

PMCT MID-CYCLE ACCREDITATION REVIEW

12 weeks prior	 CEO of Health service sent letter to indicate the date of mid cycle review and request for information Survey team selected Date of mid cycle review determined and documentation sent to relevant people
8 weeks prior	 Information requested from health service sent to PMCT via email for collation All Term Descriptions must be version controlled and amendments must be tracked for easy iidengtification of changes
6 weeks prior	 PMCT to contact health service if further information is required Health service to forward additional information within 1 week of request being made
4 weeks prior	Documentation sent to mid-cycle review survey team
Mid Cycle Review	MID CYCLE REVIEW
3 weeks post	Report finalised by mid-cycle review survey team
6 weeks post	 Accreditation manager to finalise report and send to health service for review Health service has two weeks to respond
6 weeks post	Health Service can respond to factual issues (Health service has 4 weeks from date of receipt of report to appeal the outcome)
12 weeks post	Final report is produced (assume no appeals) and sent to PMCT Accreditation Committee for consideration.
16 weeks post	 Assuming no appeals, accreditation decisions are referred to the Executive of the PMCT Board
17 weeks post	 Approved decision/s and survey report are provided to the Health Service and Tasmanian Board of the Medical Board of Australia PMCT website updated accordingly (if necessary)