

## Position Description

<b>Position Title:</b>	<b>Accreditation Survey Team Member</b>
<b>Reporting to:</b>	Chair, Accreditation Committee of Postgraduate Medical Education Council of Tasmania (PMCT)
<b>Staff Responsibility:</b>	Nil
<b>Basis of Engagement:</b>	As needed
<b>Position Summary</b>	As a member of the Accreditation Survey Team, undertake accreditation reviews (mid cycle and full survey reviews) of the THS Health Services located in Tasmania
<b>Criteria</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to, and understanding of, PMCT role in the accreditation of intern training programs</li> <li>• Demonstrated understanding of quality improvement in healthcare</li> <li>• Experience in the last year in the healthcare industry as either a clinician, term supervisor of intern training, Director of Clinical Training, Medical Education Advisor or Medical Administrator</li> <li>• Well developed interpersonal skills with flexibility of approaches to suit different people and situations</li> <li>• Ability to work well in a team</li> <li>• Ability to meet deadlines according to a defined process</li> <li>• Ability to comply with <i>PMCT Code of Conduct</i> (<a href="https://www.pmct.org.au/images/accred-policies/PMCT%20Accreditation%20Policy%20-%20Conflict%20of%20Interest%20in%20Accreditation%20Teams%20Version%2021.pdf">https://www.pmct.org.au/images/accred-policies/PMCT Accreditation Policy - Conflict of Interest in Accreditation Teams Version 21.pdf</a> ) and <i>PMCT Confidentiality and Data Management Policy</i> ( <a href="https://www.pmct.org.au/images/accred-policies/PMCT%20Accreditation%20Policy%20-%20Confidentiality%20and%20Data%20Management%20Version%2021%20Approved%20February%202019.pdf">https://www.pmct.org.au/images/accred-policies/PMCT Accreditation Policy - Confidentiality and Data Management Version 21 Approved February 2019.pdf</a> )</li> </ul>

<p><b>Key Responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• Assess the health service’s performance without bias using <i>Intern training national standards</i> their experience within healthcare and experience with surveying</li> <li>• Contribute to the report writing process as determined by the survey team leader</li> <li>• Represent PMCT at accreditation surveys in achieving its goals</li> <li>• Maintain currency of understanding of <i>Intern training national standards and the PMCT Accreditation Guidelines</i> by attending regular workshops.  <a href="https://www.pmct.org.au/images/Intern_training-National-standards-for-programs_2016.PDF">https://www.pmct.org.au/images/Intern_training-National-standards-for-programs_2016.PDF</a> and  <a href="https://www.pmct.org.au/images/PMCT_Accreditation_Guidelines_May_2016.pdf">https://www.pmct.org.au/images/PMCT Accreditation Guidelines May 2016.pdf</a></li> </ul>
<p><b>Specific Tasks</b></p>	<p><b>Full survey visit</b></p> <p>Prior to the survey visit the survey team member is expected to:</p> <ul style="list-style-type: none"> <li>• Liaise with the survey team leader to confirm participation in the visit on the set dates;</li> <li>• Read the information provided by the health service;</li> <li>• Examine documents relating to any previous survey visit; and</li> <li>• Identify areas that may require clarification during the visit.</li> </ul> <p>During the survey visit the team member is expected to:</p> <ul style="list-style-type: none"> <li>• Assist the survey team leader in assessing the health service’s performance using the <i>Intern training national standards</i>;</li> <li>• Contribute to the discussion with the team members of major issues affecting accreditation within the health service;</li> <li>• Assist the team leader to prepare and provide a debrief of the visit to the health service; and</li> <li>• Avoid discussing the accreditation status during the debriefing.</li> </ul> <p>Following the survey visit the team member is expected to respond to a draft survey report prepared by the survey team leader within two weeks of receipt of the report.</p> <p><b>Mid-cycle review</b></p> <p>Prior to the mid-cycle review the survey team member is expected to:</p> <ul style="list-style-type: none"> <li>• Liaise with the survey team leader and Accreditation Manager to confirm participation on the set dates;</li> <li>• Read the information provided by the health service;</li> <li>• Examine documents relating to any previous survey visit (where relevant); and</li> <li>• Identify areas that may require clarification.</li> </ul> <p>During the mid-cycle review the team member is expected to:</p> <ul style="list-style-type: none"> <li>• Assist the survey team leader in assessing the health service’s performance using the <i>Intern training national standards</i>;</li> <li>• Contribute to the discussion with the team leader of major issues affecting accreditation within the health service.</li> </ul> <p>Following the mid-cycle review the team member is expected to respond to a draft survey report prepared by the survey team leader within two weeks of receipt of the report (as per the timelines).</p>

<b>Evaluation of Performance</b>	<p>Survey team member performance will be evaluated by:</p> <ul style="list-style-type: none"> <li>• Feedback from the survey team leader provided as part of the mid-cycle review process; and</li> <li>• Participation in PMCT survey team accreditation training workshops.</li> </ul>
<b>Termination of appointment</b>	<p>The PMCT Chair will consult with the Board regarding termination of the appointment of a survey team member/leader found in breach of the <i>PMCT Code of Conduct</i> and the <i>PMCT Confidentiality and Data Management Policy</i>.</p>
<b>Expenses</b>	<p>Survey team members/team leaders who visit a health service in a location away from where they live and work will be reimbursed for agreed travel, accommodation and other costs incurred. The PMCT Principle Officer will make all the necessary travel and accommodation arrangements.</p>