



RELATED POLICY

Accreditation Policy 1.1

PURPOSE

The following documentation outlines the process for accrediting a modified term at a prevocational (PGY1 & PGY2) education and training provider.

SCOPE

The process applies to the accreditation of those terms within a prevocational education and training provider which have previously been accredited to provide prevocational (PGY1 & PGY2) doctor education and training and the provider now wishes to modify in some way. This process does not apply to those modified term applications which are submitted with new term surveys or full survey applications. Modifications include those which would significantly alter or impact on workload, clinical experience and opportunities, teaching and supervision. Examples of modifications which would require review include but are not limited to:

- Plans for significant redesign or restructure of the health service that impacts on prevocational doctors, such as a significant change to clinical services provided or a ward or service closure that changes case load and case mix for a term or relocation of this term to another campus/geographical location of the prevocational education and training provider.
- Workforce or rostering changes to the term that significantly change the access and level of supervision provided to prevocational doctors or their access to educational opportunities.
- Resource changes that significantly reduce available administrative support, facilities or educational program.
- Change to the number of prevocational (PGY1 & PGY2) doctors.

This process will be undertaken as a paper based survey with interviews of relevant stakeholders. Modifications that affect term content will require the surveyors to interview the term supervisor and prevocational doctors. Modifications that affect term supervision will require surveyors to interview the term supervisor/s. A survey visit will only be undertaken if considered necessary by the surveyors and Prevocational Accreditation Committee (PAC).

The modified term survey will only address term standards that are affected by the requested term modification. The accreditation director and Chair of the PAC will determine which standards are to be addressed within the modified term survey. PAC reserves the right to



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implement a survey visit at any time during the process should insufficient information be provided to allow adequate paper based review of the relevant standards.

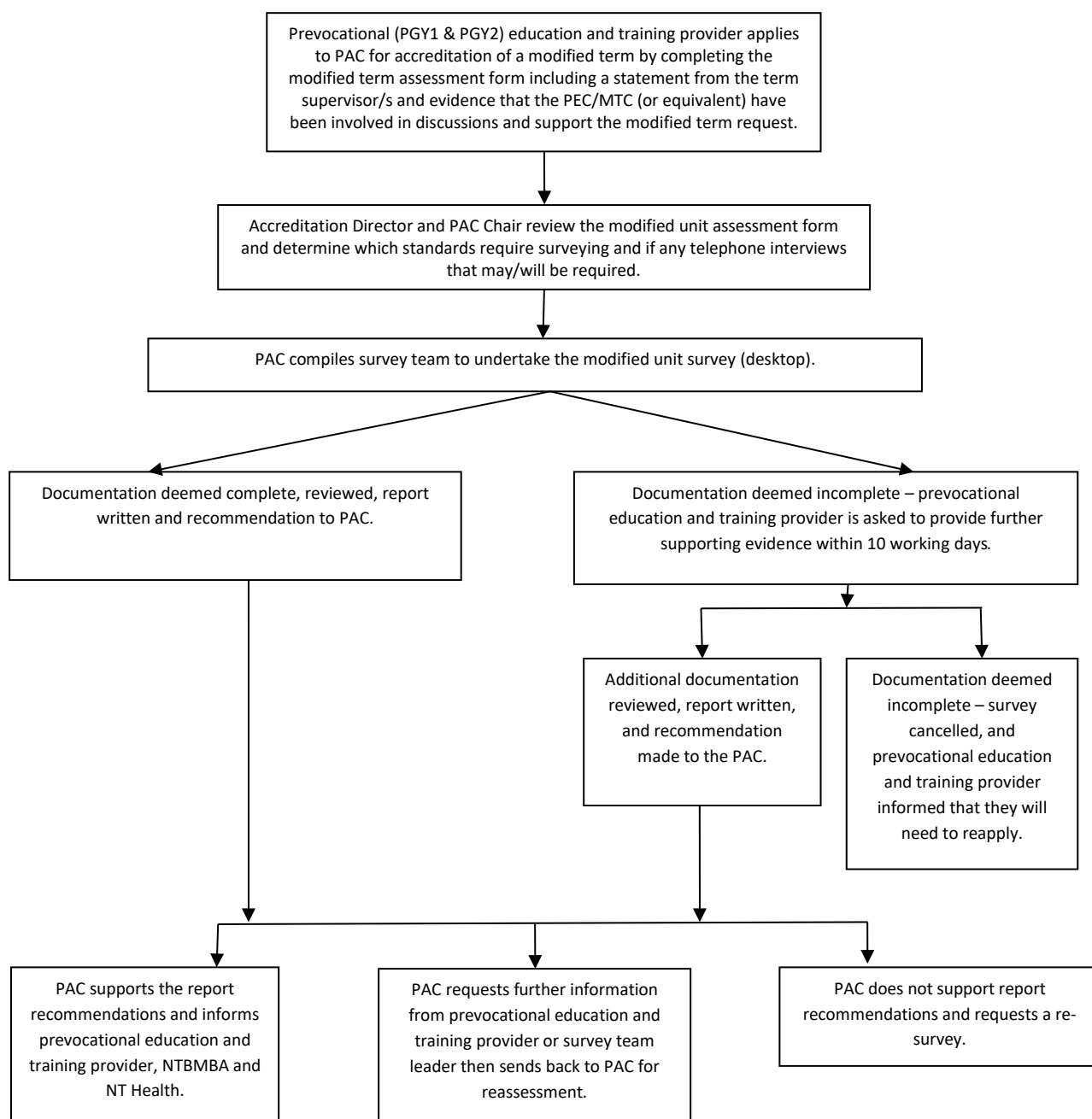
Documentation provided by the prevocational education and training provider at the time of submitting the self-assessment material must include a signed statement from the term supervisor outlining the intended modification and evidence that the education and training committee (PEC/MTC) or equivalent have considered the requested modification.

Once accredited the modified term is entered on the prevocational education and training provider matrix and is managed through quality action plans (QAP) and progress reports.



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PROCESS FLOWCHART





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PROCESS DESCRIPTION

Prevocational education and training providers should be aware that this process takes 3 months to complete and should factor this in to the timing of when they wish to use the term.

1. A prevocational (PGY1 & PGY2) education and training provider applies for reaccreditation of a modified term by completing the modified term survey documentation and returns to the accrediting authority including a statement from the term supervisor/s and evidence that the MTC/GCTC (or equivalent) have been involved in discussions and supports the modified term request.
2. The application is assessed by prevocational accreditation director and PAC Chair and determines which standards will be reviewed and which interviews may be required, as well as whether provision can be made to address the survey in accordance with funding and scheduling constraints.
3. Prevocational accreditation staff arrange 2 accredited surveyors (one of whom will be the survey leader) to conduct a paper-based survey process.
4. The surveyors review the modified term documentation, within one month of receipt of documentation and:
 - a. If deemed complete, the survey proceeds with the required interviews.
 - b. If deemed insufficient, the prevocational education and training provider is asked to provide further information and/or clarification within 10 days. Once this is provided and deemed satisfactory, survey is undertaken.
 - c. If documentation remains incomplete the survey will be cancelled and the prevocational education and training provider will be required to reapply.
5. The survey team writes the report according to the report writing process.
6. The survey team leader or their delegate presents the survey report to the PAC.
7. The PAC either:
 - a. Endorses the report and informs the prevocational education and training provider, the NTBMBA and NT Health
Or
 - b. Requires further information from the survey team leader and/or prevocational education and training provider
Or
 - c. Does not endorse the report and requires/recommends re-survey
8. The prevocational education and training provider Manager, DCT and MEO are informed of the decision and subsequently the NTBMBA and NT Health of the decision

SUPPORTING DOCUMENTATION

1. *Accreditation Policy 1.1*
2. *Accreditation Step by Step Guide 4.1*



MODIFIED UNIT SURVEY PROCESS

PERFORMANCE MEASURES/KPI

1. 100% of modified term accreditations implemented according to this policy
2. Feedback from prevocational education and training providers
3. Feedback from Prevocational Accreditation Committee

Process contact officer: Quality Assurance Officer