

## Position Description

<b>Position Title:</b>	<b>Accreditation Survey Team Leader</b>
<b>Reporting to:</b>	Chair, Accreditation Committee of Postgraduate Medical Education Council of Tasmania (PMCT)
<b>Staff Responsibility:</b>	Nil
<b>Basis of Engagement:</b>	As needed
<b>Position Summary</b>	As a member of the Accreditation Survey Team, undertake accreditation reviews (mid cycle and full survey reviews) of the THS Health Services located in Tasmania
<b>Criteria</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to, and understanding of, PMCT role in the accreditation of intern training programs</li> <li>• Demonstrated understanding of quality improvement in healthcare</li> <li>• Experience in the last five years of the healthcare industry as either a clinician, term supervisor of intern training, Director of Clinical Training, Medical Education Advisor or Medical Administrator</li> <li>• Well developed interpersonal skills with flexibility of approaches to suit different people and situations</li> <li>• Ability to work well in a team</li> <li>• Ability to meet deadlines according to a defined process</li> <li>• Demonstrated report writing skills</li> <li>• Ability to comply with <a href="#">PMCT Code of Conduct</a> and <a href="#">PMCT Confidentiality and Data Management Policy</a>.</li> <li>• For full survey: participated in at least two PMCT full accreditation survey visits, or for mid-cycle review in at least one PMCT full accreditation survey visit.</li> </ul>

Full Survey Visits	
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Assess the health service’s performance without bias using <i>Intern training national standards</i> their experience within healthcare and experience with surveying;</li> <li>• Liaise with survey team members prior to the survey visit to determine if additional documentation is necessary;</li> <li>• Lead the survey team throughout a full survey visit which will include liaising with health service representatives, chairing of meetings according to timetable and chairing of summation meeting;</li> <li>• Collate and take a lead role in writing the final report using a pro forma;</li> <li>• Present the accreditation report to the Accreditation Committee or organise and brief a delegate, where necessary;</li> <li>• Represent PMCT at accreditation surveys in achieving its goals;</li> <li>• Maintain currency of understanding of <a href="#">Intern training national standards</a> and the <a href="#">PMCT Accreditation Guidelines</a> by attending regular workshops.</li> </ul>
<b>Specific Tasks</b>	<p>Prior to the survey visit the team leader is expected to:</p> <ul style="list-style-type: none"> <li>• Liaise with the survey team members and the Chair of the Accreditation Committee to set dates for the visit, finalise the agenda and timetable for the visit;</li> <li>• Allocate roles and responsibilities to survey team members as required; and</li> <li>• Seek any other additional information that may be required.</li> </ul> <p>During the survey visit the team leader is expected to:</p> <ul style="list-style-type: none"> <li>• Be familiar with the pre-reading material provided by the health service;</li> <li>• Chair the sessions of the days of the visit or delegate as appropriate;</li> <li>• Seek a consensus with the survey team members of major issues affecting accreditation within the health service;</li> <li>• Collaborate with the survey team members to prepare and provide a debrief of the visit to the health service, seek final clarification in relation to any other issues, and provide the health service with an opportunity to respond; and</li> <li>• Avoid discussing the accreditation status during the debriefing.</li> </ul> <p>Following the survey visit the team leader is expected to:</p> <ul style="list-style-type: none"> <li>• Liaise with the Manager Accreditation to prepare a draft survey report using the approved proforma and circulate this to all team members for comment and amendments within three weeks of the survey visit;</li> <li>• Submit the report to the Chair of the Accreditation Committee (via Manager Accreditation) within twelve weeks of the survey visit for consideration at the next Accreditation Committee meeting (assuming no appeal); and</li> <li>• Be available at that meeting (in person or via teleconference) to introduce and comment on the survey report.</li> </ul>

Mid-Cycle Review	
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>Assess the health service's performance without bias using <i>Intern training national standards</i> their experience within healthcare and experience with surveying;</li> <li>Liaise with survey team member/s prior and during the mid-cycle review to determine if additional documentation is necessary;</li> <li>Ensure the specific timelines are met for the mid-cycle review;</li> <li>Lead the survey team throughout the mid-cycle review and seek consensus with the survey team of major issues affecting accreditation within the health service;</li> <li>Collate and take a lead role in writing the final mid-cycle report using a pro forma;</li> <li>Present the mid-cycle report to the Accreditation Committee or organise and brief a delegate, where necessary;</li> <li>Represent PMCT at accreditation surveys in achieving its goals; and</li> <li>Maintain currency of understanding of <a href="#">Intern training national standards</a> and the <a href="#">PMCT Accreditation Guidelines</a> by attending regular workshops.</li> </ul>
<b>Specific Tasks for mid-cycle review</b>	<p>Prior to the mid-cycle review the survey team leader is expected to:</p> <ul style="list-style-type: none"> <li>Liaise with the survey team member and Accreditation Manager to confirm participation on the set dates;</li> <li>Read the information provided by the health service;</li> <li>Examine documents relating to any previous survey visit (where relevant); and</li> <li>Identify areas that may require clarification.</li> </ul> <p>During the mid-cycle review the team leader is expected to:</p> <ul style="list-style-type: none"> <li>Assess the health service's performance using the <i>Intern training national standards</i>;</li> <li>Lead the discussions with the survey team in relation to major issues affecting accreditation within the health service.</li> </ul> <p>Following the mid-cycle review the team leader is expected to:</p> <ul style="list-style-type: none"> <li>Liaise with the Manager Accreditation to prepare a draft survey report using the approved proforma and circulate this to team member/s for comment and amendments within three weeks of the mid-cycle review (as per the timeline);</li> <li>Submit the report to the Chair of the Accreditation Committee (via the Manager Accreditation) within twelve weeks of the survey visit for consideration at the next Accreditation Committee meeting (assuming no appeal); and</li> <li>Be available at that meeting (in person or via teleconference) to introduce and comment on the mid cycle survey report.</li> </ul>
<b>Evaluation of Performance</b>	<p>Surveyor performance will be evaluated by:</p> <ul style="list-style-type: none"> <li>Feedback from the health service provided as part of the accreditation evaluation process;</li> <li>Feedback from the survey team members provided as part of the accreditation evaluation process; and</li> <li>Participation in PMCT survey team accreditation training workshops</li> </ul>
<b>Termination of appointment</b>	<p>The PMCT Chair will consult with the Board regarding termination of the appointment of a survey team member/leader found in breach of the <a href="#">PMCT Code of Conduct</a> and the <a href="#">PMCT Confidentiality and Data Management Policy</a>.</p>
<b>Expenses</b>	<p>Survey team members/team leaders who visit a health service in a location away from where they live and work will be reimbursed for agreed travel, accommodation and other costs incurred. The PMCT Principal Officer will make all the necessary travel and accommodation arrangements.</p>