

CONTEXT

Northern Territory Prevocational Accreditation Processes rely on Surveyors who are members drawn from the medical education and training stakeholder groups. In order to participate in an accreditation survey event Surveyors must possess the following attributes:

1. Necessary background/experience
2. Appropriate training
3. Maintenance of currency of Surveyor status

SCOPE

This Policy relates to all NT Prevocational Accreditation Surveyors. Surveyors are recruited and trained annually and/or when required.

POLICY STATEMENT

1. Surveyors can be drawn from any of the following stakeholder groups, at a State or National level:
 - a. Prevocational medical staff (Intern through to Registrar)
 - b. Clinicians from public or private sector
 - c. DCTs
 - d. MEOs
 - e. DMS/Medical Superintendent
 - f. NT Prevocational Accreditation staff
 - g. Medical Services/Workforce Managers
 - h. General Practitioners
 - i. Retired Medical Practitioners (who have been retired for less than five years)
 - j. Others with suitable experience
2. The *Surveyor Selection Process* must be completed. To be appointed as a Surveyor the applicant must agree to comply with the *Surveyor Position Description* and *Code of Conduct*
3. A Survey Team **must** consist of:
 - a. At least three and usually no more than 5 Surveyors for a Full Survey Visit, one of which **must** be a prevocational doctor, or
 - b. At least two Surveyors for a Rural Hospital, General Practice or New, Offsite Unit or Modified Unit Survey, one of which **must** be a prevocational doctor
4. A Surveyor must undergo the following training prior to his/her first Survey:
 - a. Surveyor Training Workshop (which must include orientation to NT Prevocational Accreditation Policies and Processes, and Surveyor Code of Conduct)
 - b. Where possible observation of at least one Full Survey Visit (to reinforce the Surveyor training by observing experienced Surveyors at work).



5. In order to maintain his/her currency and status as a NT Prevocational Accreditation Surveyor a Surveyor must:
 - a. Attend a Surveyor Refresher Training Workshop at least every three years, and
 - b. Complete one preferably two Accreditation Survey events per annum (or one Survey Visit event and at least one desktop Paper Based Survey event). This requirement may be waived at the discretion of the Chair of the Prevocational Accreditation Committee.
6. Where Surveyor currency is deemed to have lapsed, a Surveyor must either attend a:
 - a. Surveyor Refresher Training Workshop, or
 - b. Survey Visit as an observer
7. Every Accreditation Visit event must have an appropriately trained Survey Team Leader
8. In order to ensure release of Surveyors for Accreditation events, without undue burden on any one NT health regional health service, the NT Prevocational Accreditation Committee will:
 - a. Request advance confirmation of release of Surveyors and Survey Team Leaders for scheduled Survey events during the forthcoming year from NT health regional health service DMSs (or equivalent)
 - b. Work towards ensuring that Surveyors and Survey Team Leaders are equitably drawn upon across NT health regional health services
 - c. Confirm availability with Surveyors and Survey Team Leaders and their release
9. A Survey Team Leader must:
 - a. Have completed at least two Full Survey Visits (which may include experience in another domain e.g. ACHS, AMC, Colleges or other PMC etc.)
 - b. Be nominated by NT Prevocational Accreditation Committee according to the Survey Team Leader Selection Process
 - c. Be from any of the Surveyor backgrounds listed in this Policy
 - d. Attend the Survey Team Leader Training Workshop prior to becoming a Survey Team Leader and
 - e. Complete at least one Survey event (which must be as a Survey Team Leader) per annum to maintain his/her currency as a Survey Team Leader
10. The Survey Team Leader must provide all the Surveyors in his/her Survey Team with feedback within one month of the accreditation survey event using the Accreditation Evaluation Process
11. The Survey Team Leader is responsible for fulfilling the duties listed in the Survey Team Leader Position Description (PD) including:
 - a. The organisation a Pre Survey Meeting with his/her Surveyors to allocate roles and responsibilities, and
 - b. Chair the Summation Conference at the conclusion of a Visit survey event
 - c. The collation and final edit of the Accreditation Survey Event Report prior to submitting to NT Prevocational Accreditation Panel.

NT Accreditation support staff will facilitate these activities.
12. A Survey Team may be divided into Sub-Teams to facilitate accreditation of multiple units. Where a Sub-Team is formed, a Survey Sub-Team Leader will be allocated by NT Prevocational Accreditation Committee.



SURVEYOR POLICY

13. The accrediting authority will provide the following honorariums to non NTG employees for their services to prevocational accreditation survey events:
- a. \$500 per day for prevocational trainees, registrars and non-medical surveyors
 - b. \$700 per day for consultants and career medical officers
 - c. An additional \$200 per day is provided to surveyors who are survey team leaders

In addition the accrediting authority will provide survey team leaders a \$350 honorarium for survey event report writing.

DEFINITIONS

DCT – Directors of Clinical Training (DCTs) are medical practitioners appointed in each NT health regional health service to support the training of prevocational doctors. The DCT has a responsibility to assess the strengths and weaknesses in the NT health regional health services General Clinical Education and Training Program and to rectify or modify the program where needed. DCTs (or Directors of Medical Services (DMSs)) are responsible for reporting on the assessment and suitability of PGY1 and AMC candidates on probationary or provisional registration. DCTs are the Internship nominee as specified in the *Medical Board of Australia's Registration standard*

DMS (or equivalent) – is the medical practitioner who leads each NT health regional health services medical administration.

NT health regional health service - The NT health regional health service is the institution or clinical setting within which prevocational doctor's work and train. These organisations will usually be hospitals but may be health care centres or supervised practice locations in community settings that have met Accreditation requirements for prevocational doctor training.

MEO – is an experienced educationalist employed to assist the DCT in developing educational processes and procedures supportive of the PETP.

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/facility's compliance against the Standards and provides recommendations for quality improvements. This Report contains a recommendation regarding the level of Accreditation status and period of Accreditation to be awarded. Survey Team Leader presents the Prevocational Accreditation Report to the PAP.

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

Survey Team Leader – is the specially trained leader of the Survey Team, responsible with assistance from the Accreditation Manager and 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 event report to the NT Prevocational Accreditation Panel (PAP).

Survey Sub-Team Leader – is an experienced Surveyor assigned to assist the Survey Team Leader by leading a Sub-Team of the Survey Team. Each Survey Team consisting of four or more Surveyors may



SURVEYOR POLICY

be divided into Sub-Teams in order to conduct the unit/staff interviews at a NT health regional health service. The Survey Sub-Team Leader is responsible for the tasks outlined in the relevant Position Description.

SUPPORTING DOCUMENTATION

1. *Accreditation Evaluation Process*
2. *Surveyor Selection Process*
3. *Survey Team Leader Selection Process*
4. *Position Descriptions for Surveyors, Survey Team Leaders and Survey Sub-Team Leaders*
5. *Surveyor Guidelines – for NT Prevocational Accreditation Survey Events*

PERFORMANCE MEASURES/KPI

1. 100% of Surveyors used in NT Prevocational Survey events have the appropriate background, training and currency according to this Policy
2. 100% of all Survey Team Leaders used in NT Survey events have the appropriate background, training and currency according to this Policy
3. 100% of honorariums paid are in accordance with this Policy and Surveyor Guidelines

Policy Contact Officer: Quality Assurance Officer