

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

Accreditation Site Visit

Time	Activity
Day 1	
1:00pm	Survey Team meeting in person
2:00pm	Meeting with CEO or representative and Director of Medical Services- focus on Governance and other issues previously identified - in person or via Zoom
2:30pm	Meeting with Director of Medical Services- focus on Governance issues and support for Junior Medical Officers (JMOs) - in person or via Zoom
3:00pm	Meeting with Director of Clinical Training (DCT) and Medical Education Advisor (MEA) - in person or via Zoom
4:00pm	Tour of health facilities (if possible, considering COVID requirements)
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	
8:30am	Survey team meeting to confirm questions for Day 2
9:30am	Meeting with Registrars and Nursing Unit Managers (NUMs)- in person or via Zoom
10.00 am	Meeting with Resident Medical Officers (RMOs)- in person or via Zoom
10:30am	Meeting with International Medical Graduates (IMGs) - in person or via Zoom
11:00am	Morning Tea
11:30am	Meeting with Interns - in person or via Zoom
12:30 pm	Survey team discussion about issues arising from morning meetings and lunch
1.15pm	Meeting with Senior Clinicians, Head of Department and Clinical Supervisors - in person or via Zoom
2.00 pm	Preparation of the summary report
3.00 pm	Follow up interviews, as necessary - in person or via Zoom
3:30 pm	Summary of the day/debrief with survey team and health service representatives - in person or via Zoom