



NOTIFICATION OF CHANGE OF CIRCUMSTANCE THAT MAY AFFECT ACCREDITATION STATUS PROCESS

PROCESS 2.10

Initially Approved by PAC: 2015

Last Amended: June 2023

Next Review: June 2026

RELATED POLICY

Accreditation Policy 1.1

PURPOSE

The following documentation outlines the process for managing a notification of change of circumstance that may affect a prevocational education and training provider's accreditation status.

SCOPE

Change of circumstances that may affect accreditation status may involve the failure or potential failure to satisfy any of the National standards and requirements for prevocational (PGY1 and PGY2) training programs and terms.

Notification of change of circumstance that may affect a prevocational education and training provider's accreditation can come from:

1. The prevocational education and training provider's Manager, or
2. An employee of the prevocational education and training provider, or individual, consumer, or
3. Any survey team engaged in a survey event, or
4. Recognised body interested in prevocational education and training

Where a whistle-blower is involved, this process will ensure confidentiality is maintained at all times according to the Northern Territory Government fraud and corruption policy.

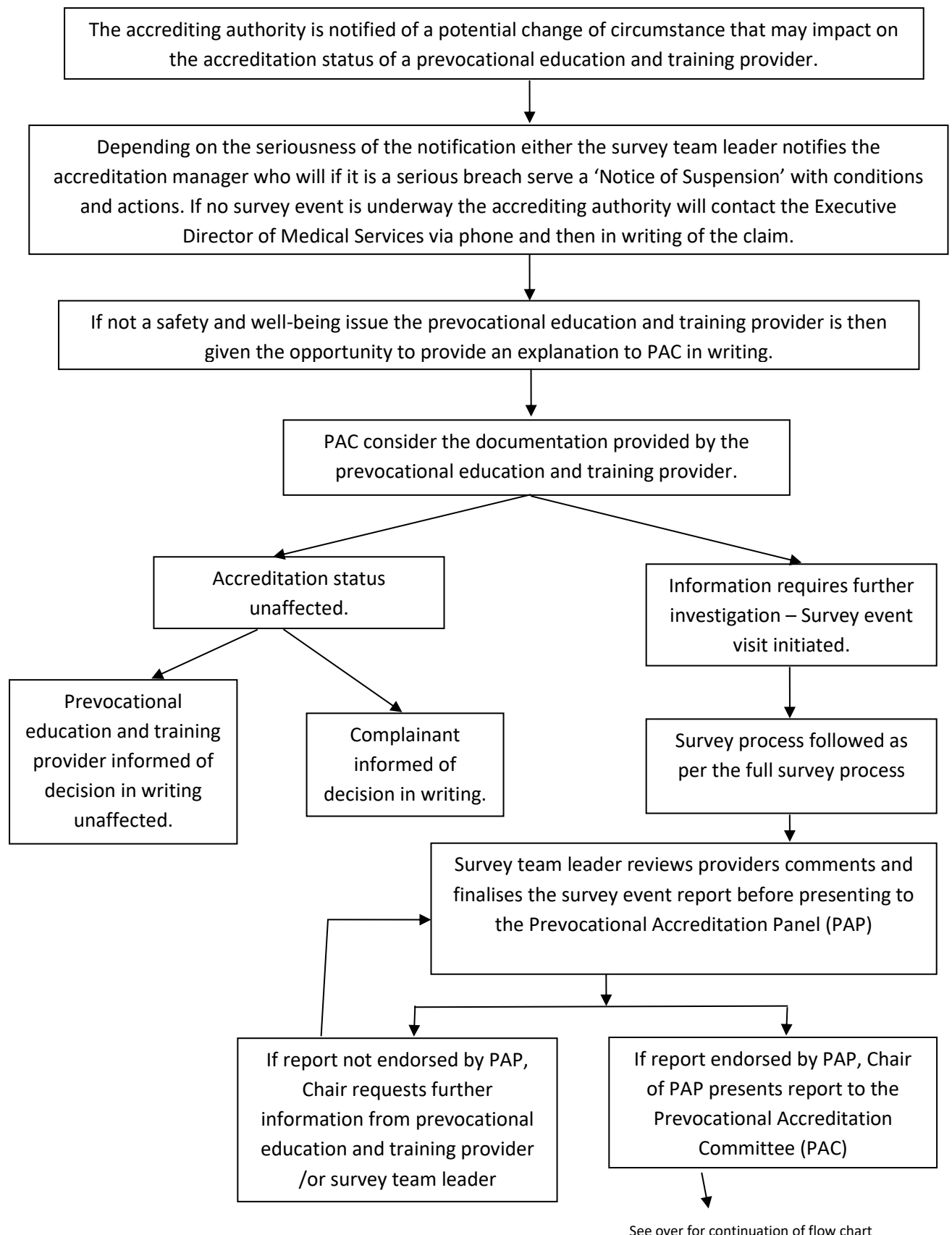
Change of circumstance refers to changes in a prevocational (PGY1 & PGY2) training program or term which may impact prevocational (PGY1 & PGY2) doctors and the quality of their training and supervision. Prevocational training providers must therefore notify the accreditation authority of any significant changes that may impact or potentially impact the training program continuing to meet the national standards.

Significant changes in circumstances may include:

- Absence or changes to senior staff with important roles in prevocational training, such as a DMS, term supervisor, MEO or junior medical officer (JMO) manager.
- 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.
- 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 programs.

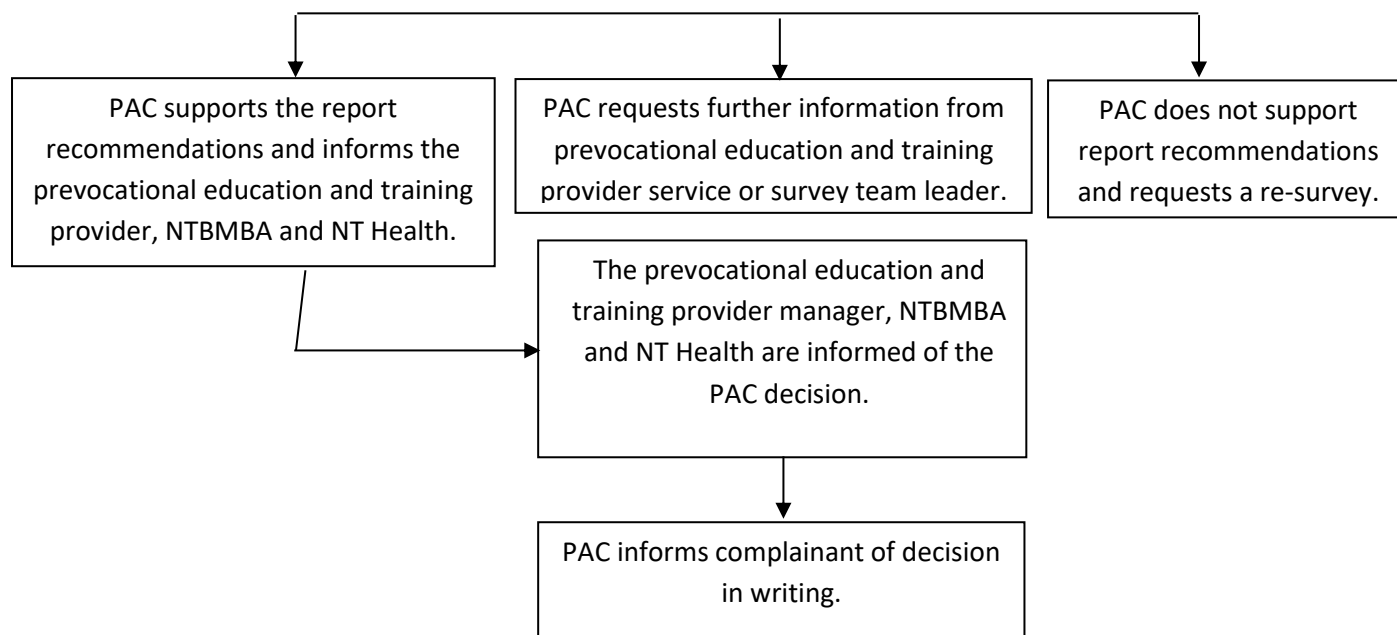


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PROCESS DESCRIPTION

1. If a serious breach is identified by the survey team undertaking a survey event assessment that requires immediate action (e.g. suspension of PGY1 or PGY2 rotations in a specific term due to unsafe practices in that term), the survey team leader will notify the accreditation manager of the circumstances providing evidence of the issue. The accreditation manager will then in consultation with the PAC Chair serve a 'Notice of Suspension' for the given area of concern to the provider's medical services executive. The 'Notice of Suspension' will have conditions and actions with a timeline attached that the prevocational education and training provider will be required to meet as part of the final accreditation assessment.
2. If change of circumstance does not require an immediate 'Notice of Suspension' to be issued, the PAC is notified of the change in circumstance that could affect the provider's accreditation status.
3. The accrediting authority writes to the prevocational education and training provider (if correspondence does not originate as notification from the provider) notifying it of the complaint and asking for clarification.
4. The prevocational education and training provider, provides an explanation to PAC in writing.
5. PAC reviews the prevocational education and training providers' response and:
 - a. If accreditation status is found to be unaffected, the provider and complainant are informed of the outcome,
 - or
 - b. If the information received requires further investigation, a survey event visit or modified term survey is initiated as appropriate.
6. A survey event visit is conducted as per the full survey process and a recommendation on the issue is made to the PAP for acceptance. If accepted by the PAP, a briefing is presented to the PAC.
7. The PAC reviews the recommendation and endorses or rejects.
8. The prevocational education and training provider is informed of PAC decision. This process should take no longer than three months from the time of PAC notification.
9. The PAC informs the NTBMBA and NT Health of its recommendation/s.
10. The PAC informs the complainant in writing if this is a different source to the prevocational education and training provider.

SUPPORTING DOCUMENTATION

1. *Accreditation Policy 1.1*

PERFORMANCE MEASURES/KPI

1. 100% of notifications of change of circumstance with the potential to impact on accreditation status are acted upon according to this policy
2. Feedback from prevocational education and training provider
3. Feedback from Prevocational Accreditation Committee

Process contact officer: Quality Assurance Officer