

Example of an Accreditation Survey Visit Timetable – Postgraduate Medical Education Council of Tasmania (PMCT)

Accreditation Site Visit

Time	Activity
Day 1	
1:00pm	Survey Team meeting
2:00pm	Meeting with CEO or representative and Director of Medical Services- focus on Governance and other issues previously identified
2:30pm	Meeting with Director of Medical Services- focus on Governance issues and support for Junior Medical Officers (JMOs)
3:00pm	Meeting with Director of Clinical Training (DCT) and Medical Education Advisor (MEA)
4:00pm	Tour of health facilities
4:30pm	Survey team meeting to summarise issues arising from Day 1
5:30pm	Survey Team debrief and attend planning meeting for Day 2
Day 2	
9:00am	Survey team meeting to confirm questions for Day 2
9:30am	Meeting with Registrars and Nursing Unit Managers (NUMs)
10.00 am	Meeting with Resident Medical Officers (RMOs)
10:30am	Meeting with International Medical Graduates (IMGs)
11:00am	Morning Tea
11:30am	Meeting with Interns
12:30 pm	Survey team discussion about issues arising from morning meetings
1.00pm	Lunch with Senior Clinicians, Head of Department and Clinical Supervisors
2.00 pm	Preparation of the summary report
3.00 pm	Follow up interviews, as necessary
3:30 pm	Summary of the day/debrief with survey team and health service representatives
4:15pm	Finish