



SURVEYOR CONFLICT OF INTEREST POLICY

POLICY 5.5

Date Approved by PAC: 2015

Date Last Amended: August 2026

Date for Next Review: August 2029

CONTEXT

Prevocational accreditation surveyors may, in some circumstances, be perceived to have a potential or actual conflict of interest when participating in an accreditation assessment.

SCOPE

This policy applies to all prevocational accreditation surveyors who:

- Hold current accreditation surveyor status; and
- Have been selected to participate as a member of an accreditation survey team.

POLICY STATEMENT

1. Identifying a Conflict of Interest

A perceived, potential, or actual conflict of interest may exist if a surveyor:

- Is currently employed by the prevocational training provider being assessed; or
- Has been employed by the prevocational training provider being assessed within the previous two years in a role that influences prevocational accreditation; or
- Has a significant personal relationship (for example, a spouse, partner or close family member) with:
 - a person directly involved in the medical education of prevocational doctors; or
 - a stakeholder with an interest in the accreditation outcome (for example, the Director of Clinical Training (DCT), Medical Education Officer (MEO), Director of Medical Services (DMS), or equivalent) at the training provider being assessed; or
- Has any other circumstance that could reasonably be perceived as creating a conflict of interest.

2. Objections by the Training Provider

The prevocational training provider being assessed may formally object to the appointment of a surveyor if it believes a conflict of interest exists.

In these circumstances, the training provider must follow the accrediting authority's *Conflict of Interest Procedure* (2.11).



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3. Self-Declaration by Surveyors

Surveyors are responsible for identifying and declaring any actual, potential or perceived conflicts of interest.

A surveyor who believes they may have a conflict of interest must seek advice from the Prevocational Accreditation Director before accepting participation in a survey.

A surveyor may decline to participate in a survey if a conflict of interest exists.

4. Managing Conflicts Identified During an Assessment

If a previously unidentified conflict of interest or breach of confidentiality is identified during an assessment the Survey Team Leader will determine an appropriate course of action in consultation with the Prevocational Accreditation Director.

Actions may include:

- Reassigning report-writing responsibilities;
- Requiring the surveyor to abstain from relevant discussions or decisions; or
- Modifying the survey program or assessment process.

Any conflict of interest identified during an assessment, and the actions taken to manage it, will be reported to the Prevocational Accreditation Committee (PAC).

5. Identification of Conflicts by Accreditation Staff

Prevocational accreditation staff may identify potential conflicts of interest and refer the matter to the Prevocational Accreditation Committee (PAC) for consideration.

SUPPORTING DOCUMENTATION

1. *Conflict of Interest Policy* 1.5
2. *Conflict of Interest Process* 2.11
3. *Northern Territory Public Sector Conflict of Interest Policy*
4. *Northern Territory Public Sector Conflict of Interest Procedure*

PERFORMANCE MEASURES/KPI

1. 100% of surveyors used in prevocational accreditation survey events have no conflict of interest as outlined within this policy.

Policy contact officer: Quality Assurance Officer