

<b>Policy name:</b>	<b>PMCT Accreditation Policy – Level and Duration of Accreditation</b>
<b>Subject:</b>	Recommendation of level and duration of accreditation
<b>Date of last approval:</b>	14 February 2023
<b>Date due for review:</b>	February 2027
<b>Policy Revision Number</b>	Version 2.5
<b>Responsible Officer</b>	Chair, Accreditation Committee and Manager, Accreditation Committee

## Policy Statement

This policy is to assist survey teams and the PMCT Accreditation Committee (PMCT AC) in recommending duration of accreditation to be awarded to health services following an accreditation visit.

This policy applies to all PMCT accreditation survey visits conducted by PMCT and should be used by survey teams and the PMCT AC for survey reporting.

The objectives of this policy are to ensure:

1. All interns are in accredited intern training programs and in accredited intern terms (Medical Board of Australia registration standard); and
2. There is a process for timely review of health services' intern training programs and intern terms that have met some, but not all, accreditation standards.

This policy is reviewed every four years, or more frequently if deemed necessary by the Accreditation Committee.

## Background

The level and duration of accreditation recommended will be determined for the overall health service intern training program as well as individual intern terms as necessary. Individual intern terms cannot be recommended for accreditation unless the overall health service intern training program meets the requirements of accreditation.

## Level and Duration

There are five levels of accreditation that can be approved for the health service intern training program and for individual intern terms. Each level has a recommended duration of accreditation. These are:

1. Full accreditation – four years;
2. Provisional accreditation;
3. Preliminary accreditation; and
4. Accreditation not awarded or withdrawn
5. Suspension of accreditation (individual accredited term/s)

## Level of Accreditation for health Service Intern Training Program

### Full Accreditation

Intern Training Program at the health service: Four year's accreditation will be awarded to a health service whose intern training program exhibits substantial compliance with Australian Medical Council (AMC) Accreditation Standards with no major issues identified. Accreditation may include some suggestions for improvements to the intern training program, but accreditation is not dependent upon their implementation. This assessment can only be made following a full accreditation visit.

As from 2017, when the accreditation cycle moved to a four year cycle, the Mid-Cycle review process was implemented to ensure all accredited terms were meeting the Australian Medical Council (AMC) Accreditation Standards. The Mid-Cycle review process will not award four year accreditation for terms but is to be used as a supplementary tool to ensure accredited terms are meeting the required standards.

### Provisional Accreditation

Intern Training Program at the health service: Twelve months accreditation or a period recommended by the PMCT AC and approved by the PMCT Board will be awarded to a health service whose intern training program has previously been accredited, but has been assessed as meeting with some, but not all AMC Accreditation Standards. This assessment can be made following a full accreditation visit or as a result of a change in circumstance.

A health service awarded Provisional Accreditation must have clearly stated recommendations and reporting requirements. Further extension of accreditation will be granted only on completion or the high likelihood of completion of the required recommendations within a 12 month period (or specified by PMCT), and is based on a review and/or a site visit of the health service intern training program by an accreditation survey team.

The outcome of a health service with Provisional Accreditation status undergoing review may be:

- Full accreditation;
- Accreditation withdrawn; or
- In exceptional circumstances, the status of Provisional Accreditation may be continued with a further review after 12 months or period specified by PMCT.

### Preliminary Accreditation

Intern Training Program at the health service: Preliminary accreditation will be awarded to a new health service intern training program that has not previously been accredited. Twelve months accreditation or period specified by PMCT is awarded to a new health service training program-that has not previously been assessed for interns and is assessed as meeting all AMC Accreditation Standards. The health service intern training program is accredited with a review after 12 months or a period specified by PMCT.

### Withdrawal of Accreditation or Accreditation not Awarded

Intern Training Program at the health service: In exceptional circumstances this may apply if the health service intern training program was assessed as not having met sufficient accreditation criteria to receive accreditation. A decision to withdraw accreditation from health services will only be made by the PMCT Board following recommendation from the PMCT Accreditation Committee. Such a decision should not disadvantage interns and where possible will take into consideration recruitment and rotation timelines.

A health service may appeal against the accreditation status awarded following a survey visit (refer to PMCT website: [Appeals - Accreditation Status of Health Services Policy](#)).

## Level of Accreditation for Intern Term/s

### Full Accreditation

Accredited Terms: Four year's accreditation will be awarded to intern terms that meet AMC Accreditation Standards where no major issues are identified. Accreditation may include some suggestions for improvements to the term, but accreditation is not dependent upon their implementation. This assessment can only be made following a full accreditation visit.

### Provisional Accreditation

Accredited Terms: Twelve months accreditation, or period specified by PMCT, will be awarded to an intern term that has previously been accredited, but has been assessed as meeting some, but not all, AMC Accreditation Standards. This assessment can be made following a full accreditation visit or as a result of a change in circumstance. [PMCT Accreditation Policy - Change in Circumstances V3.2 2021](#)

An intern term awarded Provisional Accreditation must have clearly stated recommendations and reporting requirements within 12 months as approved by the Accreditation Committee. If significant issues are identified, the reporting between the health service and the Accreditation Committee will be required after six months or period specified by PMCT.

The review of a provisionally accredited term is generally a paper based survey, Mid-Cycle review or ongoing review process followed by a videoconference /meeting /correspondence between PMCT AC and the health service. The review must include a report by the health service that clearly outlines the strategies and outcomes that have been put in place to address the Accreditation Committee 's recommendations.

Reporting requirements to be submitted for the review process include:

- summary of the term evaluations by interns during the provisional accreditation status period
- other supporting information as specified.

The outcome of a term with Provisional Accreditation status undergoing review may be:

- Full accreditation;
- Accreditation withdrawn; or
- In exceptional circumstances, the status of Provisional Accreditation may be continued with a further review within a maximum of six months or period deemed suitable by the PMCT AC.

### Preliminary Accreditation

New Term: Preliminary accreditation will be awarded to intern term/s that have not previously been accredited. Twelve months accreditation or period specified by PMCT is awarded to an intern term that has not previously been assessed for interns and is assessed as meeting all AMC-Accreditation Standards. The term is accredited to have an intern rotate through the term with a subsequent review by the PMCT AC to determine ongoing accreditation.

An electronic or paper-based application for accreditation of a new term is submitted by the health service to the Chair of the Accreditation Committee. The application should include:

- Evidence of why prompt accreditation is required; and
- Evidence and supporting documentation of how the health service is able to meet the Accreditation Standards, including a term description and supervisory arrangements.

On receipt of the correspondence, the Chair of the Accreditation Committee and Accreditation Manager will discuss the application for a new term and decide on one of the following options:

- may be considered by the Accreditation Committee members at a delegated meeting, or
- an exceptional meeting of the Committee- either via videoconference or email, or
- a meeting of the Panel of the PMCT Accreditation Committee.

The Accreditation Committee will seek further information as necessary and conduct a paper-based review of the term with an optional videoconference with the health service representative/s (generally the DCT). A site visit may form part of the accreditation process if deemed necessary. Based on the evidence provided, any meetings

and a review of documentation, the Accreditation Committee will decide whether or not to award the term preliminary accreditation.

Preliminary accreditation is awarded for a period of 12 months or period specified by PMCT. If awarded, the health service must submit a report after six months and 12 months and include summaries of the intern evaluations.

### **Withdrawal of Accreditation or Accreditation not renewed**

Withdrawal of accreditation as requested by PMCT AC: If a term has been assessed as not meeting sufficient accreditation criteria to receive or maintain accreditation, then withdrawal of accreditation will need to be considered by the PMCT AC.

The process prior to withdrawal of accreditation for a health service intern training program or an intern term is as follows:

- A PMCT survey visit and subsequent recommendations completed;
- An opportunity for the health service to respond and address recommendations;
- Interaction with PMCT and other relevant stakeholders; and
- To occur within a defined period.

A decision to withdraw accreditation from intern terms will only be made by the PMCT Board following recommendation from the PMCT Accreditation Committee. Such a decision should not disadvantage interns and where possible will take into consideration recruitment and rotation timelines.

A health service may appeal against the accreditation status awarded following a survey visit (refer to PMCT website [Appeals - Accreditation Status of Health Services Policy](#)).

Request for withdrawal of accreditation by health service (redundant term): This term is not renewed after a request from the health service. Such a decision should not disadvantage interns and where possible will take into consideration recruitment and rotation timelines.

### **Suspension of Accredited term**

This applies if a term was assessed as not being able to meet the accreditation criteria due to exceptional circumstances or at the request of the health service.

The process prior to suspension of accreditation intern term is as follows:

- The PMCT Accreditation Committee requests information re the changes which have occurred;
- An opportunity for the health service to respond and address concerns (if applicable);
- Interaction with PMCT and other relevant stakeholders; and
- Decision made by the Chair of PMCT AC to send to quarterly meeting of PMCT AC or consider an exceptional meeting to be established to consider the possible suspension.

A decision to suspend accreditation for intern terms will only be made by the PMCT Accreditation Committee. Such a decision should not disadvantage interns and where possible will take into consideration recruitment and rotation timelines.

Review period: Maximum 12 months.

## Document History

<b>Date effective</b>	<b>Author/Editor</b>	<b>Approved by</b>	<b>Version</b>	<b>Change Reference Information</b>
11 November 2015	PMCT Accreditation Manager	PMCT Accreditation Committee	1.0	Original document
5 June 2019	PMCT Accreditation Manager	PMCT Accreditation Committee	2.4	Minor changes to links
14 February 2023	PMCT Accreditation Manager	PMCT Accreditation Committee	2.5	Minor changes