

Policy name:	PMCT Accreditation Policy – Accreditation Survey Team
Subject:	Selection, training and performance of Accreditation survey team
Date of last approval:	19 February 2023
Date due for review:	February 2027
Policy Revision Number	Version 2.4
Responsible Officer	Chair, Accreditation Committee and Manager, Accreditation Committee

Policy Statement

This policy outlines the selection, appointment, training and performance review of members of the PMCT Accreditation survey team, including the survey team leader.

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

Context

The Postgraduate Medical Education Council of Tasmania (PMCT) accreditation process has been designed to obtain information about health service performance of intern training against explicit standards and criteria, to achieve the following objectives:

1. Interns achieve a high standard of general clinical education and training; and
2. The best possible environment exists 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.

[PMCT Accreditation Guidelines February 2023](#)

Survey Team

The primary responsibility of the PMCT Accreditation survey team is to conduct a comprehensive review of the intern training program at the health service under consideration. The survey team evaluates health services as effective training sites, and also evaluates each existing accredited intern term/PGY2 and new proposed intern terms. It also recommends improvements in education and training for interns.

Please refer to the Position Descriptions for Survey Team Member [PMCT Accreditation Survey Team Member PD May 2019](#) and Survey Team Leader [PMCT Accreditation Survey Team Leader PD May 2019](#) for detailed information about the respective responsibilities.

COMPOSITION OF THE SURVEY TEAM

A survey team normally comprises a minimum of four people, who represent any of the following medical education stakeholder groups:

- Clinician/Term Supervisor;
- Junior Medical Officer (JMO) (Intern through to Registrar);
- Director of Clinical Training (DCT);
- Medical Education Advisor;
- Medical Administrator; and
- Co-opted members as approved by the Accreditation Committee
- Where possible, an Interstate accredited surveyor (except in extenuating circumstances when no interstate surveyor is available to attend)

Each team must have at least one JMO and one DCT. At least one member of the team will be a member of the PMCT AC. The PMCT AC may require that the survey team comprises one or more team members from interstate should it determine that this is necessary to avoid any conflict of interest. Please refer to *PMCT Conflict of Interest Policy*. The Survey team members will also be selected to ensure that they do not have linkages to the same hospital base thus enabling transparency in the visitation process.

Site visits occurring outside of the full survey visits (for instance, to assess new terms or to confirm satisfactory progress in the case of Provisional Accreditation) will normally consist of fewer members, with a minimum of three people, one of whom will be a member of the PMCT AC.

The team members must be mindful that the information relating to the Accreditation visits is confidential and all surveyors must sign a confidentiality agreement each year prior to them undertaking a surveyor role in an accreditation visit. These forms are to be noted and maintained by the Accreditation Manager.

Full Accreditation Survey Team Members: For a full Accreditation Survey, there are to be a minimum of four team members consisting of the survey team leader and at least three additional survey team members. Where possible, at least one or two of the survey team members should be Interstate accredited surveyors. The survey team may, depending on survey visits, be as many as six surveyors.

Mid-Cycle Review Survey Team Members: The Mid-Cycle Review is typically conducted as a desk-top audit. The survey team members should include a survey team leader, and two other survey team members. Where possible, some of the survey team members, from the previous Full Accreditation Survey, should be included.

SELECTION OF SURVEY TEAM MEMBERS

In order to be a survey team member, members must possess the necessary background/experience as outlined in the *Accreditation Survey Team Member Position Description* and undergo appropriate training prior to an Accreditation visit. In addition, the applicant must agree to comply with the *Accreditation Survey Team Member Position* [PMCT Accreditation Survey Team Member PD May 2019](#) and [PMCT Accreditation Code of Conduct](#). The Accreditation Committee is responsible for the selection and appointment of survey team members.

SURVEY TEAM MEMBER TRAINING

A survey team member must participate in a survey team training workshop and preferably observe at least one full survey visit prior to his/her first survey. If the survey member is from interstate the Chair of the PMCT AC is to determine the requirements for training for the person. The workshop is facilitated by the Manager Accreditation.

The survey team training workshop is interactive and includes an overview of the:

- MBA Intern Registration Standards;
- Role of PMCT and the PMCT AC; and
- PMCT accreditation policies and processes with a particular emphasis on the Accreditation Survey Tool, the conduct of survey visits and reporting, and the roles and responsibilities of survey team leaders and team members.

In order to maintain his/her currency and status as a PMCT survey team member, a survey team member must attend a refresher training workshop at least every four years.

SURVEY TEAM LEADER

The survey team leader is responsible to the Chair of the PMCT AC. Every survey visit must have at least three ~~two~~ survey team members in addition to an appropriately trained survey team leader who provides leadership in the preparation, delivery and the development of the report of the survey visit of the health service.

Team leaders will be selected and appointed by the PMCT AC Chair (in conjunction with the PMCT Accreditation Manager) on the basis that they comply with the *Accreditation Survey Team Leader Position Description* [PMCT Accreditation Survey Team Leader PD May 2019](#) and *Code of Conduct* [PMCT Accreditation Code of Conduct](#) and have undertaken the survey team training workshop, have actively participated in at least two full survey visits (which may include experience in another domain e.g. Australian Medical Council, Colleges or other Postgraduate Medical Council) and feedback on their performance has been satisfactory.

REVIEW OF SURVEY TEAM LEADER AND SURVEY TEAM MEMBERS

Within one month of the survey visit, the PMCT Accreditation Manager will seek feedback about the performance and suitability of the survey team from:

- The health service involved in the survey visit; and
- The survey team members including the team leader.

The feedback form will be emailed to the above, and feedback will be collated by the PMCT Accreditation Manager. Any concerns or issues raised will be managed by the Chair of the PMCT AC, or if this is not appropriate, by the Chair of PMCT. Management of concerns may include counselling a team member/leader about their performance, further training or withdrawal as a team member. PMCT intends the process to be constructive and collegial.

TERMINATION OF APPOINTMENT

The PMCT Chair will consult with the Board regarding termination of the appointment of a survey team member/leader found in breach of the [PMCT Code of Conduct](#) and the [PMCT Accreditation Policy - Confidentiality and Data Management V2.2](#)

The PMCT Chair reserves the right to terminate the appointment of a PMCT survey team member or team leader found in breach of this [Code of Conduct](#).

Document History

Date effective	Author/Editor	Approved by	Version	Change Reference Information
13 May 2015	PMCT Accreditation Manager	PMCT Accreditation Committee	1.0	Original document
19 February 2019	PMCT Accreditation Manager	PMCT Accreditation Committee	2.2	Minor changes to links
February 2021	PMCT Accreditation Manager	PMCT Accreditation Committee	2.3	Minor changes
14 February 2023	PMCT Accreditation Manager	PMCT Accreditation Committee	2.4	Minor changes