

Risk areas	Identified risks	Risk rating 1-2: extreme or very high 3-4: high or significant 5-6: medium or low N: negligible	Action to manage risk	Responsibility	Response
Accreditation processes <i>The accreditation body applies the national standards for intern training in assessing programs. It has rigorous, fair and consistent processes for accrediting intern programs.</i>		Risk assessment according to Risk Management Template (refer to PMCT Risk Management-Accreditation Process Policy)			
Relevant skills, knowledge or understanding of accreditation process by survey team members at appropriate levels	<i>Poor review outcomes for health services, poor team work, inaction</i>	Likelihood of happening – Low Impact – Medium Risk –5 (Medium)	Review of team member training, re-training of team member/s or selection of new team member/s.	Chair Accreditation Committee/ Manager	
Breach of confidentiality - misuse of confidential information	<i>Damage to relationships with external bodies and individuals, loss of credibility with health services</i>	Likelihood of happening – Medium Impact – High Risk – 4- Significant	Appropriate mediation and consideration by Accreditation Committee, selection of a new team member/s.	Chair Accreditation Committee and Accreditation Committee members	
Relevant processes for dealing with conflicts of interest	<i>Disputes arising or unfair decisions being made</i>	Likelihood of happening – Medium Impact – Medium Risk –5 (Medium)	Conflicts of interest policy maintained and reviewed on defined cycle.	Chair Accreditation Committee/ Manager	
Relevant processes for dealing with appeals	<i>Disputes arising or unfair decisions being made</i>	Likelihood of happening – Low Impact – Medium Risk –5 (Medium)	Appeals policy maintained and reviewed on defined cycle.	Chair Accreditation Committee/ Manager	

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Compliance of policies related to the accreditation process by participants in the accreditation process at appropriate level	<i>Member disputes or legal challenges</i>	Likelihood of happening – Medium Impact – Medium Risk –5 (Medium)	All PMCT policies maintained and reviewed on defined cycle. PMCT website updated and newsletters provided to educate and inform.	Chair Accreditation Committee and Accreditation Committee members	
Lack of understanding and awareness of accreditation process and Australian Medical Council (AMC) standard requirements by the health service	<i>Unable to meet accreditation requirements for the health service's intern training program</i>	Likelihood of happening – Medium Impact – Medium Risk – 5 (Medium)	Continue with accreditation education and communications via communications strategy.	Chair Accreditation Committee and DCTs	
Refusal or withdrawal of accreditation of an Intern Term of a health service	<i>Impact on reputation, monitoring process and the accreditation process</i>	Likelihood of happening – Medium Impact –High Risk – 4 (Significant)	Accreditation Committee and health service to identify solutions and issues in order to ensure intern accreditation standards are met.	Chair Accreditation Committee	

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Governance <i>The PMCT Accreditation Committee effectively governs itself and demonstrates competence and professionalism in the performance of its accreditation role.</i>					
Compliance of administration of PMCT Accreditation Committee requirements by participants in the accreditation process (e.g. terms of reference, member correspondence) maintained at appropriate levels	<i>Member disputes or legal challenges</i>	Likelihood of happening – Low Impact – High Risk – 5 (Medium)	Regular evaluation of Committee objectives.	Chair Accreditation Committee/ Manager	
Committee unable to form a quorum on a regular basis	<i>Committee no longer viable</i>	Likelihood of happening – Medium Impact – High Risk – 4 (Significant)	Selection of proxy members and review of the member’s availability. Provide dates for the meetings in a timely manner. Move to zoom meetings and/or teleconferences to ensure quorum met.	Chair Accreditation Committee/ Manager	
Lack of adequate information being provided by health service/survey team to Accreditation Committee	<i>Further information required from bodies and inability for decisions being made by Committee</i>	Likelihood of happening – High Impact – Very high Risk – 3 (High)	Survey team tools reviewed on regular basis so that forms are clear, concise and relevant information is requested in a timely manner.	Chair Accreditation Committee	

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Management of appeal process	<i>Damage to relationships with external bodies and individuals, loss of credibility with health services</i>	Likelihood of happening – Medium Impact – Very high Risk – 3 (High)	Appeals policy maintained and reviewed on defined cycle.	Chair Accreditation Committee	
Ability to be agile and adaptable when issues outside of PMCT AC remit occur, such as epidemics, severe weather issues etc.	<i>Inability to meet specified timelines or accreditation expiry dates, lack of survey teams to undertake accreditation visit/s</i>	Likelihood of happening – High Impact – Very high Risk – 3 (High)	Ensure communication with AMC and MBA and stakeholders.	Chair Accreditation Committee/ Manager/ Accreditation Advisor	

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Operational management The PMCT Accreditation Committee effectively manages its resources to perform functions associated with accreditation of intern programs					
Loss of key staff members and Committee members and associated knowledge and experience	<i>Depending on position, impact on relationships with AMC, MBA and key stakeholders. Time taken to re-train new staff members, and potential impact on Accreditation processes and reviews</i>	Likelihood of happening – Low Impact – Very high Risk – 4 (Significant)	Succession planning, and clear/comprehensive position descriptions for all staff members and Committee members (Chair)	All Members	
Filing systems, records management and information management maintained at appropriate levels	<i>Inability to find information</i>	Likelihood of happening – Low Impact – Medium Risk – 6 (Low)	Maintain secure filing systems, increased communication, updated documentation processes.	Chair Accreditation Committee/ Manager	
Ability to be agile and adaptable in methods of accessing data and records	<i>Key data and records not accessible from remote locations due to storage on secure internal servers</i>	Likelihood of happening – Medium Impact – Very High Risk – 3 (High)	Move data storage to secure cloud-based servers to enable remote access	Manager	

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Relevant correspondence handling or communication in timely manner	<i>Damage to relationships with health services, other external bodies and individuals</i>	Likelihood of happening – Low Impact – Medium Risk – 6 (Low)	Ensure communication strategy is maintained.	Chair Accreditation Committee/ Manager	
Security or back up of electronic records maintained at appropriate levels	<i>Loss of data, breach of confidentiality</i>	Likelihood of happening – Low Impact – Medium Risk – 6 (Low)	Well maintained secure computer system.	Chair Accreditation Committee/ Manager	
Maintenance of computer systems at appropriate levels	<i>Loss or corruption of data or security issues relating to hacking of system</i>	Likelihood of happening – Low Impact – Medium Risk – 6 (Low)	IT system maintained at appropriate levels required for health services.	Chair Accreditation Committee/ Manager	
Breach of confidentiality - misuse of confidential recorded information	<i>Damage to relationships with external bodies and individuals, loss of credibility with health services</i>	Likelihood of happening – Medium Impact –high Risk – 4 (Significant)	Constant review of relevant policies, yearly conflict of interest information from all Accreditation Committee members, PMCT staff and survey team members where applicable.	Chair Accreditation Committee/ Manager	
Relevant and current policies, appropriate documentation or policy implementation	<i>Loss, damage or poor performance of Committee, survey team</i>	Likelihood of happening – Low Impact – Medium Risk – 6 (Low)	All policies and aspects of administration maintained and reviewed on defined cycle.	Chair Accreditation Committee/ Manager	
Compliance in information management and record keeping	<i>Legal action against organisation for breach of privacy</i>	Likelihood of happening – Low Impact – Medium Risk –6 (Low)	All policies and aspects of Information management and record keeping maintained and reviewed on defined cycle.	Chair Accreditation Committee/ Manager	

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Lack of health service staff and/or survey team members to undertake survey at health locations due to issues such as epidemic, severe weather conditions or other non- specific reasons.	<p><i>Damage to relationships with health services, other external bodies and individuals.</i></p> <p><i>Inability to complete a survey visit or Mid-Cycle review affecting the accreditation expiry dates.</i></p>	Likelihood of happening – Medium Impact –high Risk – 4 (Significant)	<p>Ensure communication with AMC, MBA, health services and stakeholders.</p> <p>Develop an action plan and timelines in relation to survey visits so that health services are informed of issues and processes.</p>	Chair Accreditation Committee/ Manager/ Accreditation Advisor	
Relevant systems for monitoring and improving accreditation processes, including identification and management of risk	<i>Poor decisions towards accreditation of programs, loss of data, legal action</i>	Likelihood of happening – Low Impact – Medium Risk – 6 (Low)	Ongoing reviews of processes and relevant policies of the Accreditation Committee.	Chair Accreditation Committee/ Manager	
Stakeholder collaboration <i>The PMCT Accreditation Committee works to build stakeholder support and collaborates with other accreditation bodies and medical education standards bodies.</i>					
Relationships with key stakeholders	<i>Loss of credibility and funding opportunities</i>	Likelihood of happening – Medium Impact – Very high Risk – 3 (High)	Continued collaboration with key stakeholders where applicable.	Chair Accreditation Committee/ Manager	

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Effective communications strategy	<i>Poor decision making, lack of achievement of objectives, lack of feedback to improve processes</i>	Likelihood of happening – Medium Impact – Very high Risk – 3 (High)	Provide information via Newsletters, feedback from and engagement with stakeholders and continued use of website.	Chair Accreditation Committee/ Manager	.