

LOCAL HEALTH NETWORK MID-CYCLE REPORTING PROCESS



Purpose

To define the reporting process to ensure Local Health Networks (LHNs) are maintaining Accreditation Standards compliance and provide an opportunity for an update to the SA MET Health Advisory Council Accreditation Committee (the Committee) regarding the education and training program for prevocational trainee medical officers (TMOs).

Overview

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. LHN accreditation can be approved for a maximum of four years therefore the SA MET Health Advisory Council (the Advisory Council) approved the implementation of a Mid-Cycle reporting requirement for LHNs granted four year accreditation.

The Mid-Cycle report is not intended to increase LHN administrative burden rather provide an opportunity for LHNs to advise the Committee of:

1. Improvements made to the education and training program (ETP) since the last accreditation visit.
2. Any concerns or challenges in providing an ETP.
3. A summary of the work of the Medical Education Unit (MEU) and any significant changes in staff roles or staff movements.
4. A summary of TMO term evaluations and rates of return.
5. A summary of the TMO mid and end-of-term assessment process and rate of return.
6. Any issues the Director of Clinical Training (DCT) would like the Committee to support as part of continuous improvement.

Process

The Mid-Cycle reporting process is outlined in the steps below.

The SA MET Unit to liaise with the LHN regarding the upcoming mid-cycle report.

1. The SA MET Unit to pre-populate and provide the mid-cycle report template to the LHN.
2. The SA MET Unit to provide support to the LHN to aid completion of the mid-cycle report if necessary.
3. The LHN to submit the mid-cycle report as advised by the SA MET Unit.
4. The SA MET Unit will review the mid-cycle report and table at the next available Committee meeting.
5. The SA MET Unit to advise LHN of any recommendations from the Committee and prepare a brief for the Advisory Council for noting.

Accreditation Committee Review

The Committee will review the LHN Mid-Cycle report and advise the LHN of continuing accreditation until the next LHN Accreditation. The LHN Mid-Cycle report will then be submitted to the SA MET Health Advisory Council for noting.

If any concerns are raised by the LHN MEU / DCT, the Committee may recommend actions or provisos for the LHN to address within a specified timeframe.

Related Documents

- > Accreditation Policy
- > Guide to Accreditation
- > SA MET Accreditation Standards
- > Mid-Cycle Reporting Template
- > SA MET Internal Review Policy

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.

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.

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

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Monitoring

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

Document history

Date effective	Author/Editor	Approved by	Version	Change Reference
January 2019	Project Officer, Education & Accreditation	Manager, Education & Accreditation	1.0	Original document