



Approved by PAC: 2015

Last Amended: June 2023

Next Review: June 2026

RELATED POLICY

Accreditation Policy 1.1

PURPOSE

Following an accreditation survey of a prevocational (PGY1 & PGY2) training provider, 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 surveys:

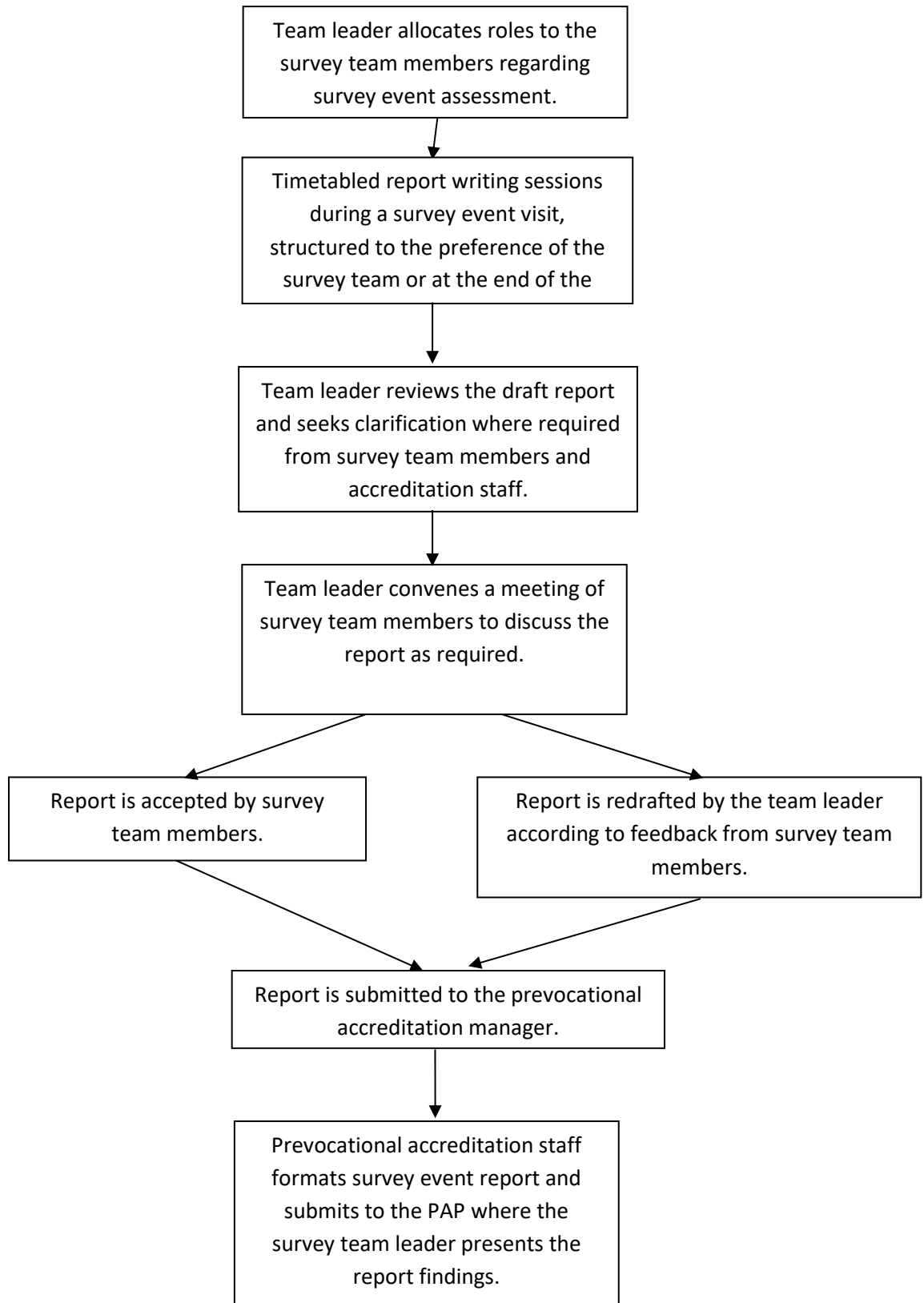
1. Accreditation/reaccreditation visit
2. New/offsite term survey
3. Modified term survey
4. Monitoring surveys (quality action plans; progress reports)

Survey team leaders and team members are responsible for completing in a timely and appropriate manner the survey event report for the survey they have conducted. Survey report language must be consistent throughout the report. Names of individual prevocational training provider staff should not be written in the report.



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 team members for assessing the submission and evidence that will assist later in the report writing process.
2. For a survey visit a report writing session is timetabled at the end of the visit to facilitate the development of a draft report.
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 meeting to discuss the issue/concern and get feedback from team members.
5. The report is reviewed by the survey team leader and where necessary refines the survey report in light of feedback from survey team members.
6. The survey team leader along with the accreditation support staff ensures consistency of language used, appropriate tone and intent. Survey team members are asked to electronically accept and endorse the report. Proof of report endorsement is held electronically by the accrediting authority.
7. A final draft of the report is endorsed by all survey team members
8. The report is forwarded to the prevocational training provider for review of the facts. This step occurs prior to any accrediting authority decisions being made with regard to the survey report findings. The prevocational training provider is to review the facts of the report only (this occurs for reaccreditation/initial surveys only).
9. The prevocational training provider, 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 on any points/findings that may appear to be incorrect.
10. The survey team leader reviews the prevocational training providers' 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 Selection Process 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

Process contact officer: Quality Assurance Officer