

NOTIFICATION OF A POTENTIAL BREACH OF ACCREDITATION STATUS PROCESS



PROCESS 2.15

Approved by PAC: June 2020

Last Amended: Sept 2026

Next Review: Sept 2029

RELATED POLICY

Accreditation Policy 1.1

PURPOSE

This procedure outlines the process for managing notifications of potential breaches of accreditation by a prevocational (PGY1 and PGY2) training provider that may impact its accreditation status.

Prevocational training providers must notify the accrediting authority in writing as soon as practicable of any situation that may result in a breach of accreditation standards or conditions. Potential breaches may also be reported by any stakeholder or individual with relevant information.

A matter will be considered a **potential breach** until it has been investigated and a determination has been made by the accrediting authority.

SCOPE

All notifications of potential breaches are treated as serious matters until it is determined that there is no risk to patient safety or the safety, welfare or training of prevocational doctors.

A confirmed breach of accreditation standards may affect a training provider's accreditation status and could result in actions such as the relocation of prevocational doctors or the suspension of accredited training terms or programs.

Notifications of a potential breach may be received from:

1. The prevocational training provider manager;
2. An employee of the prevocational training provider;
3. An individual, consumer or other stakeholder;
4. A survey team undertaking an accreditation survey; or
5. A recognised body with an interest in prevocational medical training.

Where a whistleblower is involved, confidentiality will be maintained throughout the process in accordance with relevant Northern Territory Government policies and requirements.

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PROCESS

1. Notification of Potential Breach

The accrediting authority receives notification of a potential breach within a prevocational training program from either an internal or external source.

Where appropriate, the person reporting the potential breach will be provided with the relevant notification form for completion. If the matter is urgent and requires immediate action the staff member receiving the verbal notification may complete the initial documentation on behalf of the reporter.

2. Assessment and Investigation

The accrediting authority will assess the notification and determine an appropriate course of action in a timely manner. Actions may include, but are not limited to:

- a. Contacting the Executive Director of Medical Services and/or other relevant clinical or non-clinical staff to discuss the circumstances of the potential breach;
- b. Undertaking a timely investigation to determine whether a breach of accreditation standards has occurred;
- c. If a breach is confirmed, determining the appropriate corrective action, which may include the implementation of a High Priority Recommendation (HPR), accreditation condition (AC60) or the suspension of accreditation for a training program or term;
- d. Issuing a notice of suspension to the training provider, where required;
- e. Informing the individual or stakeholder who reported the matter of the outcome of the investigation particularly where no breach is substantiated; and
- f. Notifying the Prevocational Accreditation Committee (PAC) Chair of the notification, investigation outcome and any actions taken.

3. Committee Notification

The matter will be reported to the Prevocational Accreditation Committee (PAC) at its next scheduled meeting.

4. Follow-up

The accrediting authority will monitor and follow up with the training provider regarding the implementation of any required actions and the resolution of the breach.

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5. Record Keeping

All correspondence, actions, decisions and supporting documentation will be recorded and maintained in the relevant electronic record management system.

SUPPORTING DOCUMENTATION

1. *Accreditation Policy 1.1*
2. *Notification of Change of Circumstance Process 2.10*
3. *Full Survey - Process 2.3*
4. *Appeals - Policy 1.2*
5. *Notice of Suspension of Accreditation Status Form 9*
6. *Notification of Potential Breach of Accreditation Status Form 10*
7. *Prevocational Accreditation Evidence and Rating Scale Guideline*

PERFORMANCE MEASURES/KPI

1. 100% of notifications are acted upon according to this process

Process contact officer: Quality Assurance Officer