



CONTEXT

The Prevocational Accreditation Committee (PAC) is the Northern Territory's accrediting authority for prevocational (PGY1 and PGY2) medical training programs, operating under delegation from the Medical Board of Australia (MBA).

Prevocational training providers have the right to appeal accreditation decisions made by the PAC.

SCOPE

A prevocational training provider that is the subject of an accreditation decision may apply to the Chair of the PAC for the decision to be reviewed by an Appeals Committee.

The application must be submitted within **14 days** of receiving written notification of the accreditation decision and must be based on one or more of the following grounds:

1. An error in due process occurred during the development of the accreditation decision; and/or
2. Relevant and significant information that was available and provided to the survey team was not considered when making the accreditation recommendations; and/or
3. The PAC's decision was inconsistent with the information presented to it; and/or
4. Perceived bias by a surveyor.

POLICY STATEMENT

1. Establishment of an Appeals Committee

Upon receiving notification from the Chair of the PAC that an appeal has been lodged, the accrediting authority's Director (or delegate) will establish an independent Appeals Committee comprising at least three members, including:

- A Chair (who may be an experienced surveyor); and
- At least two experienced surveyors who were not members of the original survey team, including at least one surveyor from an external organisation (for example, another Postgraduate Medical Council or the Australian Medical Council); and
- Any other independent person who was not involved in the accreditation decision under appeal.



2. Secretariat Support

A staff member of the accrediting authority who was not involved in the accreditation decision under appeal will provide secretariat support to the Appeals Committee. The staff member will not be a member of the Committee.

3. Written Submissions

The Appeals Committee will consider written submissions only.

4. Principles of Natural Justice

The Appeals Committee must act in accordance with the principles of natural justice and determine each appeal on its merits.

5. Consideration of Information

The Appeals Committee is not bound by the rules of evidence and may inform itself on any matter, and in any manner, it considers appropriate, subject to the principles of natural justice.

6. Advice to the Accrediting Authority

The Appeals Committee will provide written advice on the appeal to the accrediting authority's Director (or delegate).

7. Advice to the PAC

The accrediting authority's Director (or delegate) will provide the Appeals Committee's written advice to the PAC.

8. Outcome of the Appeal

The PAC is bound by the advice of the Appeals Committee and must either uphold or set aside the accreditation decision accordingly.

The prevocational training provider will retain its existing accreditation status while the appeal is being considered.

9. Voting

If the Appeals Committee is unable to reach a majority decision, the Chair will exercise the casting vote.

10. Notification of Outcome

The accrediting authority's Director (or delegate) will notify the prevocational training provider of the outcome of the appeal in writing.



11. Costs

The prevocational training provider is responsible for all costs associated with convening and conducting the appeal including any additional costs incurred during the process. These costs will be invoiced at the conclusion of the appeal.

If the appeal is successful no appeal-related costs will be charged to the prevocational training provider.

SUPPORTING DOCUMENTATION

1. *Appeals against Accreditation Committee Decision - Process 2.9*

PERFORMANCE MEASURES/KPI

1. 100% of appeals against PAC decisions managed according to this policy

Policy contact officer: Quality Assurance Officer