

# Local Health Network Mid-Cycle Report Monitoring Process

## Purpose

To define a mid-cycle reporting process for Local Health Networks (LHNs) to report to the South Australian Medical Education and Training (SA MET) Health Advisory Council (Advisory Council) on continuing compliance of the [Australian Medical Council \(AMC\) National Framework for Prevocational \(PGY1 and PGY2\) Medical Training](#) and providing assurance of the ongoing viability and sustainability of the education and training of prevocational doctors.

The mid-cycle reporting process provides an opportunity for LHNs to engage with the Advisory Council and report any significant changes, showcase innovative improvements and outline any challenges overcome to maintain a high-quality education and training program for prevocational doctors.

## Overview

The mid-cycle reporting process provides instructions to enable LHNs to provide a report to the Advisory Council, mid-way through its four-year accreditation status.

The mid-cycle report provides an opportunity for LHNs to advise the Advisory Council of:

1. Progress implementing the [AMC National Standards for Prevocational \(PGY1\) and PGY2\) Training Program and Terms](#).
2. Identified improvements made to the prevocational doctor training program since the last accreditation visit.
3. Any concerns or challenges faced in providing a prevocational doctor training program and if needed, requesting advocacy from the Advisory Council to support continuous improvement.
4. A summary of the work undertaken by the Medical Education Unit and any significant changes in staff roles or staff vacancies.
5. A summary of prevocational doctor term evaluations, any identified trends and changes implemented from feedback to improve the prevocational doctor training program.

## Process

The updated mid-cycle reporting process is outlined in the steps below.

### The Local Health Network will:

1. Follow the instructions of this process and complete the pre-populated mid-cycle report template.
2. Submit the mid-cycle report template to the SA MET Unit by the due date.

### The SA MET Unit will:

1. Advise the LHN of the requirement to complete and submit a mid-cycle report, two months before the two-year anniversary of the approved four-year accreditation status. This will include a pre-populated mid-cycle report template to support completion by the LHN.
2. Liaise with the LHN and provide support to complete the mid-cycle report template.
3. Review the submitted LHN mid-cycle report and table at the next Accreditation Committee meeting.
4. Advise the LHN of the interim approval made by the Accreditation Committee.
5. Prepare an Advisory Council brief noting the Accreditation Committee's recommendations.
6. Notify the LHN if the Advisory Council's decision changes from the interim approval.

**The SA MET Accreditation Committee will:**

1. Review the tabled LHN mid-cycle report.
2. Make appropriate recommendations to the Advisory Council such as any additional actions or provisos and on the continuing accreditation status.

**The SA MET Advisory Council will:**

1. Review the tabled LHN mid-cycle report and the recommendations made by the Accreditation Committee.
2. Approve the Accreditation Committee's recommendations or choose to alter the interim decision made.

The LHN has a right of appeal to accreditation decisions, according to the SA MET Health Advisory Council Accreditation Internal Review Policy and Procedure.

## Related Documents

- > [AMC National Framework for Prevocational \(PGY1 and PGY2\) Medical Training](#)
- > [Accreditation Policy \(Under Review\)](#)
- > [Guide to Accreditation \(Under Review\)](#)
- > [SA MET Unit Mid-Cycle Reporting Template](#)
- > [SA MET Health Advisory Council Accreditation Internal Review Policy and Procedure](#)

## Definitions

**National Framework for Prevocational (PGY1 and PGY2) Medical Training.** The National Standards and requirements describe how doctors are trained and assessed in their first two years after medical school and sets standards that contribute to good quality training.

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

**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.

**South Australian Medical Education and Training (SA MET) Accreditation Committee** – a Committee of the SA MET Health Advisory Council responsible for an efficient and effective accreditation process considering jurisdictional requirements, national program developments and the needs of prevocational doctors and the community.

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

**South Australian Medical Education and Training Health Advisory Council** - established to improve the quality of education, training and welfare for Trainee Medical Officers (TMO) within the State; and make recommendations for the accreditation of TMO positions in health services.

**South Australian Medical Education and Training Unit** - Supports the functions of the SA MET Health Advisory Council and its Committees and Subcommittees. The SA MET Unit is committed to supporting the education and training of prevocational doctors in South Australia.

**Prevocational doctors** - A doctor completing generalist, work-based clinical training during the first two years after graduation. The term is sometimes used to refer to any recent medical graduate who has not commenced a vocational training program, including PGY3 and beyond.

## Monitoring

The SA MET Unit will periodically review the effectiveness of this document.

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## Document history

Date effective	Author/Editor	Approved by	Version	Change Reference
January 2019	Project Officer, Education & Accreditation	Manager, Education & Accreditation	1.0	Original document
13 December 2023	SA MET Accreditation Manager	SA MET Health Advisory Council Accreditation Committee.	2.0	Moderate changes to incorporate alignment t to the revised AMC National Framework.