



RELATED POLICY

Accreditation Policy 1.1

PURPOSE

The following documentation outlines the process for a full survey of a prevocational (PGY1 & PGY2) training provider. This process includes the steps required before, at the time of and following the visit by the survey team. Specific timeframes have been allocated including:

1. Relevant form is to be submitted to the accrediting authority at least 8 weeks before the proposed survey visit date.

SCOPE

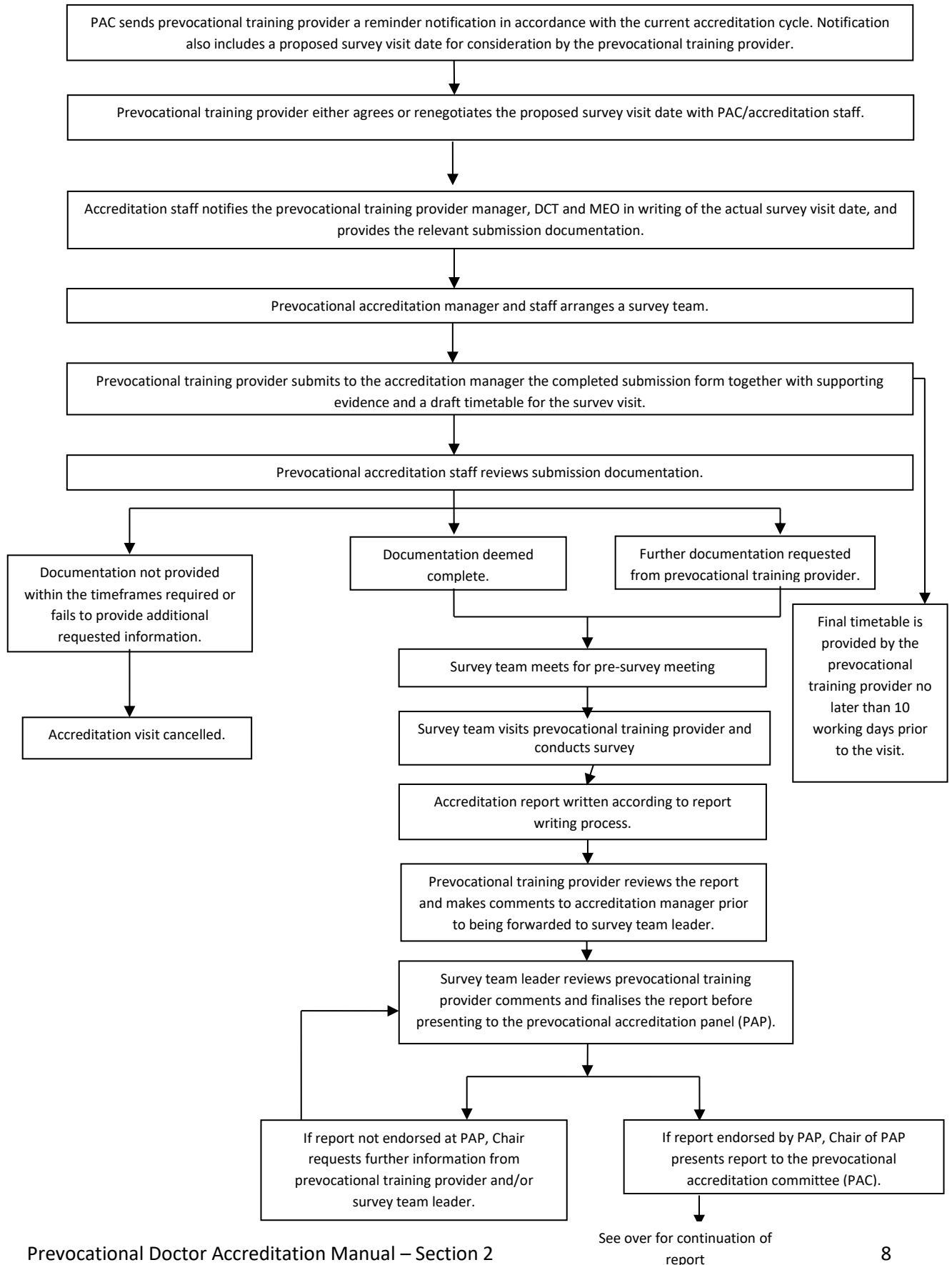
A full survey is undertaken:

1. At the beginning of an accreditation cycle for a prevocational training provider that is currently accredited with primary allocation status or secondment status (initial/re-accreditation);
2. As a component of the process for an 'application for change of accreditation status' e.g. secondment prevocational training provider to primary allocation status;
3. When a prevocational training provider requests prevocational accreditation status for the first time.

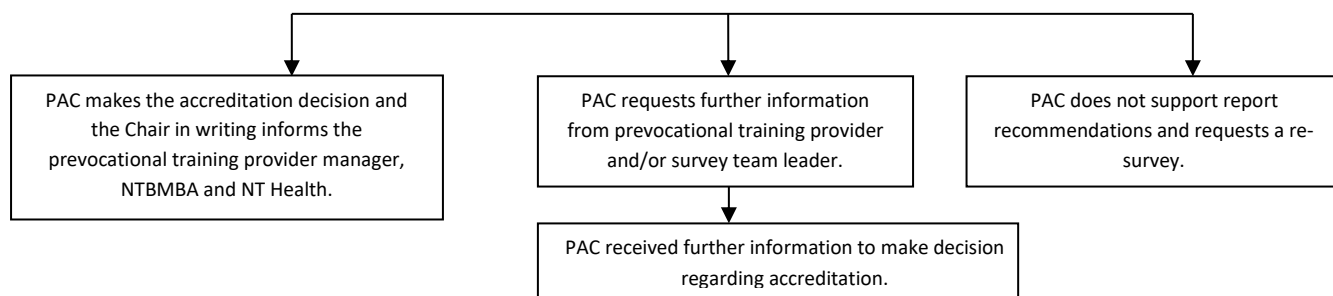
FULL SURVEY ACCREDITATION PROCESS



PROCESS FLOWCHART



FULL SURVEY ACCREDITATION PROCESS





PROCESS DESCRIPTION

1. The prevocational (PGY1 & PGY2) training provider manager requests a full survey visit, or PAC notifies a prevocational training provider of the requirement for a full survey visit, in line with its current accreditation cycle, at least nine months prior to expiry of accreditation status. Accrediting authority provides a proposed visit date at this time which the prevocational training provider manager can consider and accept at that time or negotiate an alternative date.
2. Accrediting authority notifies the prevocational training provider manager, MEO and DCT in writing of the survey date and provides the relevant documentation for completion.
3. Accrediting authority staff arrange a survey team and have the team members endorsed by the PAC. The prevocational training provider submits the completed documentation together with supporting evidence 8 weeks before the actual survey date. Documentation is only provided for the prevocational training provider being surveyed and offsite term rotations.
4. The Survey Team reviews the submission documentation and:
 - a. If the documentation is deemed complete, the survey proceeds as planned.
 - b. If the documentation is deemed incomplete, the prevocational training provider is asked to provide further information and/or clarification. Once this is provided and deemed satisfactory, the survey proceeds as planned.
 - c. If the prevocational training provider fails to provide satisfactory additional information on request, or does not provide the documentation within the accreditation timeframes outlined within the process, the survey visit is cancelled.
5. The prevocational training provider supplies a draft timetable for the visit at the time of submission of the documentation. A final detailed timetable with time slots for interviewing all appropriate people at the prevocational training provider is to be provided to prevocational accreditation staff no later than 10 days prior to the visit. If this is not provided the survey may not proceed.
6. The survey team leader convenes a surveyor team meeting, at least two weeks prior to the survey visit date. The aim of this meeting is to determine additional document requirements from the prevocational training provider, where necessary. These documents may be provided before the visit or at the time of the visit. They will also determine the roles and responsibilities of the various team members prior to the visit.
7. The survey team leader conducts a pre-survey meeting after the submission has been read to discuss survey interview questions and areas of concern. The team leader will also go over the roles and responsibilities of the various team members prior to the visit. The pre-survey meeting is usually conducted as a face to face meeting the night or day before the accreditation visit.
8. The survey team visits the prevocational training provider and conducts the survey. Survey visits are usually between one and five days (maximum) in duration. The prevocational training provider must provide the survey team with an administration assistant/liaison person for each day of the visit, to assist them with the visit. A summation debrief is completed in accordance with the accreditation policy.

FULL SURVEY ACCREDITATION PROCESS



Note: The PAC will decide on whether there is a need for offsite terms to be physically visited or can be assessed via video conferencing based on the review of the submission and supporting evidence.

9. The survey team writes the final survey report according to the report writing process.
10. Survey report is sent to the prevocational training provider to review and make comment. If there are comments that need to be addressed, the survey team leader/accreditation manager will liaise with the prevocational training provider executive staff and PAC Chair where major issues are identified.
11. The survey team leader or their delegate presents the survey event report to the PAP.
12. The PAP either:
 - a. Endorses the report and makes a recommendation to the PAC;
Or
 - b. Requires further information from the survey team leader and/or prevocational training provider;
Or
 - c. Does not endorse the report and requires/recommends a re-survey.
13. The PAC either:
 - a. Makes the accreditation decision on survey findings and informs the prevocational training provider manager, NTBMBA and NT Health;
Or
 - b. Requires further information from the survey team leader and/or prevocational training provider. On receiving further information makes the accreditation decision on survey findings and informs the prevocational training provider manager, NTBMBA and NT Health;
Or
 - c. Does not endorse the report and requires/recommends a re-survey.

SUPPORTING DOCUMENTATION

1. *Prevocational Training Provider Allocation Status Policy 1.3*
2. *Application for Change of Status Process 2.2*
3. *Accreditation Policy 1.1*
4. *Accreditation Step by Step Guide 4.1*

PERFORMANCE MEASURES/KPI

1. 100% of full surveys are implemented according to this process
2. Feedback from prevocational training providers
3. Feedback from survey teams

Process contact officer: Quality Assurance Officer