

Local Health Network Accreditation Process



Purpose

To direct facilities and the Accreditation Committee through the process to accredit a local health network (LHN) that educates and trains prevocational trainee medical officers.

Overview

The SA Health LHNs are groups of health facilities with a geographical or functional connection that manage the delivery of public hospital and community based health services. The LHNs are responsible for planning, funding and delivering education and training to trainee medical officers (TMOs).

The LHN accreditation process sets out to establish and monitor standards for TMOs and to assist in the attainment of a universally high standard of general training. Through the process of accreditation, an accreditation team formally evaluates an LHN that employs TMOs against the SA MET Health Advisory Council Accreditation Standards. The process adds value in a formative way by sharing local and interstate experience on best practice in prevocational TMO education and training.

The LHN accreditation process reviews network wide aspects of education and training programs, including governance and resourcing.

Process

The accreditation process is outlined in the steps below and illustrated in the flowchart.

1. SA MET Unit will liaise with the LHN regarding the upcoming full facility accreditation.
2. SA MET Unit, in conjunction with the LHN, will conduct an online survey of all the TMOs at the facility.
3. SA MET Unit will work with the LHN to aid completion of the accreditation submission (see details below).
4. The LHN must submit the full facility accreditation submission and supporting documentation to the SA MET Unit at least 60 days prior to the date requested of the accreditation visit.
5. SA MET Unit will review the submission and ensure all necessary supporting documents are provided with the completed submission.
6. The SA MET Unit will recruit members to an accreditation visit team ensuring there are no conflicts of interest.
7. The LHN will develop a visit program in accordance with the SA MET *Guideline for Planning an Accreditation Visit*. The accreditation visit usually takes one to two days and includes separate interviews with term supervisors, registrars, TMOs, medical education officers (MEOs), the director of medical services (DMS) and the director of clinical training (DCT).
8. The accreditation visit team will convene to discuss the LHN's submission. SA MET Unit will follow up with the LHN should further information be required before the site visit.

9. At the site visit the accreditation team will interview relevant staff. It is expected that the MEO will be present to manage all the logistical aspects of the accreditation and help the accreditation team with other requests if required.
10. The accreditation team will develop a draft accreditation report and come together again to finalise the accreditation report prior to the approval process occurring.
11. SA MET Unit will provide the accreditation report, excluding the accreditation outcomes, to the facility for factual accuracy checking.
12. SA MET Unit will make any changes to the draft accreditation report requested by the accreditation visit team.
13. The accreditation report will be considered by the SA MET Health Advisory Council Accreditation Committee (the Accreditation Committee).
14. The Accreditation Committee will provide SA MET Health Advisory Council (the Advisory Council) with recommendations on the outcome of the accreditation report, including the duration of accreditation.
15. The Advisory Council will make a final decision on the accreditation of the unit.
16. The LHN is notified of the accreditation decision.
17. The LHN has a right to appeal the accreditation decision in accordance with the *SA MET Internal Review Policy and Procedure*.
18. Should no appeal be made within the 30 day appeal period, SA MET Unit will provide the Advisory Council accreditation decision on the accreditation of intern positions to the South Australian Board of the Medical Board of Australia. The South Australian Board of the Medical Board of Australia will advise the SA MET Unit of its decision regarding suitability of the LHN's terms for general registration purposes.
19. The accreditation of all other prevocational TMO positions is reported to the Minister for Health annually.
20. The LHN is notified of the final accreditation decision for general registration purposes.

LHN Accreditation Submission

LHN are required to submit a completed accreditation submission to the SA MET Unit no later than 60 days prior to the date of the accreditation visit. The submission is crucial to the accreditation process and the LHN is asked to:

- > Assess its own performance using a rating scale (the same rating scale is used by the accreditation team to assess the LHN). The LHN is also asked to comment on how the Accreditation Standards have been achieved.
- > Verify the details of the submission with the director of medical services and the director of clinical training prior to submitting to the SA MET Unit.
- > Inform the LHN Chief Executive officer of the accreditation process as they are ultimately responsible for the accreditation of posts within the relevant LHN.

Timeframe

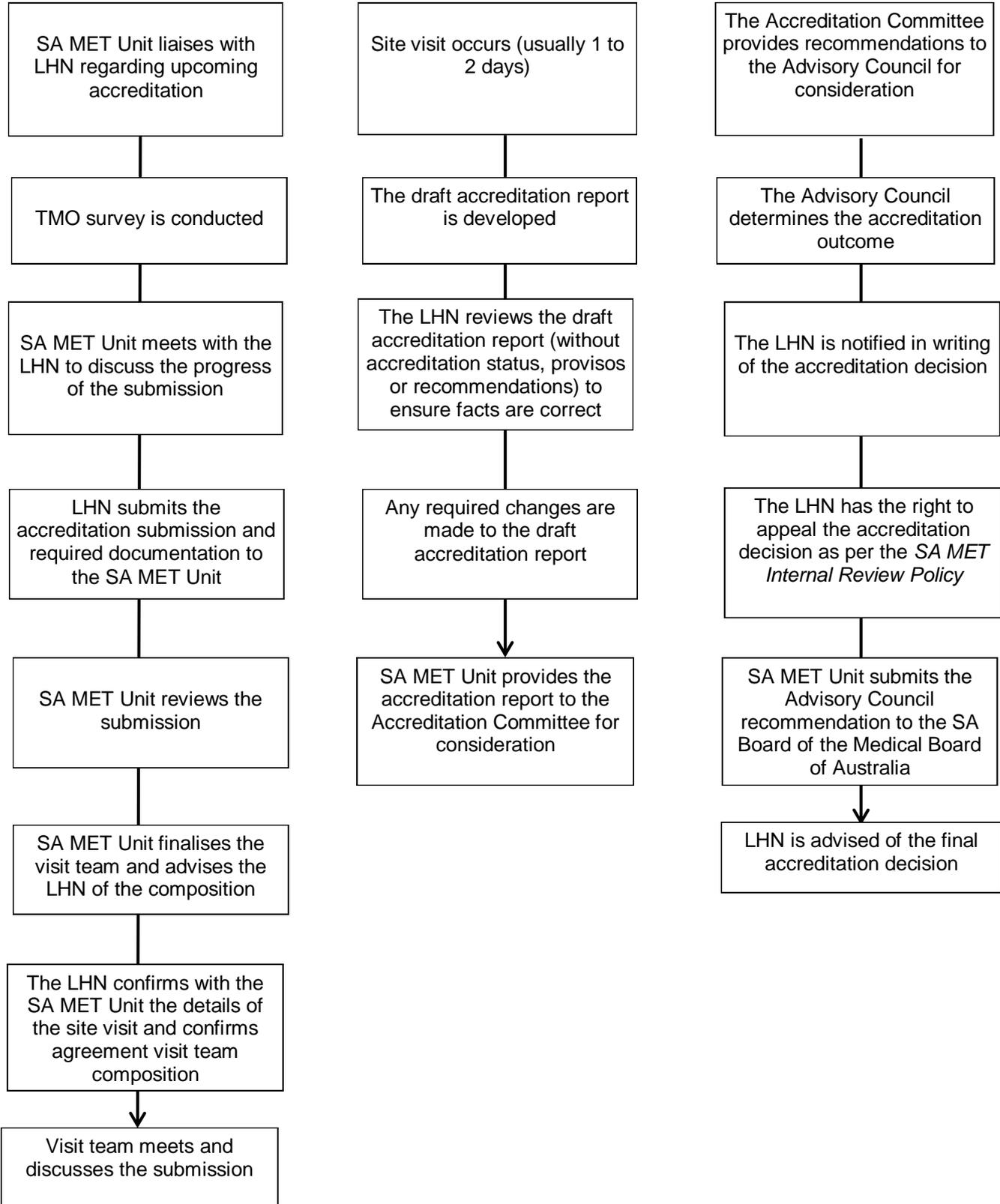
A LHN accreditation visit can take two to three days depending on the size of the LHN and the number of units to be accredited. However, the process for preparing for a LHN accreditation submission takes several months.

LHNs should be aware of when their next full accreditation is due and should liaise with the SA MET Unit six months prior to arrange a date for the accreditation visit.

Accreditation Preparation

Accreditation Visit

Accreditation Approval



Related Documents

- > Accreditation Policy
- > Guide to Accreditation
- > SA MET Accreditation Standards
- > Local Health Network Accreditation Submission Template
- > *SA MET Internal Review Policy*

Definitions

Accreditation – a quality assurance process that establishes and monitors the education and training provided for TMOs within facilities to ensure high standards of clinical training for TMOs. Accreditation may be granted to a facility or a new unit for 6 months, 12 months two years or four years.

Accreditation Standards – all accreditation activities are assessed against published accreditation standards. The SA MET Health Advisory Council accreditation standards have been developed through an extensive consultation process with stakeholders, and endorsed by the Minister for Health and Ageing in South Australia and the South Australian Board of the Medical Board of Australia.

Director of Clinical Training (DCT) – a medical practitioner appointed by a facility to be responsible for the coordination of the General Clinical Training Program for trainee medical officers within a network or facility. This includes training program structure, assessment, quality improvement and overall organisation and oversight of supervision.

Facility – the institution or clinical setting in which TMOs work and train. These organisations will usually be hospitals but may be health care centres or supervised practice locations in community settings which have met accreditation requirements for TMO education and training.

Local Health Network (LHN) – a group of health facilities linked by function or geographic location.

Medical Education Officer (MEO) – an experienced educationalist employed to assist the DCT in developing educational processes and procedures supportive of the Education and Training Program (ETP).

PGY level – the number of years since graduation of a trainee medical officer, e.g. PGY2, or PGY3

South Australian Medical Education and Training (SA MET) Accreditation Committee – a Committee of SA MET Health Advisory Council that is responsible for an efficient and effective accreditation process taking into account jurisdictional requirements, national program developments, and the needs of TMOs.

South Australian Medical Education and Training (SA MET) Unit: Supports the functions of the SA MET Health Advisory Council and various committees and subcommittees. The unit is committed to supporting the education and training of trainee medical officers in South Australia and supports the Health Advisory Council in ensuring an open and transparent accreditation system.

Term Supervisor – a medical practitioner designated to be responsible for the coordination of clinical training of TMOs attached to their unit.

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Document history

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| 19 June 2013 | Project Officer, Accreditation | Senior Project Officer, Accreditation | 11.1 | Minor updates. |
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