



Date Approved by PAC: 2015

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Date for Next Review: Sep 2024

CONTEXT

Prevocational Accreditation Surveyors may, for a variety of reasons, be perceived to have the potential for a conflict of interest.

SCOPE

This Policy relates to any Prevocational Accreditation Surveyor, with current Accreditation Surveyor status and who has been chosen as a member of an Accreditation Survey Team.

POLICY STATEMENT

1. A perceived or potential conflict of interest may exist where the Surveyor:
 - Is currently employed by a NT health regional health service (Alice Springs Hospital) within the same NT health regional health service that is being accredited, or
 - Has been employed by a NT health regional health service (Royal Darwin Hospital) within the same NT health regional health service (Greater Darwin regional health service) that is being accredited, within the past two years, in any role that influences Intern Accreditation, or
 - Has a significant relationship (e.g. spouse, partner etc.) with a person either directly involved in Medical Education of prevocational doctors, or a stakeholder with an interest in the Accreditation (e.g. DCT, MEO, DMS etc.) at the NT health regional health service being accredited, or
 - Has any other reason/s that may suggest a conflict of interest
2. The NT health regional health service being accredited has the right to formally object to the inclusion of a Surveyor on the Survey Team where they consider any of these conditions apply. In this situation the NT health regional health service would then follow the accrediting authority's *Procedure for Identifying a Conflict of Interest*
3. A Surveyor can also identify a conflict of interest and decline to participate in a Survey. Surveyors who believe that they may have a conflict of interest must seek advice from the Prevocational Accreditation Manager and/or Accreditation Coordinator before accepting to participate in the survey event.
4. If a previously unidentified conflict of interest or breach of confidentiality emerges for a Surveyor during an assessment, the Survey Team Leader will determine an appropriate course of action in consultation with the Accreditation Manager. This may entail changing the report writing responsibilities of the surveyor, requiring the surveyor to abstain during relevant discussion, or altering the survey program. Any such conflicts, and the course of action taken, will be reported to the Prevocational Accreditation Committee and Panel.
5. Accreditation Coordinator and Accreditation Manager can identify potential conflicts of interest and can refer the matter to the Prevocational Accreditation Committee for consideration



DEFINITIONS

DCT – Directors of Clinical Training (DCTs) are medical practitioners appointed in each NT health regional health service to support the training of prevocational doctors. The DCT has a responsibility to assess the strengths and weaknesses in the NT health regional health services General Clinical Education and Training Program and to rectify or modify the program where needed. DCTs (or Directors of Medical Services (DMSs)) are responsible for reporting on the assessment and suitability of PGY1 and AMC candidates on probationary or provisional registration. DCTs are the Internship nominee as specified in the *Medical Board of Australia's Registration standard*

DMS (or equivalent) – is the medical practitioner who leads each NT health regional health services medical administration.

NT health regional health service – The NT health regional health service is the clinical setting within which prevocational doctor's (PGY1 + 2) work and train. These organisations will usually be hospitals but may be health care centres or supervised practice locations in community settings which have met accreditation requirements for prevocational training. A NT health regional health service is a geographic area defined by *NT Department of Health*

MEO – is an experienced educationalist employed to assist the DCT in developing educational processes and procedures supportive of the PETP.

Prevocational Accreditation Report - The Accreditation Report is the formal written document prepared by the Survey Team following an Accreditation Survey event. It contains a written assessment of the Facility's compliance against the Standards and provides recommendations for quality improvements. This Report contains a recommendation regarding the level and period of Accreditation to be awarded.

Stakeholder – An individual, group or organisation that has a vested interest in the outcomes of the postgraduate medical training system, which can affect, or is affected by the actions within that system.

Surveyor – An individual trained in all aspects of the NT Prevocational Accreditation System who acts on behalf of Prevocational Accreditation Committee to either visit or undertake a desktop survey for a NT health regional health service and assess its compliance with the Standards.

Survey Team Leader – A specially trained leader of the Survey Team, ultimately responsible for the writing, collation and review of the Accreditation Event Report to be presented to the NT Prevocational Accreditation Panel/Committee.

Survey Sub-Team Leader – A Survey Sub-Team Leader is an experienced Surveyor assigned to assist the Survey Team Leader by leading a Sub-Team of the Survey Team. Each Survey Team consisting of four or more Surveyors will be divided into Sub-Teams in order to conduct the unit/staff interviews at a NT health regional health service. The Survey Sub-Team Leader is responsible for the tasks outlined in the relevant Position Description.

SURVEYOR CONFLICT OF INTEREST POLICY



SUPPORTING DOCUMENTATION

1. *Conflict of Interest Policy* Ref No: 1.5
2. *Conflict of Interest Process* Ref No: 2.11
3. *Northern Territory Public Sector Conflict of Interest Policy*
4. *Northern Territory Public Sector Conflict of Interest Procedure (HEALTHINTRA-1880-7857)*

PERFORMANCE MEASURES/KPI

1. 100% of Surveyors used in NT Prevocational Accreditation Survey events have no conflict of interest as outlined within this Policy

Policy Contact Officer: Quality Assurance Officer