

GUIDELINE FOR PLANNING AN ACCREDITATION VISIT

Purpose

To guide local health networks, facilities and accreditation teams in developing a visit schedule for accreditation of prevocational medical education and training.

Context

The SA MET Health Advisory Council (the Advisory Council) accreditation process appraises and monitors standards of prevocational trainee medical officer (TMO) training programs and posts. Accreditation ensures that the best possible environment exists for the organisation, supervision and training of TMOs.

The South Australian Board of the Medical Board of Australia (MBA) considers training placements accredited by the Advisory Council for interns seeking full registration. The Advisory Council submits accreditation reports on all intern posts to the South Australian Board of the MBA for such consideration and reports annually on the accreditation of all prevocational TMO posts to the Minister for Health.

An accreditation team formally evaluates the prevocational medical education and training program at Local Health Networks that employ TMOs.

Who should be included in the schedule?

The Local Health Network (LHN) or facility will create a draft schedule of appointments for the visit. The accreditation visit team will meet no less than six weeks before a LHN visit to review the submission and the draft schedule and agree on who they should interview. The SA MET Unit will notify the LHN, no less than six weeks before the visit, who the team would like to meet with, but may suggest the following people should be included (this is not an exclusive list):

Governance (applies only to LHNs)

- > Chief Executive Officer (CEO) or delegate
- > General Manager or delegate
- > Director of Medical Services (DMS)
- > Director of Nursing
- > Medical Administration, for example TMO managers, roster managers
- > Education and Training Program (ETP) Committee
- > Chair of Strategic Network Education Committee

Education and Training Program and Welfare (applies to LHNs, facilities and units)

- > Director/s of Clinical Training (DCT)
- > Medical Education Officer/s (MEO)
- > Term Supervisors
- > Interns
- > Prevocational trainees (including surgical RMOs)
- > Vocational trainees (including Chief Medical and Surgical Registrars)

Other Visit Activities

When developing the visit schedule the following activities should be included:

- > Welcome and introduction
- > Facility tour if necessary
- > Concluding time with facility/unit
- > Debriefing time for visit team
- > Beaks with refreshments provided

The accreditation visit schedule should be finalised two weeks before the visit and provided to the SA MET Unit for distribution to the visit team.

Planning the Schedule

Executive and management level meetings should be placed at the start of the schedule. Strategic planning and governance is essential to understanding the LHN's direction and education and training resource management. This meeting will set the scene for the accreditation team, and put them in a position to understand the current issues affecting medical education at the LHN.

Meetings with the Medical Education Unit (MEU) personnel including the DCT, MEO and support staff should also occur early in the visit. A meeting with medical administration should be scheduled at a similar time.

The visit team should meet with prevocational trainees before they meet with term supervisors.

The number of meetings arranged will vary from service to service. Groups of interns and other prevocational trainees should be representative of the rotations offered by the LHN, consisting of a mix across specialties covered during intern and prevocational training and include the following:

- > Term supervisors for terms specifically requested by visit team.
- > Term supervisors for all new terms and those requesting an increase in TMO numbers.
- > A broad range of interns representing as many rotations as possible. While it may not be possible to have one from each rotation, rotations where concerns have been identified must be represented. Interns can be grouped to meet with the accreditation team as in the example timetable below.
- > A broad range of prevocational trainees that includes TMOs who have undertaken rotations where concerns have been identified. Prevocational trainees can also be grouped to meet with the accreditation team.
- > Vocational trainees as identified by the accreditation visit team.

The LHN may consider including an intern and prevocational TMO lunch time focus group in the program to give TMOs, who may not otherwise meet with the visit team, the opportunity to give their views of the LHN education and training program.

The inclusion of sites external to the LHN, in the interview process will, wherever feasible, take place via video or teleconference. Interns and prevocational trainees at a primary site that have experienced a rotation at an external site should be interviewed rather than the visit team visiting an external site to interview trainees.

Responsibility

It is the responsibility of LHNs to draft the visit timetable, confirm appointments with staff and provide the final timetable to the SA MET Unit no less than two weeks before the scheduled accreditation visit.

Example 1: Local Health Network Visit Schedule

Local Health Network Accreditation Visit Program Accreditation for intern and prevocational training					
Time	Location	Interviewee	Time	Location	Interviewee
08:00 – 08:30	Board Room	Accreditation team convenes			
08:30 – 09:00	Board Room	General Manager (or delegate), CEO (or delegate), DMS, DON			
09:00 – 10:00	Board Room	MEU Staff – DCT, MEO, Support staff			
10:00 – 10:30	Board Room	Medical Administration, Support staff			
10:30 – 11:00	Board Room	Morning tea – Visit team discussion			
VISIT TEAM 1 (Visitors x3)			VISIT TEAM 2 (Visitors x3)		
11:00 – 11:45	Board Room	Interns x 6 (<i>the number of interns interviewed should increase or decrease in line with your facility size but not exceed 8 in any one meeting</i>)	11:00 – 11:45	Tutorial Room	Interns x 6
11:45 – 12:30	Board Room	Interns x 6	11:45 – 12:30	Tutorial Room	Interns x 6
12:30 – 13:00	Board Room	Lunch – Visit team discussion	12:30 – 13:30	Tutorial Room	Intern and PGY2+ focus group and lunch
13:00 – 13:30	TOUR	Tour of Hospital including RMO lounge, sleeping quarters, library, tutorial space, some wards			
13:30 – 13:50	Board Room	PGY2+ x 6 (<i>the number of PGY2+ interviewed should increase or decrease inline with your facility size but not exceed 8 in any one meeting</i>)	13:30 – 13:50	Tutorial Room	PGY2+ x 6
13:50 – 14:10	Board Room	PGY2+ x 6	13:50 – 14:10	Tutorial Room	PGY2+ x 6
14:10 – 14:30	Board Room	PGY2+ x 6	14:10 – 14:30	Tutorial Room	PGY2+ x 6
14:30 – 14:45	Board Room	Afternoon tea – Visit team discussion			
14:45 – 15:05	Board Room	Medicine – Term Supervisors	14:45 – 15:05	Tutorial Room	Surgery – Term Supervisors
15:05 – 15:25	Board Room	Emergency Medicine – Term Supervisor	15:05 – 15:25	Tutorial Room	Elective Rotation – Term supervisor
15:25 – 15:45	Board Room	Elective Rotation – Term Supervisor	15:25 – 15:45	Tutorial Room	Elective Rotation – Term Supervisor
15:45 – 16:00	Board Room	Visit team discussion			
16:00 – 16:15	Board Room	Feedback to General Manager, DCT, MEO			

Visits to external locations, if necessary, will be scheduled outside the main visit according to availability.

Larger LHNs may require a 3 or more days for the visit. The agenda for the further days can be adapted from the above agenda.

Example 2: New Unit Visit Schedule

Individual Unit Accreditation Visit Program Accreditation for intern and prevocational training		
Time	Location	Interviewee
08:00 – 08:30	Board Room	Accreditation team convenes
08:30 – 09:30	Board Room	MEU Staff – DCT, MEO, Support staff
09:30 – 09:45	Board Room	Morning tea – Visit team discussion
09:45 – 10:30	Board Room	Interns x 4 <i>(the number of interns interviewed should increase or decrease in line with your facility size)</i>
	Board Room	For new units include all TMOs in the unit
10:30 – 11:00	Board Room	PGY2+ x 4 <i>(the number of PGY2+ interviewed should increase or decrease in line with your facility size)</i>
11:00 – 11:15	Board Room	Visit team discussion
11:15 – 12:15	Board Room	Head of Unit and Term Supervisor
12:15 – 12:30		Tour
12:30 – 13:00	Board Room	Lunch – Visit team discussion
13:00 – 13:15	Board Room	Feedback to General Manager, DCT, MEO

Monitoring

The SA MET Unit will periodically review the effectiveness of this Policy and supporting guidelines.

For more information

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Document history

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21 June 2013	Project Officer, Education & Accreditation	Senior Project Officer, Accreditation	2.7	Minor updates
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