

ACCREDITATION PROVISO REPORTING PROCESS

Purpose

To define accreditation provisos and recommendations and outline the follow up process and sign off of these.

Accreditation Provisos

Accreditation is awarded for a period of time, subject to the resolution of provisos. Provisos are conditions made on the accreditation status of a local health network, facility or unit. Where an accreditation standard has not been met or has only partially been met a proviso will be made with a reporting requirement. Provisos must be met within the required reporting period for accreditation to be maintained. The accreditation report lists the provisos and the timeframe for reporting progress.

Accreditation Recommendations

Accreditation recommendations refer to areas where training in a facility or unit could be improved, but are not required to be resolved to achieve accreditation for the accreditation period. Recommendations have no reporting requirement but will be reviewed at the next local health network accreditation.

Reporting on Progress

The local health network is required to report to the SA MET Health Advisory Council Accreditation Committee (the Accreditation Committee) regarding their progress towards satisfying the provisos within the stipulated timeframe.

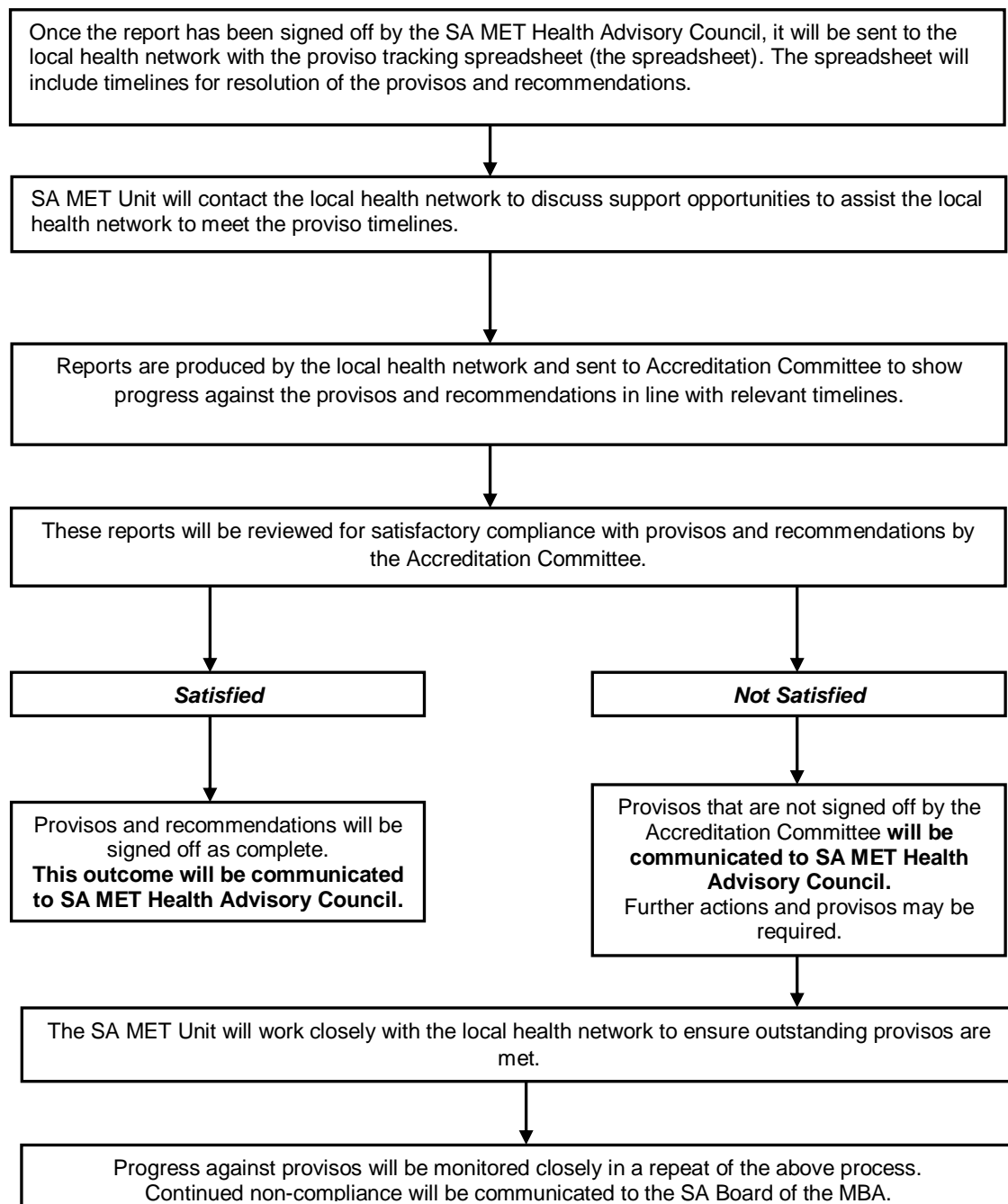
Proviso tracking spreadsheet

SA MET Unit will provide the local health network, at regular intervals, a spreadsheet which tracks the local health network's efforts in addressing provisos. The spreadsheet is updated by SA MET Unit after every Accreditation Committee meeting and highlights provisos that are open and or closed. The spreadsheet is often sent to the local health network accompanied by a letter from the Accreditation Committee notifying them of the latest meeting outcomes.

Reporting Timeframes

Each proviso in the accreditation report will have a reporting timeline; this timeline will be highlighted in the proviso tracking spreadsheet. Unless otherwise stated, the timeline commences when the final report is issued to the local health network. Deadlines for reporting on provisos and recommendations may be a specified number of months, for example after six months, or may fall in line with the training year terms, for example after two terms.

Proviso Follow-up Process



Related Documents

- > Accreditation Proviso and Recommendation Collection Spreadsheet

For more information

SA MET

Level 6, Citi Centre Building

11 Hindmarsh Square

Adelaide SA 5000

Telephone: 8226 7231

SAMETAccreditation@health.sa.gov.au

Document history

Date effective	Author/Editor	Approved by	Version	Change Reference
4 April 2012	Project Officer, Accreditation	SA MET Health Advisory Council Accreditation Committee	1.1	Original document
19 June 2013	Project Officer, Accreditation	Senior Project Officer, Accreditation	1.2	Minor updates.
6 August 2014	Project Officer, Accreditation	Senior Project Officer, Accreditation	1.3	Minor updates
4 February 2015	Project Officer, Accreditation	Senior Project Officer, Accreditation	1.4	Minor updates