

<b>Policy name:</b>	<b>Evaluation and Feedback</b>
<b>Subject:</b>	<b>Process for evaluation and feedback for all involved in the accreditation process</b>
<b>Date approved:</b>	<b>13 May 2015</b>
<b>Date of review:</b>	<b>May 2019</b>
<b>Responsible Officer/s</b>	<b>Chair, Accreditation Subcommittee and Secretariat of Accreditation Subcommittee</b>

### **Policy Statement**

Postgraduate Medical Education Council of Tasmania (PMCT) recognises the requirement for the provision of evaluation and feedback to all those involved in an accreditation visit. The evaluation process is part of the quality control cycle that assists PMCT to monitor their performance and that of their survey teams, and inform future accreditation training programs. PMCT intends the process to be constructive and collegial.

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

### **Process**

Within one month of the survey visit, the Chair or Secretariat of the Accreditation Subcommittee will email an electronic link to an online survey for the health service and the survey team members to provide feedback on the performance of the members of the survey team, including the team leader, and the accreditation process.

Feedback is received from and provided to:

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

Feedback is requested to be submitted within two weeks of the survey visit. The Secretariat of the Accreditation Subcommittee or other suitable PMCT Officer compiles a de-identified summary report of this feedback which is considered by the Accreditation Subcommittee at the next meeting.

Further, at end of each full accreditation visit the Chair of the Accreditation Committee will ask the survey team leader about the suitability of the survey team members; in particular, whether the members of that team should be encouraged to become team leaders, continue as accreditation team members or be counselled about their performance.

Where a health service or survey team member has any significant concerns about the performance of any of the members of the survey team or the accreditation process those concerns should be raised immediately with the Chair of the Accreditation Subcommittee, or if not appropriate then with the Chair of PMCT.

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* [http://www.pmct.org.au/images/stories/Accreditation/PMCT\\_Code\\_of\\_conduct.pdf](http://www.pmct.org.au/images/stories/Accreditation/PMCT_Code_of_conduct.pdf) and the *PMCT Confidentiality and Data Management Policy* [http://www.pmct.org.au/images/stories/Accreditation/Confidentiality\\_and\\_Data\\_Management\\_Policy\\_2015.pdf](http://www.pmct.org.au/images/stories/Accreditation/Confidentiality_and_Data_Management_Policy_2015.pdf)