



## RELATED POLICY

*Accreditation Policy 1.1*

## PURPOSE

Following an Accreditation survey event for a NT health regional health service providing a Prevocational Education and Training Program, a formal written Report is required for consideration and approval by the Prevocational Accreditation Panel and Committee (PAP & PAC). This documentation outlines the process for completion of this Report.

## SCOPE

This Process covers Report Writing for the following Accreditation survey events:

1. Accreditation/Reaccreditation Visit
2. New/Offsite Unit Survey
3. Modified Unit Survey
4. General Practice Survey(NT Primary Health or Private General Practice)
5. Monitoring Surveys (Quality Action Plans; Progress Reports)

Survey Team Leaders and Team Members are responsible for completing in a timely and appropriate manner the Survey Event Report for the Visit or desktop survey they have conducted. Survey Report language must be consistent throughout the Report. Names of individual Term Supervisors should not be written in the Report.

## DEFINITIONS

**NT health regional health service** – is the institution or clinical setting within which prevocational doctors 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 a prevocational education and training program.

**Prevocational Accreditation Report** – is the formal written document prepared by the Survey Team following an Accreditation Survey event. It contains a written assessment of the NT health regional health service's compliance with the Standards and provides recommendations, conditions, and comments (and can have commendations) for quality improvement of the PETP. The report contains a recommendation regarding the level of Accreditation status and period of Accreditation to be awarded.



# REPORT WRITING PROCESS

**Surveyor** – is an individual trained in all aspects of the NT Accreditation System who acts on behalf of the Accrediting Authority to visit a NT health regional health service /organisation or undertakes a desktop survey to assess its compliance with the NT Prevocational Accreditation Standards.

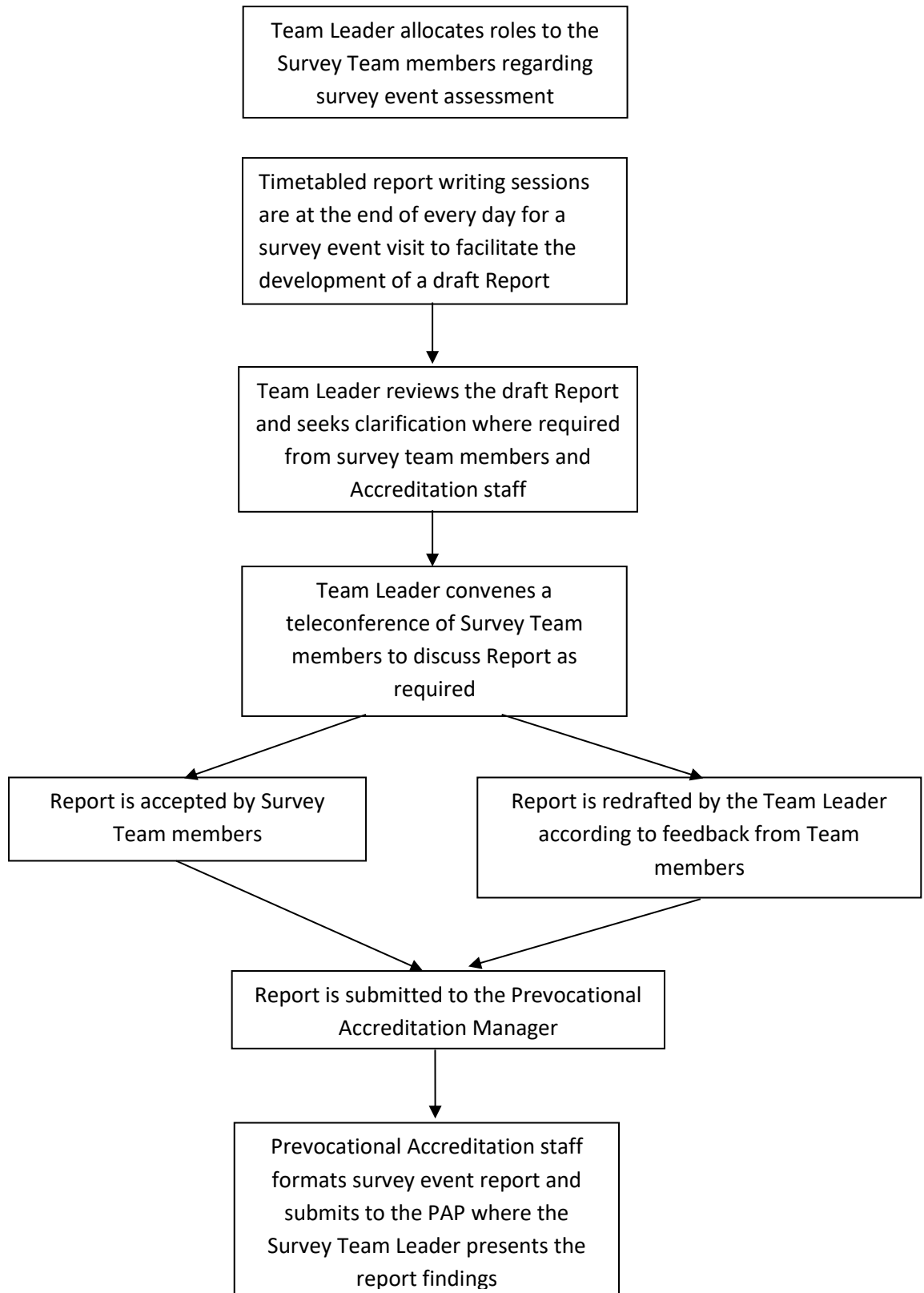
**Survey Team** – is a group of individuals trained in all aspects of the NT Accreditation System who acts on behalf of the Accrediting Authority to visit a NT health regional health service /organisation or undertake a desktop survey to assess its compliance with the NT Prevocational Accreditation Standards.

**Survey Team Leader** – The Survey Team Leader is the trained team leader of the Survey Team, responsible with assistance from the Accreditation Manager and accreditation support staff for managing the survey team and the writing, collation, and review of the Survey Event Accreditation Report. The Survey Team Leader presents the survey report findings to the NT Prevocational Accreditation Panel (PAP). Survey Team Leaders are remunerated for this report writing activity.



# REPORT WRITING PROCESS

## PROCESS FLOWCHART





# REPORT WRITING PROCESS

## PROCESS DESCRIPTION

The process stages one to seven should be completed within six weeks of the date of the Survey Visit.

1. At the start of the Survey Visit, the Survey Team Leader assigns roles to the Survey members for assessing the submission and evidence that will assist later in the Report writing process.
2. For a survey visit event a report writing session is timetabled at the end of every day of the visit to facilitate the development of a draft report before the summation debrief.
3. Survey Team Leader reviews the initial draft report and seeks clarification from team members and accreditation staff as required.
4. Where there is an issue/concern requiring clarity or resolution during a desktop survey event the Survey Team Leader may convene a teleconference to discuss the issue/concern and get feedback from team members.
5. The report is reviewed by the Survey Team Leader. Where necessary the Team Leader refines the survey event report in light of feedback from Survey Team members. This step is processed before all team members are asked to accept and electronically endorse the report. Proof of report endorsement is held electronically by the Accrediting Authority.
6. The Survey Team Leader finalises the draft survey report and along with the accreditation support staff ensures consistency of language used, appropriate tone and intent, when finalised forwards the final Draft to the Accrediting Authority's Accreditation Manager.
7. Accreditation Manager where needed arranges the final formatting of the final draft survey report. For a Reaccreditation visit, if any changes were made to the formatting, language or tone the edited report is provided to the Survey Team Leader for confirmation before the report is forwarded to the NT health regional health service for review of the facts. This step occurs prior to any Accrediting Authority decisions being made in regards to the survey report findings. The NT health regional health service reviewing the facts of the report only occurs for visit survey events.
8. The NT health regional health service provides Accreditation staff with a written response outlining that they have seen the report and either have no issues with the factual content of the report, or may request clarification from the survey team any points/findings that may appear to be incorrect.
9. The Survey Team Leader reviews the NT health regional health service's comments or requests for clarification and provides the clarification as needed through the Accreditation Manager prior to the survey report being forwarded to the PAP and PAC for an accreditation decision.

## SUPPORTING DOCUMENTATION

1. *Accreditation Policy 1.1*
2. *NT Surveyor Guidelines 5.6*
3. *Survey Team Leader Position Description 5.3*
4. *Surveyor Position Description 5.1*
5. *Surveyor Report Writing Guide 5.8*

## PERFORMANCE MEASURES/KPI

1. 100% of Survey Event Reports are written according to this Process



# REPORT WRITING PROCESS

Process Contact Officer: Quality Assurance Officer