

<b>Policy name:</b>	<b>Notification of Change in Circumstance</b>
<b>Subject:</b>	<b>Process for the notification of changes in circumstances affecting accreditation</b>
<b>Date approved:</b>	<b>13 May 2015</b>
<b>Date of review:</b>	<b>May 2019</b>
<b>Responsible Officer</b>	<b>Chair, Accreditation Subcommittee and Secretariat of Accreditation Subcommittee</b>

### **Policy Statement**

This policy outlines the process for notification of any changes in circumstances that may affect the accreditation of a health service or intern term.

Health services are expected to adhere to the Postgraduate Medical Education Council of Tasmania (PMCT) Accreditation outcomes based on the mandatory requirements of the Intern Registration Standard approved by the Medical Board of Australia (MBA) throughout the period for which they are accredited. All accreditation is subject to the Accreditation Subcommittee being informed by the health service of any change that significantly alters the training capacity of the health service intern training program and/or intern term. PMCT reserves the right to review accreditation status where there is substantial evidence to suggest that accreditation standards are not being met.

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

### **Notification of Change in Circumstance Process**

Health services should notify the Chair of the Accreditation Subcommittee or the Secretariat of the Accreditation Subcommittee in the following circumstances (it should be noted this is not an exhaustive list):

- Application for accreditation of a new intern term;
- Information as required by PMCT following on from accreditation recommendations;
- Application for a change in status of an intern term (for example from non-core to core);

- Proposal to change to the number of interns in a term;
- Absence of a term supervisor for an extended period (e.g. one month) with no replacement;
- Absence of any immediate clinical supervision expected for any period;
- Significant reduction of clinical staffing available to directly supervise and support interns, including after hours;
- Changes to unit medical staffing resulting in interns undertaking higher/alternative clinical duties than as described in the accredited term position description for an extended period;
- Significant changes to term case mix or clinical activity that impact on intern patient load for an extended period;
- Significant changes to rostered hours that diminish the role of the intern in the unit and/or clinical supervision available;
- A significant reduction in the provision of the intern training program or the interns' ability to attend the formal teaching program;
- Change of name of accredited terms which have not been approved or appear on the PMCT website.

#### **Process following Notification**

The Chair of the Accreditation Subcommittee will discuss the change with the notifying health service, will seek further information as required, and, in particular, will ascertain:

- The issue, its duration, and its effects on the intern training program and/or intern term/s; and
- Possible solutions, including liaising with the Director of Medical Services and Head of Department if required to facilitate a solution.

All notifications to PMCT will be reviewed by the Accreditation Subcommittee, or where urgent, by its Executive.

The Chair of the Accreditation Subcommittee may decide to take the following action, after consultation with the Accreditation Subcommittee or its Executive:

- Where a solution to the issue is identified, to request a follow-up report following implementation of the solution within a specified timeframe;
- Where no immediate solution is identified, to continue to monitor the issue including seeking feedback from affected interns;
- To request the health service remove the intern(s) for a period to another accredited health service/term;
- To request an urgent accreditation survey of the health service intern training program to review accreditation status;
- To alter the accreditation status of the health service intern training program/term.