



SURVEYOR POLICY

POLICY 5.4

Date Approved by PAC: 2015

Date Last Amended: June 2023

Date for Next Review: June 2026

CONTEXT

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

1. Suitable background/experience;
2. Appropriate training; and
3. Maintenance of currency of surveyor status.

SCOPE

This policy relates to all 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 doctor (Intern through to Registrar)
 - b. Clinicians from public or private sector
 - c. DCTs
 - d. MEOs
 - e. DMS
 - f. 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 (5.2) must be completed. To be appointed as a surveyor the applicant must agree to comply with the Surveyor Position Description and Code of Conduct (5.1).
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 term or modified term survey, one of which **must** be a prevocational doctor.
4. A surveyor must undergo the following training prior to their first survey:



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- a. Surveyor training workshop (which must include orientation to prevocational accreditation policies and processes and surveyor code of conduct)
 - b. Where possible observation of at least one survey event (visit or desktop), to reinforce the surveyor training by observing experienced surveyors at work.
5. In order to maintain their currency and status as a prevocational accreditation surveyor they must:
- a. Attend a surveyor refresher training workshop at least every three years; or
 - b. Complete one accreditation survey events every 3 years. This requirement may be waived at the discretion of the Chair of the Prevocational Accreditation Committee (PAC).

Note: Where surveyor currency is deemed to have lapsed they must attend a surveyor refresher training workshop.

6. Every accreditation survey event must have an appropriately trained survey team leader.
7. In order to ensure release of surveyors for accreditation events without undue burden on any one prevocational training provider the PAC will:
- a. Request advance confirmation of release of surveyors for scheduled survey events during the forthcoming year from the prevocational training providers DMS (or equivalent);
 - b. Work towards ensuring that surveyors are equitably drawn upon across prevocational training providers;
 - c. Confirm availability with surveyors and their release.
8. A survey team leader must:
- a. Have completed at least 1 full survey visit (which may include experience in another domain e.g. ACHS, AMC, colleges or other PMC etc.);
 - b. Be from any of the surveyor backgrounds listed in this policy;
 - c. Attend the survey team leader training workshop;
 - d. Complete at least one survey event (which must be as a survey team leader) every 3 years to maintain their currency; and
 - e. Be endorsed by the Prevocational Accreditation Committee (PAC) according to the survey team leader selection process.
9. The survey team leader must provide all surveyors in their survey team with feedback within one month of the accreditation survey event using the accreditation evaluation process.
10. The survey team leader is responsible for fulfilling the duties listed in the survey team leader position description including:
- a. The organisation of a pre survey meeting with their surveyors to allocate roles and responsibilities;
 - b. Chair the summation conference at the conclusion of a visit survey event; and
 - c. The collation and final edit of the accreditation survey event report prior to submitting to prevocational accreditation panel (PAP).

Prevocational accreditation support staff will facilitate these activities.



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11. A survey team may be divided into sub-teams to facilitate accreditation of multiple terms. Where a sub-team is formed a survey sub-team leader will be allocated by the survey team leader and the accreditation manager.
12. 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 (applies only to survey visits for the duration of the survey)

In addition the accrediting authority will provide survey team leaders a one-off \$350 honorarium 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