



Surveyor Guidelines

For NT Prevocational Accreditation Survey Events

Version 5 - 2023



NT PMAS

Northern Territory

Prevocational Medical Assurance Services



This is a Prevocational Medical Assurance Services (PMAS) publication designed to assist PMAS surveyors to prepare for a prevocational accreditation survey. It is to be used in conjunction with the Australia Medical Council (AMC) National standards and requirements for prevocational (PGY1 and PGY2) training programs and terms.

PMAS wish to acknowledge the Health Education and Training Institute (HETI) for allowing the use of their document to guide the development of this guideline.

Other relevant documents to be read in conjunction with this Guideline *(These documents can be found in Section 5 of the NT Prevocational Accreditation Manual)*

Document Name
Surveyor Position Description Surveyor Policy Surveyor Conflict of Interest Policy

Document History

Version	Issued	Status	Author	Reason for Change
1.0	Sept 2015	Draft	Shirley Bergin	Current draft will need additional review and changes.
2.0	Mar 2018	Final	Maria Halkitis	Endorsed for use.
3.0	May 2019	Final	Shirley Bergin	Updated new name of branch and minor changes to membership to include community and consumer members and EDOC reference.
4.0	Sept 2020	Final	Maria Halkitis	Update to reflect changes made to the prevocational accreditation cycle.
5.0	June 2023	Final	Maria Halkitis	Update to align with the AMC National Framework for Prevocational (PGY1 and PGY2) Medical Training.



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Overview of Prevocational Medical Assurance Services and Prevocational Accreditation

Prevocational Medical Assurance Services (PMAS)

Background

The Medical Education and Training Centre was established in March 2015 within the division of the Office of the Chief Medical Officer Department of Health. During a departmental restructure in December 2017 METC transferred to the division of People and Organisational Capability.

In May 2019 METC became the Prevocational Medical Assurance Services (PMAS) who retained the responsibility for ensuring the prevocational training providers it accredits are compliant with the AMC National standards and requirements for prevocational (PGY1 and PGY2) training programs and terms.

The PMAS is accredited by the AMC as the prevocational training accreditation authority for the Northern Territory (NT) and undergoes periodic review by the AMC. The Prevocational Accreditation Committee (PAC) and the Prevocational Accreditation Panel (PAP) administer this function on behalf of PMAS.

Summary of the prevocational accreditation process

PMAS's prevocational accreditation program implements and monitors standards for the training and welfare of prevocational trainees in their first 2 postgraduate years. PMAS undertakes the regulatory function of term and prevocational training program accreditation in the NT.

The accreditation process is cyclical in line with national guidelines and standards and provides regular monitoring and assessment of prevocational training programs to ensure continuing compliance with the AMC standards for programs. Over the accreditation cycle, PMAS uses an appropriate mix of methods to assess whether a prevocational training program is meeting the national standards. The methods include surveys, desktop reviews, teleconference discussions and onsite inspections.

The PAC has the designated authority to undertake accreditation of prevocational training positions by the Medical Board of Australia (MBA). The maximum duration of accreditation status 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.
2. Periods of reduced accreditation can be recommended to be awarded by PAC where limited or non-compliance with the standards has been identified, or where otherwise deemed appropriate. The team leader within the accreditation survey report will recommend this to the PAC through the PAP. A prevocational training provider's accreditation cannot lapse if prevocational trainees are employed.
3. Any health service employing a Director of Medical Services and prevocational doctors is regarded as a prevocational training provider. As such it will be required to undertake periodic reviews in accordance with the accreditation cycle and 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. The accrediting authority will send the prevocational training provider an accreditation survey cycle schedule outlining the expected dates for each of the events required for that accreditation period shortly after the awarding of the accreditation period by the PAC.

Cycle of Events

The events that make up a cycle for a full 4 year accreditation period awarded are:

- **Full Survey**

A full survey occurs in the same 52 week period during which accreditation would lapse (*this is a visit survey*).

- **Quality Action Plan (2 stages)**

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

Within the 4 year accreditation period, 2 QAPs would be expected. The first QAP should be received 6 months following a full survey (unless otherwise advised) and the second QAP should be received 12 months following the first QAP.

The QAP should include monitoring of any new/modified terms which have been accredited since the last visit survey event.

It is expected that ongoing maintenance and improvements of the prevocational training program is going on in between other survey events.

- **Progress Report**

A progress report occurs approximately 3 years after the full survey. (*This is a paper-based survey*)

The cycle ends with a reaccreditation (full survey) assessment which also begins the next cycle.

TYPES OF SURVEY EVENTS

There are 4 main types of accreditation survey events and one used for offsite requests:

Full survey event

A full survey requires surveyors to undertake a visit to the prevocational training provider under review as per *Process 2.3 - Full Survey Accreditation*. Surveyors will be provided with the prevocational training provider's submission 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 Term Survey

This survey is required when a prevocational training provider requests accreditation of a term that has not previously been accredited for prevocational education and training. A smaller team of surveyors will review the term/s via a paper based (desktop) survey or visit according to *Process 2.5 - New and Offsite Term Survey*. New terms are accredited for a **maximum of one year**. A QAP for that term may be required **6 months following** the survey and copies of the evaluations for the term are required **12 months post survey**.



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; a ward or service closure that changes case load and case mix for a term; relocation of a 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.
- Resource changes that significantly reduce available administrative support, facilities or educational program.
- Change to the number of prevocational (PGY1 & PGY2) doctors.

This survey will be undertaken as a paper based (desktop) survey according to *Process 2.5 - New and Offsite Term Survey*.

Periodic Survey – Progress Report

A progress report is undertaken 12 months after QAP Stage 2. In most circumstances this survey will be undertaken as a paper based (desktop) survey.

Offsite Term Survey

This survey is required when a prevocational training provide requests accreditation of a term that is offsite to the main primary allocation center and has not previously been accredited for prevocational education and training.

GOVERNANCE OF ACCREDITATION

The Prevocational Accreditation Committee (PAC)

The role of the PAC will reflect the direction and needs of the MBA in relation to registration requirements for PGY1 and PGY2 doctors in the Northern Territory. A further role is to advocate for prevocational doctors and IMGs education and training opportunities through the implementation of accreditation standards.

Its functions are:

1. To make accreditation decisions and inform the NT Board of MBA.
2. To give advice to prevocational training providers on the requirements for prevocational training.
3. To establish, implement, manage, monitor, evaluate and review an objective, robust and transparent system to accredit all prevocational doctors' training programs and terms.
4. To maintain NT accreditation services to meet the Australian Medical Council (AMC) Accreditation Authority National Standards and reporting requirements to ensure PMAS maintains its NT accreditation authority status.

The Prevocational Accreditation Panel (PAP)

The PAP is established to consider prevocational accreditation survey team findings and endorse/not endorse survey team report recommendations, including the recommended period of accreditation



that should be granted (max 4yrs) for the PAC to consider and make the final accreditation decision.

Its functions are to consider prevocational accreditation survey reports and:

1. Refer all accreditation appeals and/or grievances including any conflicts of interest regarding surveyors engaged to undertake the survey event to the PAC.
2. Provide final prevocational accreditation advice and recommendations to the PAC in relation to accreditation of postgraduate year 1 and 2 training positions and programs.
3. Provide advice to the PAC of any areas for improvement regarding the NT prevocational accreditation system, policies or processes.

The Prevocational Accreditation Survey team

All NT prevocational accreditation surveyors are to have successfully completed the prevocational accreditation surveyor training to be eligible to be placed on the surveyor register and be selected as a surveyor for any survey event.

A survey team will consist of at least 3 and usually no more than 5 surveyors for a survey visit event, one of which must be a prevocational doctor. For desktop survey events there are to be at least 2 surveyors one of which must be a prevocational doctor.

Surveyors can be drawn from any of the following stakeholder groups at a Territory or National level:

- a. Prevocational doctor (Intern through to registrar)
- b. Clinicians from public or private sector
- c. Directors of clinical training
- d. Medical education officers
- e. Director of medical services
- f. Prevocational accreditation staff member
- g. Medical services/workforce managers
- h. General practitioners
- i. Retired medical practitioners (who have been retired for less than 5 years)
- j. Consumers/community members with relevant experience



Survey Process

Full Survey Event (Visit)

Pre Survey

Prevocational accreditation staff contact the prevocational training provider 9 months before the visit event is due to confirm survey dates.

Prevocational accreditation staff will send an email reminder to the prevocational training provider regarding the date that their written submission for accreditation/reaccreditation is due.

After the survey event dates and the reminder has been sent out to the prevocational training provider the PAC appoints a survey team including a team leader. The survey team leader along with the accreditation staff coordinates the survey and the surveyors' activities.

Prevocational accreditation surveyors may for a variety of reasons be perceived to have the potential for a conflict of interest. These conflicts of interest are to be highlighted and raised with the prevocational accreditation manager (PAM) at the time of their initial engagement to undertake a survey event.

Prior to the survey visit the names of the surveyors including the survey team leader are forwarded to the prevocational training provider being surveyed to ask if there is any reason the PAC should not use any of the named surveyors regarding a conflict of interest for that particular survey event. The PAC will review any concern/s regarding any surveyor's conflict of interest and where surveyors themselves have raised any concerns regarding their conflict of interest. (*See Prevocational Accreditation Surveyor Conflict of Interest Policy 5.5*)

The prevocational training provider rates itself against the standards within their submission and provides evidence to support its rating. Prevocational accreditation staff checks all the information and evidence before it is given to the survey team.

Surveyor Information

Each survey team member will receive information and documentation for reference via the NT PMAS website when engaged to undertake a survey event which includes:

- Covering email from accreditation support staff
- Prevocational accreditation submission and supporting evidence
- Prevocational Accreditation Matrix (record of accredited terms)
- Survey team contact details
- Previous survey report/s
- Any other related correspondence as needed
- AMC National standards and requirements for prevocational (PGY1 and PGY2) training programs and terms Prevocational accreditation survey report writing guide
- Surveyor code of conduct, surveyor conflict of interest policy and surveyor guidelines

Prevocational accreditation staff provides secretariat services to coordinate the survey process and ensure that all information is available for an efficient accreditation survey event. The prevocational accreditation staff is available to clarify any issues or request information the survey team may need with regard to the administration of the prevocational accreditation survey event.

The survey team evaluates the prevocational training provider submission documentation by:

1. Reviewing the previous survey report/s conditions, quality improvement recommendations and comments.



2. The survey team leader will allocate specific areas within standards that each team member will focus on (these will be recorded and disseminated to all team members).
3. Identifying areas needing clarification in the prevocational training provider's submission and evidence provided to be discussed at the pre-survey meeting.
4. Reviewing the actions taken by the prevocational training provider in response to their last survey visit event conditions and quality improvement recommendations.
5. Identifying and clarifying any changes or additional requests made by the prevocational training provider since the last survey event as follow up of these aspects may need to be addressed in the upcoming survey.
6. Evaluating all information in line with AMC national standards and requirements for prevocational (PGY1 and PGY2) training programs and terms.

The survey team leader then plans with assistance from prevocational accreditation staff the survey event visit:

1. The team leader takes primary responsibility for liaising in person or by phone with the prevocational accreditation staff to discuss the survey timetable and any issues as outlined in any accreditation correspondence.
2. Notifying the prevocational accreditation staff as soon as possible if they require interviewing any additional staff or needing to change any times that is listed on the timetable. This may need to occur prior to the pre-survey meeting.

The survey team leader communicates with:

- Other team members prior to the survey regarding their evaluation of the prevocational training provider's submission (plus evidence).
- The identified prevocational accreditation staff survey event liaison person to advise them of the team's requirements for the interviews and any additional documentation.

At the Prevocational Survey Visit

Welcome and Introductory Meeting

The visit starts with an introductory meeting between the survey team and the prevocational training provider's executive team. The meeting introduces the survey team and accreditation support staff, explains the process and invites the executive team to provide an overview of the prevocational training program it offers and any major changes to the program since their last visit survey event.

Interviews

Interviews are usually conducted with the following groups:

- Prevocational trainees (in small groups - PGY1 and PGY2 in the PTP) ,
- Term and Clinical supervisors
- Director of Clinical Training
- Medical Education Officer
- Junior Medical Officer Managers/Administrators
- Director of Medical Services (or equivalent)

It is important that the interviews concentrate on issues relevant to the prevocational accreditation standards. Interviews with prevocational trainees tend to be group interviews with small groups from 2 and up to 8 trainees (*too many in a group will make it difficult to speak to all present especially those who may not feel comfortable speaking in large groups and therefore may not offer useful and valuable insight into the prevocational training program*).



Review of Documentation

The survey team will review documentation to assess how the prevocational training program is led, coordinated and supported at all levels. It is important that the decisions of the survey team do not rely solely on interviews. Triangulation of the evidence is important to the accreditation outcome (i.e. what the team will read, hear and see).

The documentation as suggested evidence in the prevocational accreditation standards and guidelines (listed below) is a guide to what could be provided to achieve a Satisfactorily Met (SM) rating and may include but is not limited to the following:

- prevocational accredited places matrix;
- Prevocational Training Program strategic planning;
- education and training staff lists and job descriptions;
- rosters/timetables;
- evaluation tools and reports;
- minutes from Medical Training Committee meetings;
- term descriptions;
- Prevocational education and training policies, procedures and manuals;
- Assessment Review Group minutes or summaries;
- progress review forms.

Prevocational Training Provider Infrastructure

The survey team will review the prevocational training provider infrastructure provided for prevocational trainees. This may include a tour of the prevocational training provider including prevocational trainee's access to a common room, computer facilities, recreational space, library and internet, various accredited terms that the prevocational trainee is rotated into. Sometimes an issue arises during survey interviews that may require further visits to terms. The PAC will decide on whether there is a need for offsite terms to be physically visited or can be assessed via video conferencing based on the review of the submission and supporting evidence.

Prevocational trainee terms

The survey team will review all existing prevocational trainee terms to ensure compliance with the standards and provision of the education and training experiences outlined in the term descriptions. They will also check the number of places against what is currently accredited, checking prevocational trainees are not in any unaccredited terms or do not exceed current accredited places in any term.

Facilities wanting to develop a new term or modify a term must submit the term description and request to the PAC prior to the survey. It is the role of the survey team to review all terms, in particular any provisionally accredited terms and assess whether the terms education and training is delivered as described in the term description and in alignment with the standards.

The survey team must provide to the PAC whether provisionally accredited terms are meeting all accreditation standards. The survey team can make recommendations to the PAC relating to individual terms.

Drafting the survey report

Before de-briefing the prevocational training provider executive staff about the team's findings, the team leader completes a summary of the key areas of concern. This may be in the form of dot points against specific standards where the team has identified areas for improvement and or concern. This summary is intended to give positive reinforcing feedback as well as constructive feedback where improvements could be made.

During the debriefing the prevocational training provider executive staff will be given a further



opportunity to clarify any information or issues raised in the process by the surveyors.

As part of the survey visit report the team is required to rate each standard on a 2 point scale (NM = Not Met and SM = Satisfactorily Met) and any achievements above and beyond Satisfactorily Met that they believe should be awarded. The only addition to this scale is the opportunity for the surveyors to recognise partial completion within a specific standard and criteria with the awarding of a PM (Partially Met). Where any survey team rating is different to the prevocational training provider's self-rating, a comment within the report is required regardless of a condition or quality improvement recommendation being awarded or not.

Prevocational Training Provider debrief

On completion of the survey visit the survey team leader and survey team members will meet with the prevocational training provider's executive staff to provide a debrief regarding the findings of the survey visit. Then an open forum debrief is offered to all staff to provide feedback on the survey visit outcomes.

It is important the survey team's debrief regarding the survey visit contains positive feedback about its achievements as well as to advise the prevocational training provider areas of concern and for improvement. There should be "no surprises" when the accreditation report is received.

During the debriefing the staff will be given a further opportunity to clarify any information or issues raised in the process by the surveyors.

At **no** stage should the survey team inform the prevocational training provider of the accreditation status they plan to recommend to the PAP. This is a decision made by the PAC.

The PAC encourages prevocational training providers to provide feedback to the team regarding the survey visit after the debriefings. A request for formal feedback on the survey event processes and staff involved through a feedback survey request will follow after the survey event and the results will be tabled at the next PAP meeting.

Finalisation of the survey

Final Survey Report

The survey team leader is expected to complete the survey report within 2 weeks of the survey. The survey team leader will allow the survey team members within those 2 weeks an opportunity to provide comments before submitting the report to the PAM in preparation for presenting the final survey report to the PAP. Prevocational accreditation staff will assist the team leader to finalise the report and offer assistance where necessary with the collation of information e.g. formatting.

The survey report must contain information through comments and the executive summary to substantiate any conditions and quality improvement recommendations regarding how the prevocational training provider's performance in delivering the prevocational training program could be improved.

With regards to the final survey report the survey team leader is responsible for:

- writing the survey report including the executive summary of the survey summarising the team's findings and its comments, conditions, quality improvement recommendations and commendations;
- rating of each standard and criteria, commenting where the rating differs from the prevocational training provider's self-rating;
- ensuring that each survey team member has the opportunity to make comment on the survey report and ratings;
- keeping any handwritten notes and survey documentation until the report is finalised through the PAC;



- sending the completed report to the prevocational accreditation staff within 2 weeks following the survey visit;
- keeping a copy of the completed report and having access to it at the time of presenting the report to the PAP;
- evaluation of the survey team by completing the survey team leaders evaluation of survey team form and returning to prevocational accreditation staff with the final accreditation survey report.

Once the survey team leader has completed the final survey visit report and before it goes to the PAP the PAM will send the survey report to the prevocational training provider for comment. If there are any concerns raised, the survey team leader will be consulted and determine what and if any changes are required in consultation with the PAM. Any concerns raised by the decisions regarding those concerns by the survey team leader will then go with the survey report to the PAP.

Finalisation of the survey report through Panel and Committee

The PAP considers each survey report in detail to ensure that standards are uniformly applied from one survey to the next and that comments, conditions and quality improvement recommendations are substantiated.

The survey team leader will need to be available during the panel meeting to present and discuss the survey report with the panel members. PAP meetings are usually held as required soon after each survey event. The survey team leader will be notified in advance when the Panel will be meeting.

The PAP can support the survey reports recommendation for accreditation status or modify it to meet the reports outcomes for up to a maximum period of 4years to the PAC.

The PAC may award accreditation status contingent upon the prevocational training provider addressing quality improvement recommendations/conditions. The PAC may also decide a focus visit is required to ensure specific issues are addressed within a stated timeframe.

The PAM notifies the prevocational training provider in writing once an accreditation decision has been made of the outcome.

At any time the PAC can reduce or withdraw accreditation of a prevocational training program or term should there be sufficient evidence of a significant change in the prevocational training program. This is in accordance with the Notification of Change of Circumstance Process 2.10 that may affect accreditation status.

At their discretion the PAC may revise the rating of any standard at any time.

The NT prevocational accreditation website is updated as required to reflect the new status for those areas re-accredited or accredited for the first time.

Desktop (Paper based) Survey Events

Types of Desktop survey events

- Quality Action Plan (Stages 1 and 2)
- Progress Report (Periodic Survey)
- New Term (preliminary survey at an already accredited prevocational training provider – NOT for any new Offsite Terms)
- Modified Term (depending on the modification being requested)



Desktop survey events follow the same processes as the visit survey events previously described except there is no need for timetables and interviews with the prevocational training provider. Desktop survey events do not usually require a visit this however does not preclude the survey team leader from contacting prevocational training provider staff for clarification of the submission if required to complete the desktop survey report.

There is no formal debriefing with the prevocational training provider on the completion of the desktop survey event as is carried out after a visit survey event. The final survey report will go to the PAP and then to the PAC for finalisation to inform them of the progress being undertaken by the prevocational training provider being surveyed.

The desktop survey team leader has the same responsibilities as if this event was a visit survey.



SURVEY TEAM LEADER CHECKLIST

	TASK	WHEN	DONE(tick)
BEFORE SURVEY			
1	Receipt of survey paperwork from the prevocational accreditation staff.	6 weeks prior to survey	
2	Contact other members of survey team, arrange to meet with survey team prior to survey, in person or by teleconference. <i>(PMAS accreditation staff will arrange video/teleconference facilities for you).</i>	4 week prior to survey	
3	Contact the prevocational accreditation staff and discuss the timetable. Ensure any necessary changes are made.	3 week prior to survey	
DURING SURVEY			
4	Introduction	General Introduction	
		➤ What is PMAS's role?	
		➤ How survey process will occur	
		➤ What to expect from debriefing	
		➤ Ask if any questions	
5	During	➤ Maintain notes throughout	
		➤ Consult with team members	
		➤ Prepare draft summary for debriefing	
6	Debriefing	➤ General comments	
		➤ Commendations to specific people/terms	
		➤ Good points.	
		➤ Highlight all points of concern and/or needing improvement	
		➤ Wrap up	
		➤ Ask for comments / questions	
		➤ Write an initial draft survey report in collaboration with the survey team	
AFTER SURVEY			
7	Circulate the initial draft survey report to team members, allowing them time to comment.	Within 2 weeks after survey	
8	After comments received from survey team, update the report accordingly if required and forward to prevocational accreditation staff.		
9	Respond to any comments or concerns from the prevocational training provider following their review of the document.		



10	Complete the survey team leader's evaluation of survey team form and returning to prevocational accreditation staff with the final accreditation survey report,		
11	Present an overview of the report at the PAP meeting. (If required video/teleconferencing will be arranged by prevocational accreditation staff)	Next PAP meeting	



SURVEY TEAM LEADER FEEDBACK

INDIVIDUAL SURVEYORS

(To be completed by the survey team leader for each surveyor in the team)

Please provide this information to each of the surveyors on your team within one month of the survey event via returning the completed template to NTAccreditingAuthority.THS@nt.gov.au).

Survey event details

Prevocational training provider:

Survey event date/s:

Survey type: Full survey ☐ QAP stages 1 or 2 Survey ☐

New/offsite term ☐ Modified Term ☐

Survey team leader name:

Surveyor name: _____

Rate the surveyor's performance for each of the following criteria:	N/A	Dissatisfied	Satisfied	Very Satisfied
a. Preparation for the pre survey meeting				
b. Performance as a survey team member				
c. Use of questioning techniques to effectively elucidate information and seek clarification of submission information (if applicable)				
d. Conduct during the survey visit				
e. Knowledge of standards and criteria				
f. Appropriate triangulation of prevocational training provider evidence				
g. Demonstration of unbiased surveying				
h. Participation in the summation conference (if applicable)				



Please provide any additional constructive feedback/comments that may assist the surveyor in future survey events:

PRIVACY STATEMENT

In collecting and recording this information, the prevocational accreditation committee will only use it for the purposes of supplying accreditation services and continuously improving training and future survey teams. The information provided will be kept on a confidential file and will not be disclosed to any persons other than prevocational accreditation staff who require it for the purposes intended.

Prevocational accreditation staff are always willing to provide further information regarding accreditation services provided in the Northern Territory. Changes to any status of surveyor information provided and recorded previously can be updated by contacting the accreditation staff, (08) 8999 2832 or email via NTAccreditingAuthority.THS@nt.gov.au.



The Practicalities of Being a Surveyor

Absenteeism

If for any reason a surveyor cannot attend a survey event they need to let the PAM and survey team leader know as soon as they are aware that they cannot attend or participate.

If at any time during a survey event a surveyor is unable to continue, they need to notify the survey team leader and prevocational accreditation staff present at the survey event.

If the survey team leader cannot attend a survey they must notify the PAM or PAC Chair as soon as possible. If it is after 5pm on the evening before the survey, they must attempt to contact another team member who can act up as the survey team leader. This will usually be another senior clinician or experienced surveyor. The PAM will need to be notified immediately, who in consultation with the PAC Chair, will determine if it is appropriate for the survey event visit to continue and if the survey team member put forward to replace the team leader is suitable and eligible to perform that role in the team.

If the survey team leader cannot attend the PAP meeting, they must nominate another survey team member to present the survey report on their behalf. The PAM must be informed who will then inform the PAP Chair to make a decision to either wait until the team leader can present the report or is happy to go ahead with a replacement. There may be circumstance where the PAM presents the report due to surveyor unavailability.

Travel

Travel, accommodation and other reasonable expenses will be paid by PMAS. The surveyor expenses are further explained later in this document. PMAS makes all the travel and accommodation arrangements as soon as possible prior to a survey and sends the itinerary details either with the other survey materials or shortly after.

PMAS covers the full cost of economy travel for surveyors. Depending on the surveyor's location and the location of the prevocational training provider being surveyed, PMAS will organise a combination of flights and/ or taxis.

On some surveys travel to the location of the prevocational training provider may be required either the day before the date of the survey or on the morning of the survey event. If travelling on the day of the survey a pre survey meeting will be arranged on the day or evening before travelling. Otherwise travelling the day before will allow time for the survey team to discuss the survey submission documentation and identified areas that may need special review and/or attention.

If you are surveying a local prevocational training provider, the surveyor will need to make their own travel arrangements.

PMAS will provide cab charges when a surveyor is flying as a means of going to and from the airport. PMAS provides one cab charge for each journey when not in their local area.

If a surveyor arranges their own transport to the airport and use the airport long term car park while away, they may claim the expense in lieu of a cab charge. Process to make a claim for long term car parking:

1. Retain original long term parking receipt
2. Request and fill out a reimbursement form
3. Send form to PMAS for processing



Accommodation

When surveyors have to travel significant distances from home PMAS offers accommodation. When offering accommodation, we consider the surveyors needs, safety, local conditions of the area, survey start and finish times and travel arrangements.

Accommodation only is billed directly to PMAS and is usually rated at 3½ stars minimum. In some areas it may not be possible to provide all of the amenities expected of a 3½ star hotel. However, accommodation provided will be checked to meet minimum acceptable standards.

Meals

When travelling outside of a surveyors local area PMAS will reimburse surveyors for their meals.

NTG surveyors (NTG employees) receive travel allowance for official business travel. This will be processed by prevocational accreditation staff when the travel is organised and booked. PMAS will ensure travel allowance for NTG employees on official travel is paid as per the government rates at the time for meal expenses incurred while conducting business for the accreditation program.

For an external surveyor i.e. not an NTG employee, surveyors are required to pay for their meals up front and keep the original tax invoice receipts and submit them with their final invoice at the end of the survey event for reimbursement through PMAS.

Be aware that PMAS **do not** pay for any **minibar or alcoholic expenses**. If alcohol is consumed with a meal this **will not be paid** as part of the surveyor's reimbursement.

The maximum amount that will be reimbursed to non-NTG prevocational surveyors is equivalent to the official business travel allowance provided to NTG prevocational surveyors.

PMAS will provide reimbursement for meals for Non-NTG prevocational surveyors to the maximum amounts stated below after submission of the original tax invoice receipt has been received. The maximum amounts that can be reimbursed are:

Breakfast	\$19.70
Lunch	\$30.30
Dinner	\$42.60

Honorarium Payments for Non-NTG Prevocational Surveyors

PMAS will provide the following honorariums to Non-NTG prevocational surveyors for their services to prevocational accreditation survey events:

- \$500 per day for prevocational trainees, registrars and non-medical surveyors
- \$700 per day for consultants and career medical officers
- An additional \$200 per day is provided to surveyors who are a survey team leader (this is a one off payment for desktop surveys)

In addition, PMAS will provide survey team leaders a \$350 honorarium for the responsibility of survey event report writing.

Process for Making Claims by Non-NTG Surveyors

New NTG Vendor (new external Surveyor never worked for NTG as a vendor before)

- Step 1 Request a NTG vendor creation form from prevocational accreditation staff.
- Step 2 Complete the vendor creation form provided, including your ABN (if you do have one),



attach tax invoice for services provided as a surveyor along with any other original tax invoice receipts for meals etc. and return to prevocational accreditation staff for processing.

Existing NTG Vendor (have worked for NTG as a vendor previously)

Provide tax invoice displaying ABN (if you do have one) for services provided as a surveyor along with any other original tax invoice receipts for meals etc. to prevocational accreditation staff for processing.



Contacts and Further Information

Contact details

For further information about the NT prevocational accreditation process please contact the prevocational accreditation staff at PMAS.

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Prevocational Medical Assurance Services,
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