

Policy name:	Accreditation Survey Team
Subject	Selection, training and performance of survey team
Date approved:	13 May 2015
Date of review:	May 2019
Responsible Officer/s	Chair, Accreditation Subcommittee and Secretariat of Accreditation Subcommittee

Policy Statement

This policy outlines the selection, appointment, training and performance review of members of the survey team, including the survey team leader.

This policy is reviewed every four years, or more frequently, if deemed necessary by the Accreditation Subcommittee.

Background

The Postgraduate Medical Education Council of Tasmania (PMCT) accreditation process has been designed to obtain information about health service performance of intern training against explicit standards and criteria, to achieve the following objectives:

1. Interns achieve a high standard of general clinical education and training; and
2. The best possible environment exists for the organisation, supervision, education and training of interns *.

* In 2012 PMCT commenced accrediting PGY2/3 terms against the same standards as intern terms

The objective of the accreditation process is to ensure that the training health service complies with the following seven standards:

1. Health service culture and support for interns;
2. Orientation;
3. Education and training program;
4. Supervision;
5. Feedback and assessment;
6. Program evaluation; and
7. Facilities and amenities.

Survey Team

Responsibilities of the Accreditation Survey Team

The primary responsibility of the survey team is to conduct a comprehensive review of the intern training program at the health service under consideration. The survey team evaluates health services as effective training sites and also evaluates each existing accredited intern term/PGY2 and new proposed intern terms. It also recommends improvements in education and training for interns.

Please refer to the Position Descriptions for Survey Team Member and Survey Team Leader for detailed information about the respective responsibilities.

Composition of the Survey Team

A survey team normally comprises three to four people, with a minimum of three people, who represent any of the following medical education stakeholder groups:

- Clinician/Term Supervisor;

- Junior Medical Officer (JMO) (Intern through to Registrar);
- Director of Clinical Training (DCT);
- Medical Education Advisor;
- Medical Administrator; and
- Co-opted members as approved by the Accreditation Subcommittee
- Where possible, an Interstate accredited surveyor (except in extenuating circumstances when no interstate surveyor is available to attend)

Each team must have at least one JMO and one DCT. At least one member of the team will be a member of the Accreditation Subcommittee. The Accreditation Subcommittee may require that the survey team comprises one or more team members from interstate should it determine that this is necessary to avoid any conflict of interest. Please refer to *PMCT Conflict of Interest Policy*. The Survey team members will also be selected to ensure that they do not have linkages to the same hospital base thus enabling transparency in the visitation process.

Site visits occurring outside of the full survey visits (for instance, to assess new terms or to confirm satisfactory progress in the case of Provisional Accreditation) will normally consist of fewer members, with a minimum of two people, one of whom will be a member of the Accreditation Subcommittee.

The team members must be mindful that the information relating to the Accreditation visits is confidential and all surveyors must sign a confidentiality agreement each year prior to them undertaking a surveyor role in an accreditation visit. These forms are to be noted by the Secretariat, maintained in hard copy by the Secretariat and minuted at the next Accreditation Subcommittee meeting.

Selection of Survey Team Members

In order to be a survey team member, members must possess the necessary background/experience as outlined in the *Accreditation Survey Team Member Position Description* and undergo appropriate training prior to an Accreditation visit. In addition, the applicant must agree to comply with the *Accreditation Survey Team Member Position Description* and *Code of Conduct*. The Accreditation Subcommittee is responsible for the selection and appointment of survey team members.

Survey Team Member Training

A survey team member must participate in a survey team training workshop and observe at least one full survey visit prior to his/her first survey. If the survey member is from interstate the Chair of the Accreditation Subcommittee is to determine the requirements for training for the person. The workshop is facilitated by the Chair of the Accreditation Subcommittee or a member of the Accreditation Subcommittee who has been an accreditation survey team leader for at least two accreditation visits.

The survey team training workshop is interactive and includes an overview of the:

- MBA Intern Registration Standards;
- Role of PMCT and the PMCT Accreditation Subcommittee; and
- PMCT accreditation policies and processes with a particular emphasis on the Accreditation Survey Tool, the conduct of survey visits and reporting, and the roles and responsibilities of survey team leaders and team members.

In order to maintain his/her currency and status as a PMCT survey team member, a survey team member must attend a refresher training workshop at least every three years.

Survey Team Leader

The survey team leader is responsible to the Chair of PMCT's Accreditation Subcommittee. Every survey visit must have at least two survey team members in addition to an appropriately trained survey team leader who provides leadership in the preparation, delivery and the development of the report of the survey visit of the health service.

Team leaders will be selected and appointed by the Accreditation Subcommittee on the basis that they comply with the *Accreditation Survey Team Leader Position*

Description http://www.pmct.org.au/images/stories/Accreditation/App_11_PMCT_Accreditation_Survey_Team_Leader_PD.pdf

and *Code of*

Conduct http://www.pmct.org.au/images/stories/Accreditation/PMCT_Code_of_conduct.pdf

and have undertaken the survey team training workshop, have actively participated in at least two full survey visits (which may include experience in another domain e.g. Australian Medical Council, Colleges or other Postgraduate Medical Council) and feedback on their performance has been satisfactory.

Review of Survey Team Leader and Survey Team Members

Within one month of the survey visit, the PMCT Secretariat will seek feedback about the performance and suitability of the survey team from:

- The health service involved in the survey visit; and
- The survey team members including the team leader.

The feedback form will be emailed to the above, and feedback will be collated by the PMCT Secretariat. Any concerns or issues raised will be managed by the Chair of the Accreditation Subcommittee, or if this is not appropriate, by the Chair of PMCT. Management of concerns may include counselling a team member/leader about their performance, further training or withdrawal as a team member. PMCT intends the process to be constructive and collegial.

Termination of appointment

The PMCT Chair will consult with the Board regarding termination of the appointment of a survey team member/leader found in breach of the *PMCT Code of Conduct* (in this document) and the *PMCT Confidentiality and Data Management Policy*.

The PMCT Chair reserves the right to terminate the appointment of a PMCT survey team member or team leader found in breach of this *Code of Conduct*.