

# ACCREDITATION PROVISO REPORTING PROCESS

## Purpose

To define accreditation provisos 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 (LHN), 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 by an allocated date within the required reporting period for accreditation to be maintained. The accreditation report lists the provisos and the date for reporting progress.

## Reporting on Progress

The LHN is required to report to the SA MET Health Advisory Council Accreditation Committee (the Accreditation Committee) regarding their progress towards satisfying the provisos by the allocated date.

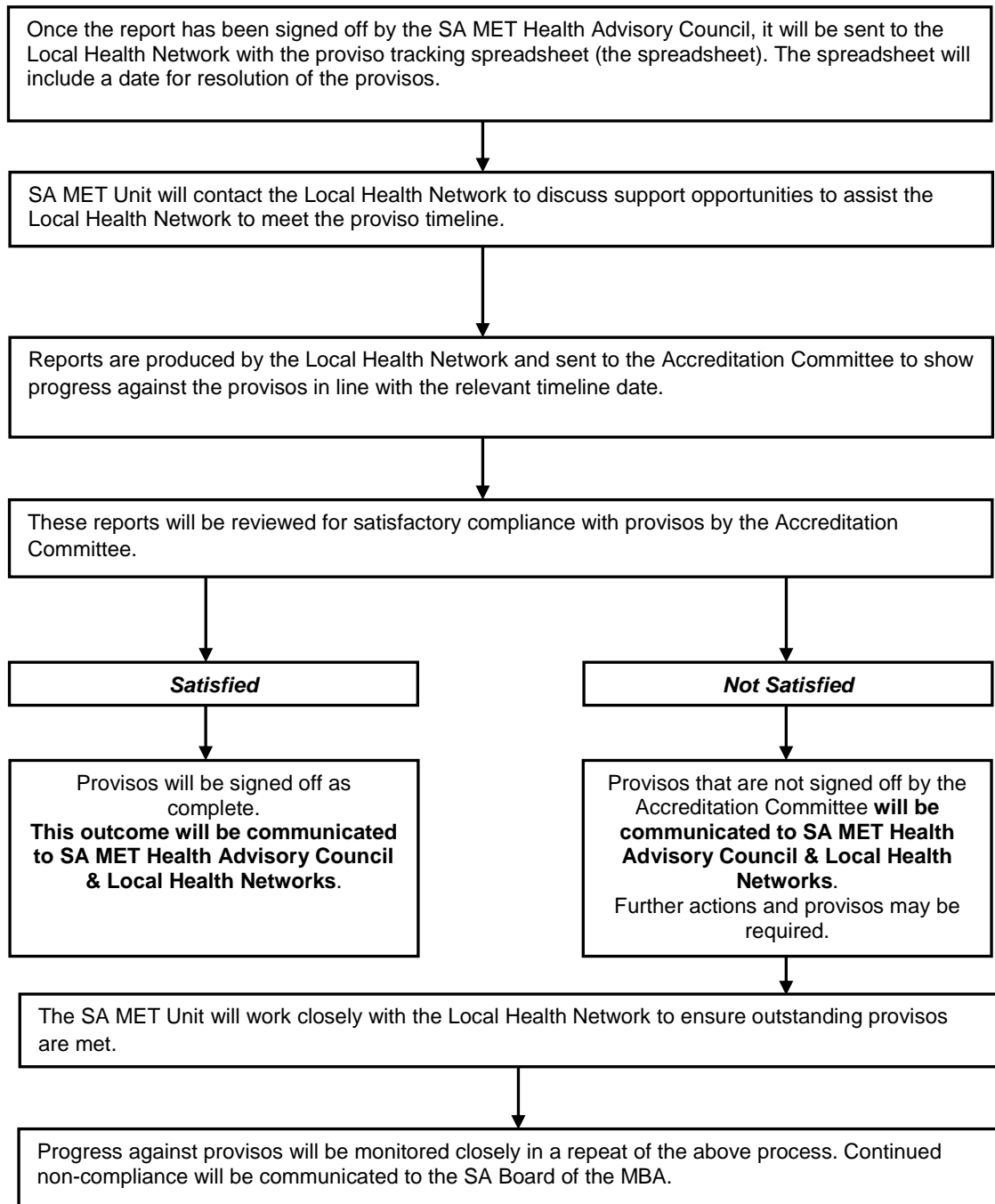
## Proviso tracking spreadsheet

SA MET Unit will provide the LHN, at regular intervals, a spreadsheet which tracks the LHN'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 LHN 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 with an appropriate date. Unless otherwise stated, the timeline commences when the final report is issued to the LHN. Deadlines for reporting on provisos 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



## For more information

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## Document history

<b>Date effective</b>	<b>Author/Editor</b>	<b>Approved by</b>	<b>Version</b>	<b>Change Reference</b>
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
18 January 2016	Project Officer, Accreditation	Accreditation Committee (pending)	1.5	Removal of section 'Accreditation Recommendations'
9 May 2018	Project Officer, Education & Accreditation	Accreditation Committee	2	Allocation of an Accreditation proviso date for response