

## Introduction

South Australian Medical Education and Training (SA MET) Health Advisory Council (the Advisory Council) is committed to ensuring that stakeholders actively contribute to the development of medical education and training accreditation policies and processes.

The Accreditation Stakeholder Consultation Guideline supports the Accreditation Policy through involving stakeholders in:

- < ensuring a consistent approach to accreditation across South Australia
- < communication of accreditation processes
- < ongoing improvement to Trainee Medical Officer (TMO) education and training

For the purpose of the guideline a stakeholder is an individual or group with an interest in accreditation processes and outcomes.

Accreditation stakeholders include:

- < Local Health Networks across SA Health
- < Interns and other prevocational doctors employed by SA Health
- < Executive Directors and Directors of Medical Services
- < Directors of Clinical Training and Medical Education Officers
- < Accreditation visit team members
- < Health Advisory Council and Committee members
- < Accreditation Committee members
- < SA MET Unit staff
- < SA Board of the Medical Board of Australia
- < SA Department of Health and Wellbeing
- < South Australian Minister for Health
- < South Australian University Medical Schools
- < Specialist Medical Colleges
- < Regional training providers
- < Australian Medical Council
- < Consumer / community groups (e.g. Health Consumers Alliance of South Australia)
- < Equivalent interstate bodies

## Principles

The guiding principles for accreditation stakeholder consultation are:

**Transparency** – the objectives, process and scope of the consultation will be clear. Stakeholders will be provided with the information they need to make a meaningful contribution.

**Respect** – the diversity of stakeholder opinion and knowledge will be valued.

**Inclusiveness** – interested groups affected by accreditation will be involved early and throughout the consultation process.

**Collaboration** – the process will be cooperative so that expertise is shared and joint ownership of accreditation processes and policy is established

**Integrity** – the process will be impartial and objective. Progress reports will be provided to all stakeholders and the input from all stakeholders will be reported openly.

## General

The objectives of consulting with accreditation stakeholders on the development of policy and processes are to:

- < Increase awareness of local and national accreditation issues
- < Develop a shared responsibility for accreditation
- < Use local knowledge in the decision making process
- < Create a forum for comments, suggestions and alternative options
- < Build ongoing relationships and improved communication
- < Improve accreditation risk management

## Governance

Responsibility for governance of any consultation related to the accreditation process rests with the Advisory Council supported by the Accreditation Committee and the SA MET Unit.

### **The SA MET Unit will:**

- < Identify and involve relevant stakeholders
- < Develop and communicate consultation method, logistics and outcome
- < Collate, analyse and publish stakeholder contributions
- < Report to the Accreditation Committee
- < Act on recommendations developed from the consultation
- < Evaluate the consultation process
- < Provide feedback to stakeholders on the outcome of the consultation process

### **The Accreditation Committee will:**

- < Approve consultation processes and rationale
- < Develop policy
- < Approve resulting amendments to accreditation policies, guidelines and processes
- < Make recommendations to the Advisory Council on the outcome of any consultation process

### **The Advisory Council will:**

- < Approve policy and policy changes resulting from consultation

## Procedures

All accreditation stakeholder consultation will follow a clear process based on the framework outlined below.

**Plan** for a consultation process early in all policy and process development and consider:

- < The human and material resources available to support a consultation process.
- < The number of stakeholders to be consulted and the complexity of the issue. Use the SA Health Stakeholder Engagement Matrix to identify the appropriate level of consultation.
- < Why the consultation is occurring and what the objectives are. Avoid wasting stakeholder time.
- < If specific expertise or knowledge is required.
- < The background information stakeholders will need and how it will be provided.
- < Development of standardised templates for stakeholders if required.

**Communicate** clearly and concisely at every stage of the consultation with stakeholders and ensure information is provided on:

- < The purpose of the consultation and who is being consulted
- < The responsible staff member within the SA MET Unit and their contact details
- < How and where the relevant documents can be accessed
- < The timelines associated with the process
- < If the consultation submissions will be published
- < The outcome of the process and how it was reached

**Involve** all stakeholders affected by the accreditation process and policy development through:

- < Promoting the consultation process as widely as possible
- < Providing support to stakeholders to enable their participation
- < Ensuring all documentation is in a format accessible to all stakeholders
- < Using alternative or informal consultation methods that don't require a written submission if required

**Analyse** the feedback and data received and consider

- < Whether the submissions are representative of affected stakeholders
- < What extent the submissions will impact on the policy, process or decision
- < If the final report is a clear summary of the views expressed in the consultation

**Act** on the results of the consultation to improve policy or processes where appropriate.

**Evaluate** how effective the consultation process was in order to assess:

- < If the most suitable stakeholders were consulted
- < Whether the consultation method was the most appropriate
- < What improvements can be made for future consultation processes

## Monitoring and Evaluation

The SA MET Unit will periodically review the effectiveness of this policy and supporting documentation.

## Relevant Documents

- < SA MET Accreditation Policy
- < Guide for engaging with Consumers and the Community
- < Consumer and Community Engagement Governance Model – consumer and community advisory groups
- < South Australian Public Sector Values and Behaviours Framework

## Document history

Date effective	Author	Approved by	Version	Change Reference
February 2014	Project Officer, Accreditation	SA MET Health Advisory Council Accreditation Committee	0.3	Original document
February 2015	Project Officer, Accreditation	Senior Project Officer	0.4	Minor updates
March 2018	Project Officer, Education & Accreditation	Manager, Education & Accreditation	0.5	Minor updates