

Scope

This guide provides information on completing a Local Health Network (LHN) accreditation submission template.

General

SA MET Unit staff are available to provide on-site guidance, further to this document, to aid the completion of a submission and guide LHNs through the wider accreditation processes. If you wish to request on-site SA MET Unit help, please call 8226 7231 or email healthSAMETAccreditation@sa.gov.au.

Attachments should be provided in all areas where they are requested or where they would provide clarity for the accreditation visit team.

The accreditation visit team will have the opportunity to request further documentation if any areas within the submission are unclear. Any requests for further information will be kept to a minimum.

The submission

Number of accredited posts

The SA MET Unit will prepopulate this section of the submission from its records of accredited posts. LHNs are required to check this table against their records and to include any additional posts that are being put forward for accreditation.

Term descriptions are required for each term at a LHN, including those at secondary sites. LHNs should have either separate term descriptions for interns and PGY2+s, or joint term descriptions that clearly differentiate between interns and PGY2+s in all relevant areas.

Provisos and recommendations from previous accreditation visit/s

The SA MET Unit will prepopulate this section from its records of a LHN's provisos and recommendations from previous visits. LHNs should note whether they consider any provisos and recommendations identified as outstanding to be resolved and provide evidence of completing these. This can be in the form of comments in the table and attachments to the submission.

Provisos or recommendations marked as outstanding will be discussed at the site visit. Further detail may be requested prior to the visit.

Provisos or recommendations marked as outstanding will be discussed at the site visit. Further detail may be requested prior to the visit if necessary.

Chief Executive Officer's Statement

The LHN Chief Executive Officer is to provide a statement that addresses executive accountability for Trainee Medical Officer (TMO) education and training across the network and support provided through budget and resource allocation.

Director of Clinical Training Report

The Director of Clinical Training (DCT) is to provide an overview of prevocational medical education and training at the LHN.

Term Supervisor Reports

The SA MET Unit will prepopulate the table with the names of accredited terms. The term supervisors are to provide an overview of the term addressing areas outlined in the submission. A comment on each term should be included from the DCT.

The overview of each unit should be kept brief and focus on strengths, weaknesses, issues the LHN would like the SA MET Health Advisory Council (the Advisory Council) to be aware of and any changes since previous accreditation visits.

The SA MET Advisory Council should be viewed as a driver of change. Issues raised within this section will be reviewed at a visit and the Advisory Council will endeavour to assist LHNs to drive change.

Accreditation Standards

LHNs are required to provide a self-assessment against all criteria within the Accreditation Standards. LHNs are asked to provide information on any criteria judged 'Partially met' or 'Not met' in the comments table included under each standard.

As a general rule, criteria should be rated as 'Not met' when LHNs are significantly deficient in these criteria.

'Partially met' should be checked when LHNs do not quite meet criteria, or there are certain aspects of criteria that require further work.

'Met' should be checked when a LHN fully meets all aspects of a criteria.

The following table provides advice on how to rate whether criteria are met. LHNs should refer to this when completing the checklist.

Rating Scale	
Met	There is good evidence to show compliance with the Accreditation Standards. There is evidence that systems and processes to support Trainee Medical Officer (TMO) education and training are integrated and observed uniformly across the LHN.
Partially Met	There is evidence of systems and processes in place to support TMO education and training, but they are either not yet fully integrated or not observed uniformly across the LHN.
Not Met	There is little evidence of systems and processes in place to support TMO education and training.

LHNs are required to answer questions relating to the Accreditation Standards.

This section of the submission differs greatly from that used by the SA MET Unit from 2010-2013. The emphasis has shifted from providing information on all criteria to providing overviews of areas that cover multiple criteria. It is intended that this will reduce the burden on LHNs when completing an accreditation submission and provide better and more useable data for accreditation visit teams.

Supporting attachments are requested at certain points within this section. It is mandatory to provide requested evidence as attachments to the submission. LHNs may wish to provide further attachments, beyond those mandated, as evidence supporting their responses to questions within this section.

Monitoring

The SA MET Unit will annually review the effectiveness of this guide.

Document history

Date effective	Author/Editor	Approved by	Version	Change Reference
November 2014	Project Officer, Education & Accreditation	SA MET Health Advisory Council	v1.0	Original document
March 2018	Project Officer, Education & Accreditation	SA MET Health Advisory Council	v1.1	Minor changes.
January 2019	Project Officer, Education & Accreditation	Manager, Education & Accreditation	v1.2	Reviewed