

CONTEXT

Members of the Prevocational Medical Assurance Services (PMAS) committees, secretariat and accreditation surveyors are expected to consistently strive to improve all of PMAS services including prevocational (PGY1 & PGY2) accreditation services to maintain highest standards. A continuous improvement process will ensure that all aspects of PMAS services including prevocational accreditation are measured and are fit for their purpose and meet our stakeholder's needs and expectations.

SCOPE

This policy applies to all work undertaken as part of the PMAS including the work of committees and secretariat. For the purposes of this policy "committee" will be taken to include the prevocational accreditation committee and any other working group, etc. that may be formed from time to time in order to deliver PMAS functions.

POLICY STATEMENT

Continuous improvement is a long term approach to work that systematically seeks to achieve small, incremental changes in processes in order to improve efficiency and quality. It is the responsibility of every worker.

SUPPORTING DOCUMENTATION

1. *Continuous Improvement Process 2.12*
2. *Continuous Improvement Registers*

PERFORMANCE MEASURES/KPI

1. 100% of notifications of continuous improvement requests are managed according to this policy

Policy contact officer: Quality Assurance Officer