

ACCREDITATION CYCLE

CYCLE

NT Prevocational Accreditation Committee (PAC) has the designated authority to undertake accreditation of prevocational training positions by the Medical Board of Australia (MBA). The maximum duration of accreditation is for a period of 4 years. A full survey is required prior to lapse of accreditation therefore a **full survey** must be undertaken in the calendar year that the accreditation will lapse.

PRINCIPLES OF ACCREDITATION CYCLE

The following principles underpin the accreditation cycle:

1. The maximum accreditation period awarded to a prevocational training provider is 4 years from the date of the visit or expiry of its accreditation status.
2. Periods of reduced accreditation can be awarded by the PAC where limited or non-compliance with the standards has been identified or where otherwise deemed appropriate by the survey team, PAP or PAC. The team leader within the accreditation survey report will recommend this to the PAC through the Prevocational Accreditation Panel (PAP). It is the responsibility of the prevocational training provider to ensure that their accreditation does not lapse while they are employing prevocational doctors as part of an accredited training program.
3. Any prevocational training provider with its own Director of Medical Services, Director of Clinical Training and Medical Education Officer taking prevocational doctors is regarded as a prevocational training provider. It will therefore be required to undertake reviews in accordance with the normal cycle of accreditation events.

The accreditation cycle consists of events which are undertaken by the prevocational training provider. The timing of the events in the cycle is dependent on the period of accreditation awarded. Some of these events for a period of reduced accreditation may be omitted and/or shorter lead in times allotted. Shortly after the awarding of the accreditation period by the PAC the NT Accrediting Authority will send an accreditation survey cycle schedule outlining the expected dates for each of the events required for that accreditation period.

CYCLE OF EVENTS

The cycle of events for a full 4 year accreditation period awarded are:

Full Survey

A reaccreditation document is completed by the prevocational training provider prior to the full survey. It addresses the standards and criteria across both the governance structure and the terms within which the prevocational doctors learn.

A full survey must occur prior to the date when accreditation would lapse (*this includes a site visit*).

Quality Action Plans

After a full survey event, prevocational training providers are required to provide a Quality Action Plan (QAP) to show how they will meet their quality improvement recommendations and conditions from the visit report (*this is a paper-based survey*).

Within the 4 year accreditation period 2 QAPs would be expected. The first QAP should be received 6 to 8 months following a full survey (unless otherwise advised) and the second QAP should be received 12 months following the first QAP (unless otherwise advised). The QAP should include monitoring of any new/modified terms which have been accredited since the last full survey.

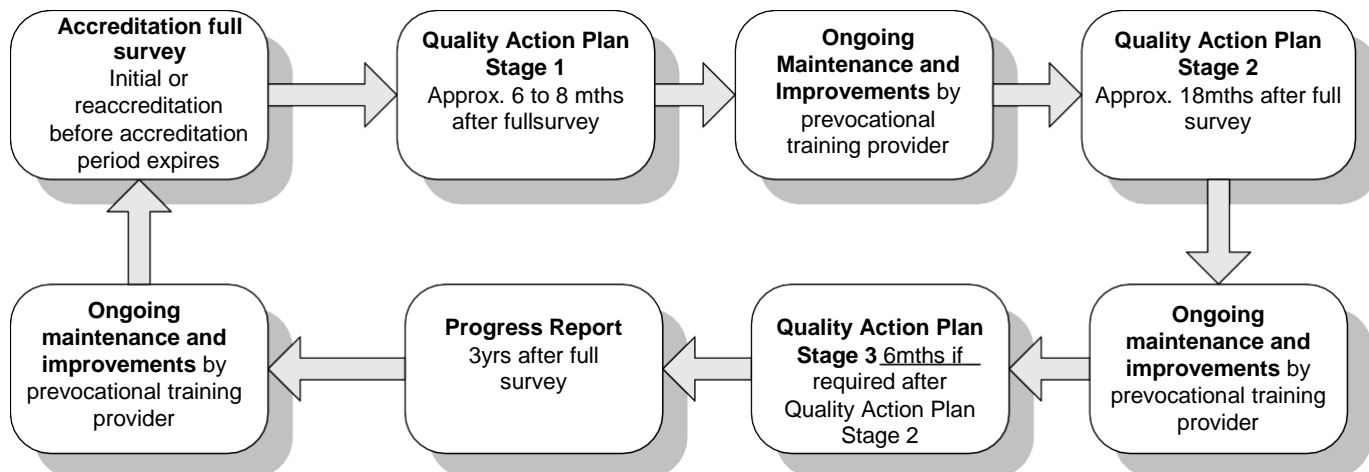
It is expected that maintenance and improvements of the prevocational training program should be ongoing between survey events.

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Periodic Survey – Progress Report

A Progress Report occurs approximately 3 years after the full survey (*this is a paper- based survey and therefore does not generally include a site visit*).

The following diagram represents the individual events which comprise the accreditation cycle for a 4 year accreditation period:



TYPES OF SURVEY EVENTS

There are 4 main types of accreditation survey events:

Full Survey Event

A full survey requires surveyors to undertake a site visit to the prevocational training provider under review. The process used to guide this full survey is provided in the Chapter on *Accreditation Processes*. Surveyors will be provided with the prevocational training provider’s accreditation submission form and underpinning evidence prior to the visit. A number of meetings/interviews with prevocational training provider staff take place during the visit and details can be found in the *Accreditation Step-by-Step Guide* section 4, Chapter 4 ‘Personnel’.

New, Offsite Term Survey

This survey is required when a prevocational training provider requests accreditation of a term that has not previously been accredited for prevocational training and may be offsite at a different geographical location to the primary allocation centre. A smaller team of surveyors will review the term/s via a paper based (desktop) survey or visit according to the *New, Offsite Term Survey Process*. New and Offsite Terms are accredited for a maximum of one year. A QAP for that unit may be required 6 months after the first prevocational doctor has completed the term (unless a full survey is scheduled around that date where this step could be included in the upcoming full survey). Copies of the prevocational doctor evaluations for the term are required 12 months post survey (QAP or full).

Modified Term Survey

This survey is required when a Term previously accredited for prevocational doctors needs to undergo some modification since its last accreditation survey event. Examples of modifications which would require review include but are not limited to:

- Plans for significant redesign or restructure of the health service that impacts on prevocational doctors such as a significant change to clinical services provided or a ward or service closure that changes case load and case mix for a term or relocation of this term to another campus/geographical location of the prevocational training provider.
- Workforce or rostering changes to the term that significantly change the access and level of supervision provided to prevocational doctors or their access to educational opportunities.
- Change to the number of prevocational (PGY1 & PGY2) doctors.

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- Resource changes that significantly reduce available administrative support, facilities or educational program.

This Survey will be undertaken as a paper based (desktop) survey according to the *Modified Term Process* provided in the Chapter *Accreditation Processes*.

Periodic Survey – Progress Report

A progress report is undertaken 3 years through the accreditation cycle of a prevocational training provider as outlined previously under accreditation cycle. This survey will, in most circumstances, be undertaken as a paper based (desktop) survey according to the *Quality Action Plan Survey Process* provided in the Chapter *Accreditation Processes*.