



SURVEYOR POLICY

POLICY 5.4

Date Approved by PAC: 2015

Date Last Amended: August 2026

Date for Next Review: August 2029

CONTEXT

Prevocational accreditation relies on surveyors drawn from a range of medical education and training stakeholder groups.

To participate in an accreditation survey, surveyors must:

- Have appropriate qualifications, experience or expertise.
- Complete the required surveyor training.
- Maintain their prevocational accreditation surveyor status.

SCOPE

This policy applies to all prevocational accreditation surveyors.

Surveyors are recruited and trained annually, or more frequently if required.

POLICY STATEMENT

1. Surveyor Eligibility

Surveyors may be recruited from the following stakeholder groups at either a state or national level:

- Prevocational doctors (intern to registrar level)
- Clinicians from the public or private sector
- Directors of Clinical Training (DCTs)
- Medical Education Officers (MEOs)
- Directors of Medical Services (DMSs)
- Prevocational accreditation staff
- Medical services or workforce managers
- General practitioners
- Retired medical practitioners (retired for less than five years)
- Other individuals with relevant knowledge, skills, or experience



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2. Appointment of Surveyors

Applicants must complete the **Surveyor Selection Process (5.2)** before being appointed as a surveyor.

As part of the appointment process, applicants must agree to comply with the:

- Surveyor Position Description; and
- Surveyor Code of Conduct (5.1).

3. Survey Team Composition

Survey teams must include a prevocational doctor and consist of:

Full survey visits

- A minimum of 3 surveyors and generally no more than 5 surveyors including at least one prevocational doctor.

Rural hospital, general practice, new term, off-site term, or modified term surveys

- A minimum of 2 surveyors, including one prevocational doctor.

4. Initial Surveyor Training

Before participating in their first survey surveyors must complete:

1. A Surveyor Training Workshop, including:
 - Orientation to accreditation policies and processes.
 - Training on the Surveyor Code of Conduct.
2. Where possible, observation of at least one accreditation survey event (site visit or desktop review) to gain practical experience and observe experienced surveyors.

5. Maintaining Surveyor Currency

To maintain their status as a prevocational accreditation surveyor, surveyors must:

- Attend a surveyor refresher training workshop at least every 3 years; **or**
- Participate in at least one accreditation survey event every 3 years.

This requirement may be waived at the discretion of the Chair of the Prevocational Accreditation Committee (PAC).



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Note: If a surveyor's currency has lapsed they must attend a surveyor refresher training workshop before participating in future surveys.

6. Survey Team Leadership

Every accreditation survey event must have an appropriately trained Survey Team Leader.

To be appointed as a Survey Team Leader an individual must:

- Have completed at least one full accreditation survey visit (experience gained through other accreditation programs such as ACHS, AMC, medical colleges, or other medical councils may be considered);
- Be eligible as a surveyor under this policy;
- Complete Survey Team Leader training;
- Participate in at least one survey event as a Survey Team Leader every 3 years to maintain currency; and
- Be endorsed by the PAC in accordance with the Survey Team Leader Selection Process.

7. Release and Availability of Surveyors

To minimise the impact on individual training providers and support surveyor availability the PAC will:

- Seek advance confirmation from Directors of Medical Services (or equivalent) regarding surveyor release for scheduled surveys.
- Promote equitable use of surveyors across training providers.
- Confirm surveyor availability and organisational release arrangements before survey events.

8. Survey Team Leader Responsibilities

The Survey Team Leader is responsible for:

- Chairing a pre-survey meeting to allocate roles and responsibilities.
- Chairing the summation conference at the conclusion of a site visit.
- Coordinating, reviewing and finalising the accreditation survey report before submission to the Prevocational Accreditation Committee (PAC).
- Presenting the survey report to the PAC.

The Survey Team Leader must also provide feedback to each surveyor within one month of the survey event using the accreditation evaluation process.

Prevocational accreditation support staff will assist with these activities.

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9. Survey Sub-Teams

Where accreditation activities involve multiple terms or locations the survey team may be divided into sub-teams.

When this occurs a Survey Sub-Team Leader will be appointed by the Survey Team Leader in consultation with the Accreditation Director.

10. Honorariums

The accrediting authority will provide honorariums to surveyors who are not Northern Territory Government (NTG) employees.

Surveyor Category	Honorarium
Prevocational trainees, registrars, and non-medical surveyors	\$500 per day
Consultants and Career Medical Officers	\$700 per day
Survey Team Leaders (in addition to the applicable daily rate)	Additional \$200 per day for survey visits

Survey Team Leaders will also receive a one-off honorarium of **\$350** for survey event report writing.

SUPPORTING DOCUMENTATION

1. *Accreditation Evaluation Process 2.8*
2. *Surveyor Selection Process 5.2*
3. *Survey Team Leader Selection Process 5.3*
4. *Position descriptions for surveyors and survey team leaders*
5. *Surveyor Guidelines – for Prevocational Accreditation Survey Events*

PERFORMANCE MEASURES/KPI

1. 100% of surveyors and survey team leaders used in prevocational survey events have the appropriate background, training and currency according to this policy.
2. 100% of honorariums paid are in accordance with this policy and the surveyor guidelines

Policy contact officer: Quality Assurance Officer