DOCUMENTATION

1. *Accreditation Policy 1.1*
2. *NT Health Fraud and Corruption Control Policy and Plan*

PERFORMANCE MEASURES/KPI

1. 100% of notifications of change of circumstance with the potential to impact on accreditation status are acted upon according to this policy
2. Feedback from prevocational education and training providers
3. Feedback from Prevocational Accreditation Committee

Process contact officer: Quality Assurance Officer