

A checklist for requests for consideration, by the PMCT Accreditation Committee (PMCT AC), for a new accredited term or change to an existing term has been developed. This is a guide as to the minimum requirements needed for the PMCT AC to consider the application. The PMCT AC may request further information, if they deem it necessary.

### 1. New Terms:

The Health Service must provide:

- A formal request (either email or in writing);
- Term Description in the approved format;
- Core or Non-core term indicated;
- Name of Parent Hospital;
- Information in writing about supervisors and any support systems in place for interns and /or PGY2+;
- Letter of support from the parent hospital, if applicable; and
- 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.

### 2. Change to existing terms

Please read this in conjunction with the [Change of Circumstance Policy](#) document.

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

- A formal request (either email or in writing) outlining the change of circumstance
- A new Term Description clearly showing any changes and alterations (tracked changes must be used);
- 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; and
- Letter of support from the parent hospital, if applicable.

\*Supporting Information can be: number of interns or PGY2+s per term to undertake the term, the proposed start date for the term, Term Evaluations (de-identified) if the new term was originally part of an accredited term, if the term is off-site please provide the location and details pertaining to the site so that it is clearly identified, why this term is requested by the parent hospital and any other relevant information in support of the application.

Definition for core terms can be found at: <https://www.medicalboard.gov.au/Registration/Interns/Guidelines-resources-tools.aspx> under Guidelines for Terms.