

LOCAL HEALTH NETWORK ACCREDITATION PROCESS



Purpose

To define an evaluation process for facilities and the Accreditation Committee to follow to enable accreditation of a Local Health Network (LHN) to educate and train 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. The SA MET Unit to liaise with the LHN regarding the upcoming full facility accreditation.
2. The SA MET Unit, in conjunction with the LHN, will conduct an online survey of all the TMOs at the facility.
3. The 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. The 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 Unit's *Guideline for Planning an Accreditation Visit*. The accreditation visit usually takes one to three 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. The 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 convene after the staff interviews on the last day of the visit to make notes which facilitate the development of a draft accreditation report. The SA MET Unit will compile the report and finalise with the accreditation team prior to the approval process occurring.
11. The SA MET Unit will provide the accreditation report, excluding the accreditation outcomes, to the facility for factual accuracy checking.
12. The 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 the 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 to make a final decision on the accreditation of the LHN.
16. The LHN to be 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, the SA MET Unit will provide the Advisory Council's accreditation decision on the accreditation of intern positions for general registration purposes to the South Australian Board of the Medical Board of Australia.
19. The accreditation of all other prevocational TMO positions is reported to the Minister for Health and Wellbeing annually.
20. The Executive Summary of the accreditation report will be uploaded to the SA MET website.

LHN Accreditation Submission

LHNs 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:

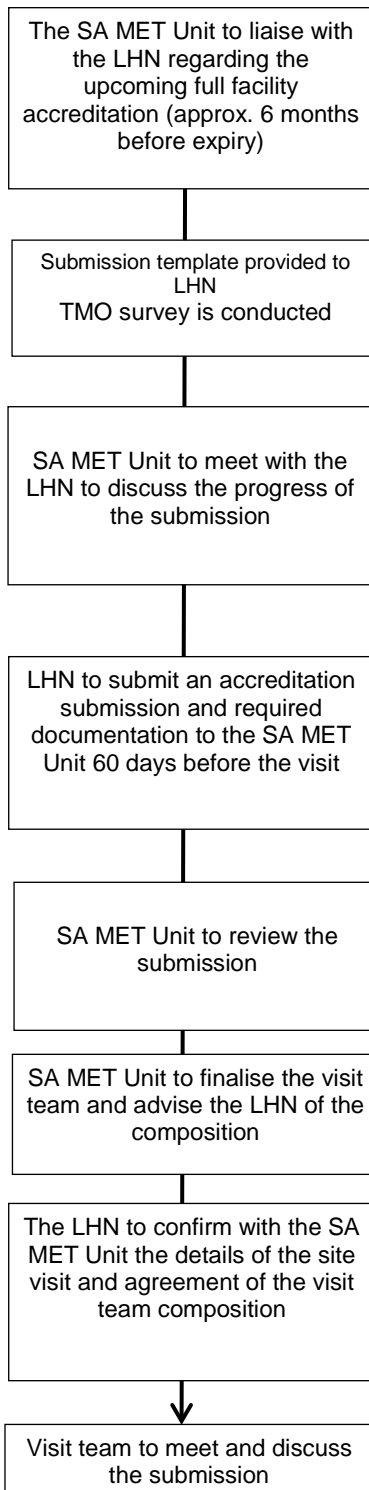
- > Assess its own performance using a rating scale (the same rating scale is used by the accreditation team to assess the LHN). The LHN is also asked to comment on how the Accreditation Standards have been achieved.
- > Verify the details of the submission with the DMS and the DCT prior to submitting 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

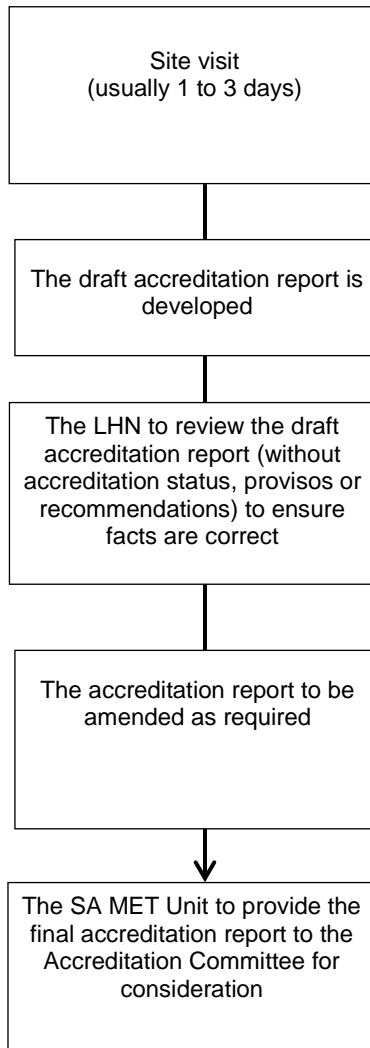
A LHN accreditation visit can take one to three days depending on the size of the LHN and the number of units to be accredited. However, the process for preparing for a LHN accreditation submission takes several months.

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.

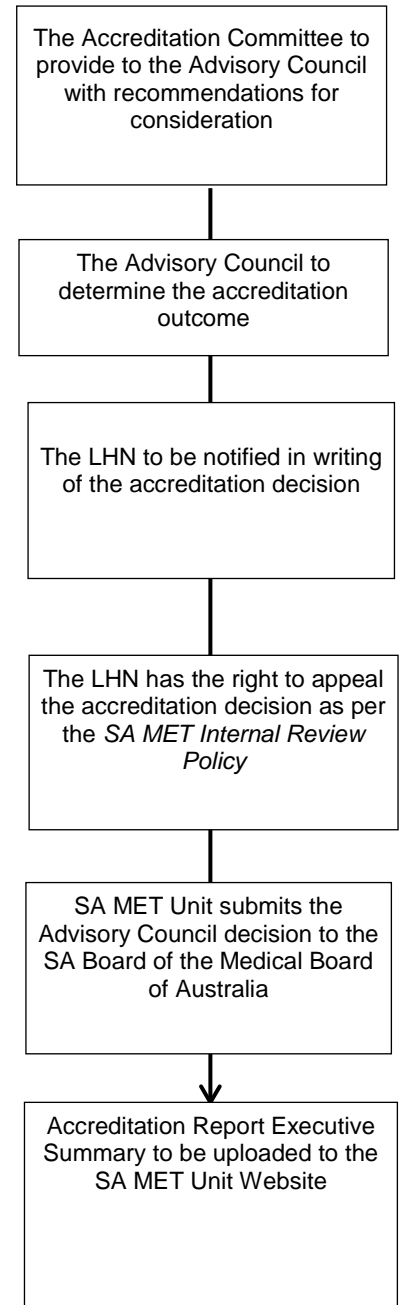
Accreditation Preparation



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
- > Guideline for Planning an Accreditation Visit

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 six months, 12 months, two years or four years.

Accreditation Standards – a framework for the education and training of TMOs. 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 Wellbeing 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 the 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: coordinates accreditation teams to undertake site visits and supports the Accreditation Committee to make recommendations for accreditation and supports the functions of the SA MET Health Advisory Council and various committees and subcommittees. The SA MET Unit notifies Local Health Networks (LHNs) of all accreditation decisions made by the Advisory Council and the South Australian Board of the Medical Board of Australia. The SA MET Unit is the single point of contact for all LHNs regarding accreditation matters. 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.

Trainee Medical Officer - prevocational doctors who have not yet entered specialist training

For more information:

The SA MET Unit
Level 5, Citi Centre Building
11 Hindmarsh Square, Adelaide SA 5000
Telephone: 08 8226 7231
Email: healthSAMETaccreditation@sa.gov.au

Monitoring

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

Document history

Date effective	Author/Editor	Approved by	Version	Change Reference
6 February 2013	Project Officer, Accreditation	SA MET Health Advisory Council Accreditation Subcommittee	1.1	Original document
19 June 2013	Project Officer, Accreditation	Senior Project Officer, Accreditation	11.1	Minor updates
8 August 2014	Project Officer, Accreditation	Senior Project Officer, Accreditation	11.3	Minor updates
4 February 2015	Project Officer, Accreditation	Senior Project Officer, Accreditation	12.0	Minor updates
October 2018	Project Officer, Accreditation	Manager, Education & Accreditation	12.1	Minor updates