

<b>Policy name:</b>	<b>PMCT Accreditation Policy – Change in Circumstances</b>
<b>Subject:</b>	Process for the notification of changes in circumstances affecting accreditation
<b>Date of last approval:</b>	14 February 2023
<b>Date due for review:</b>	February 2027
<b>Policy Revision Number</b>	Version 3.3
<b>Responsible Officer</b>	Chair, Accreditation Committee and Manager, Accreditation Committee

## 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) and the Australian Medical Council (AMC) throughout the period for which they are accredited. All accreditation is subject to the PMCT Accreditation Committee (PMCT AC) 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 PMCT AC.

## Context

The PMCT accreditation process has been designed to review, monitor and evaluate the provision of intern training by health services. The performance is measured against specific standards and criteria, with the ultimate aim of achieving the following objectives:

1. That Interns achieve a high standard of general clinical education and training; and
2. The best possible environment is provided for the organisation, supervision, education and training of Interns.

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.

Please refer to the *PMCT Accreditation Process Guidelines and Policies* for a detailed description of each standard.

## Notification of Change in Circumstance Process

### [PMCT Accreditation Guidelines February 2023](#)

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

- Application for a variance to an accredited term which may include (but not limited to):
  - Application for a change in status of an intern term (for example from non-core to core);
  - Proposal to change the number of interns in a term;
- Variance in human resources in an accredited term which may include (but not limited to):
  - 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/ JMOs, including after hours;
  - Significant changes to rostered hours that diminish the role of the intern/JMO in the unit and/or clinical supervision available;
  - Changes to unit medical staffing resulting in interns/JMOs 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/JMO patient load for an extended period;
- 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.
- Information as required by PMCT following on from accreditation recommendations;

### **What must be provided:**

For the change of circumstance to be considered, the health service must provide:

1. A formal request (either email or in writing) outlining the change of circumstance
2. A Term Description clearly showing any changes and alterations.
3. Supporting information must be provided to the PMCT Accreditation Committee in order for the Manager of the Accreditation Committee to be able to review the request, with all pertinent information provided.

Further information may be requested as deemed necessary by the Chair or the Manager of the PMCT Accreditation Committee.

## Process following Notification of Change in Circumstance

The Manager of the Accreditation Committee 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.

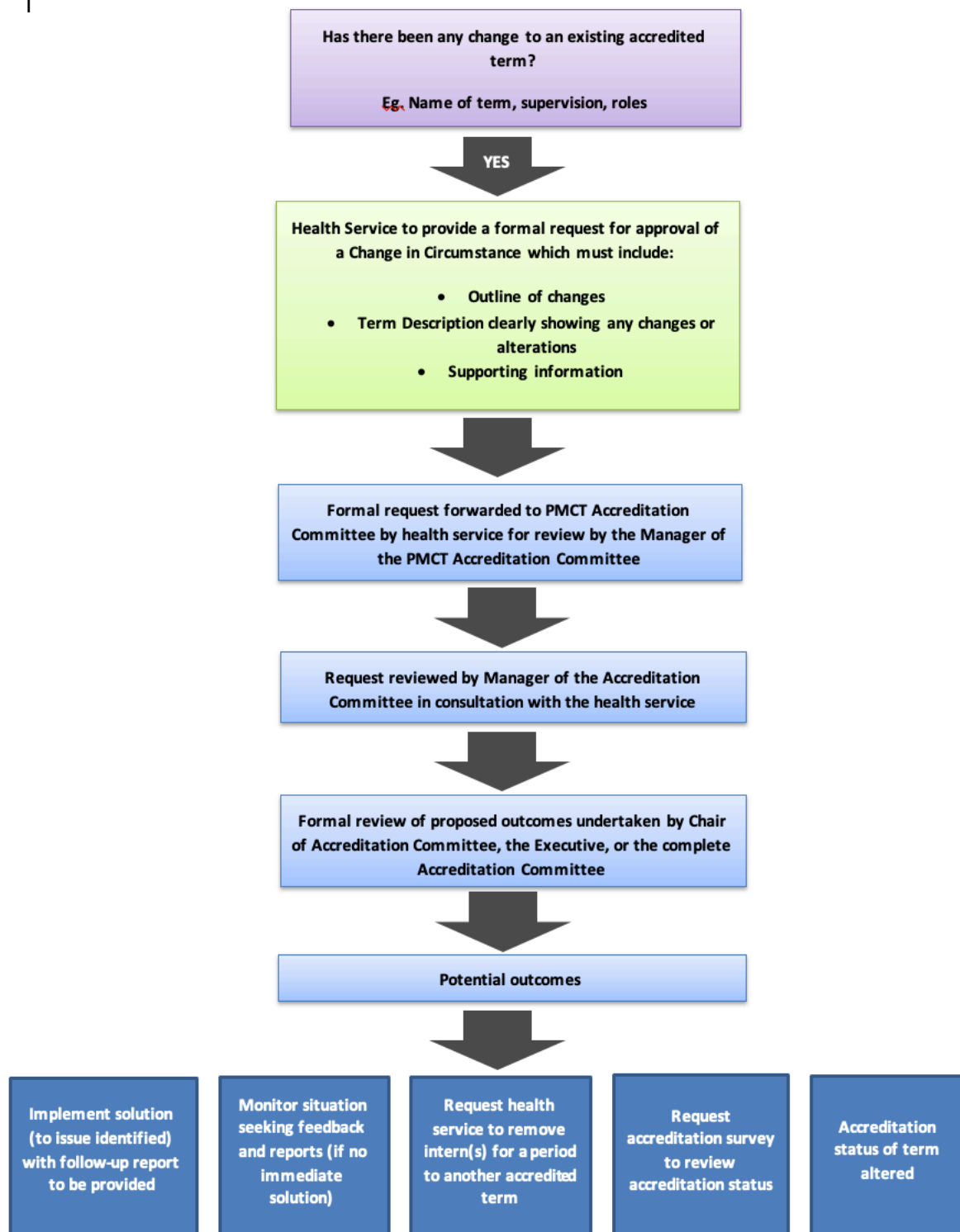
All notifications to PMCT will be reviewed by the PMCT AC or, where urgent, by its PMCT AC Panel.

The Chair of the PMCT AC may decide to take the following action, after consultation with the PMCT AC or its Panel.

Following consultation by the Manager of the Accreditation Committee with the health service, the recommended outcome(s) will be reviewed by the Chair of the PMCT AC, the PMCT AC Panel, or the complete Accreditation Committee to determine the final course of action.

- 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)/JMOs 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.



## Document History

<b>Date effective</b>	<b>Author/Editor</b>	<b>Approved by</b>	<b>Version</b>	<b>Change Reference Information</b>
13 May 2015	PMCT Accreditation Manager	PMCT Accreditation Committee	1.0	Original document
19 February 2019	PMCT Accreditation Manager	PMCT Accreditation Committee	3.2	Minor changes to links
14 February 2023	PMCT Accreditation Manager	PMCT Accreditation Committee	3.3	Minor changes