

<b>Policy name:</b>	<b>Level and Duration of Accreditation</b>
<b>Subject:</b>	<b>Recommendation of level and duration of accreditation</b>
<b>Date approved:</b>	<b>11 November 2015</b>
<b>Date of review:</b>	<b>November 2019</b>
<b>Responsible Officer/s</b>	<b>Chair, Accreditation Subcommittee and Secretariat of the Accreditation Subcommittee</b>

### **Policy Statement**

This policy is to assist survey teams and the Accreditation Subcommittee in recommending duration of accreditation to be awarded to health services following an accreditation visit.

This policy applies to all accreditation survey visits conducted by PMCT and should be used by survey teams and the Accreditation Subcommittee for survey reporting.

The objectives of this policy are to ensure:

1. All interns are in accredited intern training programs and in accredited intern terms (Medical Board of Australia registration standard); and
2. There is a process for timely review of health services' intern training programs and intern terms that have met some, but not all, accreditation standards.

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

### **Background**

The level and duration of accreditation recommended will be determined for the overall health service intern training program as well as individual intern terms as necessary. Individual intern terms cannot be recommended for accreditation unless the overall health service intern training program meets the requirements of accreditation.

### **Level and Duration**

There are four levels of accreditation that can be approved for the health service intern training program and for individual intern terms. Each level has a recommended duration of accreditation. These are:

1. Full accreditation – four years;
2. Provisional accreditation;
3. Preliminary accreditation; and
4. Accreditation not awarded or withdrawn.

### **Level of Accreditation for Health Service**

#### ***Full Accreditation***

Four year's accreditation will be awarded to a health service whose intern training program exhibits substantial compliance with Australian Medical Council (AMC) Accreditation Standards with no major issues identified. Accreditation may include some suggestions for improvements to the intern training program, but accreditation is not dependent upon their implementation. This assessment can only be made following a full accreditation visit.

### ***Provisional Accreditation***

Twelve months accreditation will be awarded to a health service whose intern training program has previously been accredited, but has been assessed as meeting with some, but not all AMC Accreditation Standards. This assessment can be made following a full accreditation visit or as a result of a change in circumstance.

A health service awarded Provisional Accreditation must have clearly stated recommendations and reporting requirements. Further extension of accreditation will be granted only on completion or the high likelihood of completion of the required recommendations within a 12 month period, and is based on a review and site visit of the health service intern training program by an accreditation survey team.

The outcome of a health service with Provisional Accreditation status undergoing review may be:

- Full accreditation;
- Accreditation withdrawn; or
- In exceptional circumstances, the status of Provisional Accreditation may be continued with a further review after 12 months.

### ***Preliminary Accreditation***

Preliminary accreditation will be awarded to a health service intern training program that has not previously been accredited. Twelve months accreditation is awarded to a health service training program that has not previously been assessed for interns, and is assessed as meeting all AMC Accreditation Standards. The health service intern training program is accredited with a review after 12 months.

### ***Withdrawal of Accreditation or Accreditation not awarded***

This applies if the health service intern training program was assessed as not having met sufficient accreditation criteria to receive accreditation.

A decision to withdraw accreditation from health services will only be made by the PMCT Board following recommendation from the Accreditation Subcommittee. Such a decision should not disadvantage interns and where possible will take into consideration recruitment and rotation timelines.

A health service may appeal against the accreditation status awarded following a survey visit (refer to PMCT website: Appeals - Accreditation Status of Health Services Policy). The policy document is found at <http://www.pmct.org.au/images/accred-policies/Appeals-%20Accreditation%20Status%20of%20Health%20Service%20Policy%20Sept%20%202015.pdf>.

## **Level of Accreditation for Intern Term**

### ***Full Accreditation***

Four year's accreditation will be awarded to intern terms that meet AMC Accreditation Standards where no major issues are identified. Accreditation may include some suggestions for improvements to the term, but accreditation is not dependent upon their implementation. This assessment can only be made following a full accreditation visit.

### ***Provisional Accreditation***

Twelve months accreditation will be awarded to an intern term that has previously been accredited, but has been assessed as meeting with some, but not all, PMCT Accreditation Standards. This assessment can be made following a full accreditation visit or as a result of a

change in circumstance. The policy document is found at <http://www.pmct.org.au/images/accred-policies/Notification%20of%20Change%20in%20Circumstance%20Policy%20Sept%202015.pdf>

An intern term awarded Provisional Accreditation must have clearly stated recommendations and reporting requirements within 12 months as approved by the Accreditation Subcommittee. If significant issues are identified, the reporting between the health service and the Accreditation Subcommittee will be required after six months.

The review of a provisionally accredited term is generally a paper based survey followed by a teleconference between the survey review team and the health service. The review must include a report by the health service that clearly outlines the strategies that have been put in place to address the Accreditation Subcommittee recommendations. A summary of the term evaluations by interns during the provisional accreditation status period is also required to be submitted as part of the review process.

The outcome of a term with Provisional Accreditation status undergoing review may be:

- Full accreditation;
- Accreditation withdrawn; or
- In exceptional circumstances, the status of Provisional Accreditation may be continued with a further review within a maximum of six months.

### ***Preliminary Accreditation***

Preliminary accreditation will be awarded to intern term/s that have not previously been accredited. Twelve months accreditation is awarded to an intern term that has not previously been assessed for interns, and is assessed as meeting all PMCT Accreditation Standards. The term is accredited to have an intern rotate through the term with a review after 12 months.

An electronic or paper based application for accreditation of a new term is submitted by the health service to the Chair of the Accreditation Subcommittee. The application should include:

- Evidence of why prompt accreditation is required; and
- Evidence and supporting documentation of how the health service is able to meet the Accreditation Standards, including a term description and supervisory arrangements.

On receipt of the correspondence, the Chair of the Accreditation Subcommittee will liaise with accreditation survey team members and arrange a survey team that includes at least two survey team members, one of which is a Director of Clinical Training (DCT) from a health service other than that seeking preliminary accreditation. Generally the Chair of the Accreditation Subcommittee will be the other survey team member, but this may be delegated to another member of the Accreditation Subcommittee (for instance, to avoid conflict of interest).

The survey team will seek further information as necessary and conduct a paper based review of the term plus a teleconference with the health service representative/s (generally the DCT). A site visit may form part of the accreditation process if deemed necessary. Based on the evidence provided, any meetings and a review of documentation, the survey team will make a decision whether or not to award the term preliminary accreditation.

Preliminary accreditation is awarded for a period of 12 months. If awarded, the Health Service must submit a report after six months and 12 months, and include summaries of the intern evaluations.

### ***Withdrawal of Accreditation or Accreditation not awarded***

This applies if the term was assessed as not having met sufficient accreditation criteria to receive accreditation.

The process prior to withdrawal of accreditation for a health service intern training program or an intern term is as follows:

- A PMCT survey visit and subsequent recommendations completed;
- An opportunity for the health service to respond and address recommendations;
- Interaction with PMCT and other relevant stakeholders; and
- To occur within a defined period.

A decision to withdraw accreditation from intern terms will only be made by the PMCT Board following recommendation from the Accreditation Subcommittee. Such a decision should not disadvantage interns and where possible will take into consideration recruitment and rotation timelines.

A health service may appeal against the accreditation status awarded following a survey visit (refer to PMCT website *Appeals - Accreditation Status of Health Services Policy*). The policy document can be found at

<http://www.pmct.org.au/images/accred-policies/Appeals-%20Accreditation%20Status%20of%20Health%20Service%20Policy%20Sept%20%202015.pdf>