



RELATED POLICY

Extension Policy 1.8

PURPOSE

Prevocational Accreditation survey event visits and submission dates are determined by the length of accreditation status awarded by the Prevocational Accreditation Committee (PAC) and are stipulated in the accreditation cycle provided to the NT health regional health service following a reaccreditation survey visit.

The accrediting authority acknowledges that due to unforeseen circumstances, NT health regional health services may be unable to meet these predetermined dates and as such may request an extension to the submission due date/survey visit and/or expiration of accreditation status.

NT health regional health services are required to notify in writing the accrediting authority as soon as possible of such a request, to allow a timely outcome and response.

SCOPE

This process applies to all accrediting authority survey events (visit/desktop) – planned and unplanned.

DEFINITIONS

Extension – is an increase in the period of time during which something is effective.

PROCESS DESCRIPTION

1. Accrediting authority staff receive a written request for an extension (submission date/survey visit/accreditation status)
2. Accrediting authority staff inform the Accreditation Manager and/or PAC Chair.
3. If the request for an extension is in relation to the submission date/survey visit, the Accreditation Manager is to negotiate and approve/not approve the request. Due consideration is to be given to the circumstances prompting the request as well as the implications on managing the survey event whilst allowing for due process to be followed.
4. If the request for an extension is with regard to a NT health regional health service expiry date of the accreditation status, the Accreditation Manager will refer this request to the PAC for consideration and decision making. A PAC Out of Session (OOS) meeting will be held as per the OOS Meeting Policy and Process in order to expedite a resolution.

SUPPORTING DOCUMENTATION

ACCREDITATION EVENT EXTENSION PROCESS



1. *Extension Policy 1.8*
2. *Out of Session Committee Meeting Policy 1.7*
3. *Out of Session Committee Meeting Process 2.13*
4. Prevocational Accreditation Cycle

PERFORMANCE MEASURES/KPI

1. 100% of Extension requests are acted upon according to this Process

Process Contact Officer: Quality Assurance Officer