

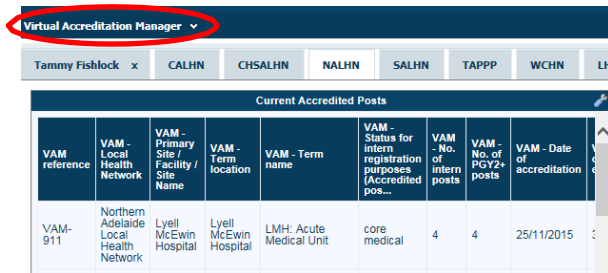
New Unit Application

Entering the New Unit Application Process

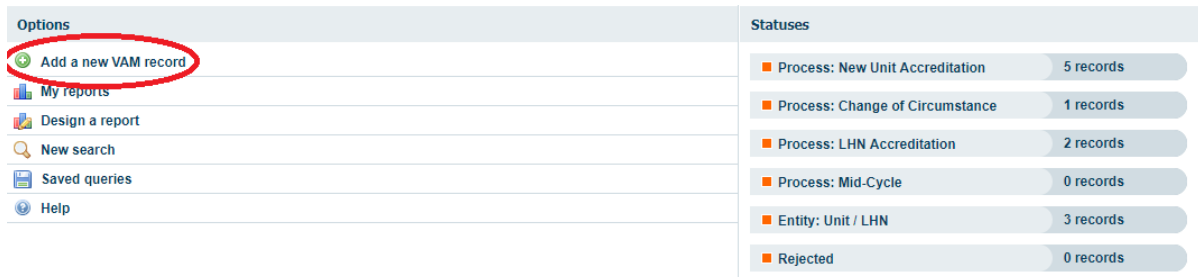
Prior to initiating a New Unit Application request:

- Save all required documents (e.g. term description, orientation checklist and any other relevant information in support of the application request) in a drive or desktop on your computer ready to be uploaded to VAM.

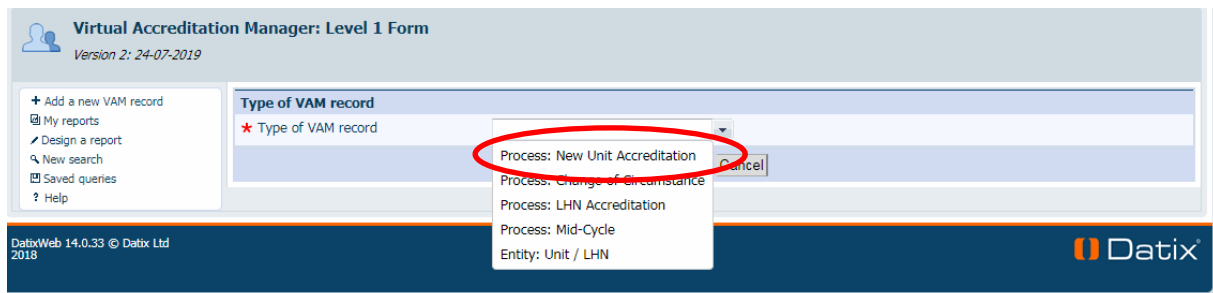
1. Select 'Virtual Accreditation Manager' as per below:



2. Click on 'Add a New VAM record':

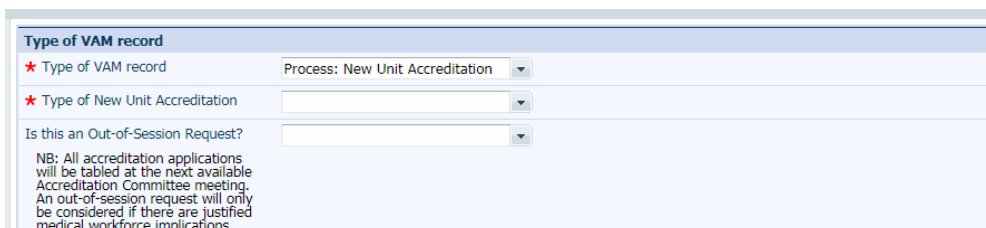


3. Select 'Process: New Unit Accreditation':



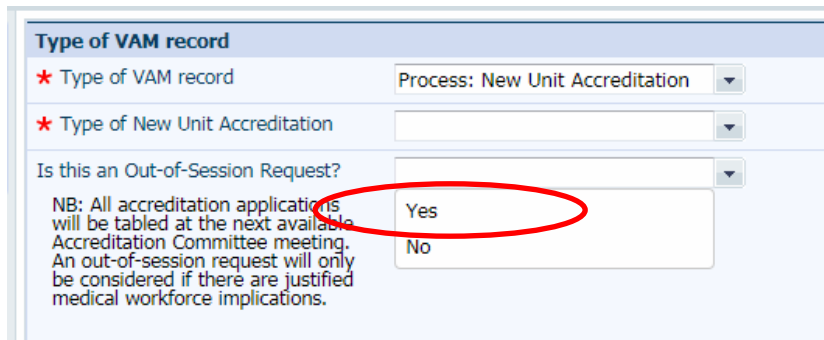
Note: Fields marked * are mandatory.

4. Type of VAM record field will now be pre-populated with 'Process: New Unit Accreditation':



5. If the New Unit Accreditation is urgent and requires processing prior to the next Accreditation Committee meeting select 'yes' to the question 'Is this an Out-of-Session Request?'.

If the New Unit Accreditation request is not urgent the form will default to 'no'. If you have selected "no" proceed to step 7.



Type of VAM record

* Type of VAM record Process: New Unit Accreditation

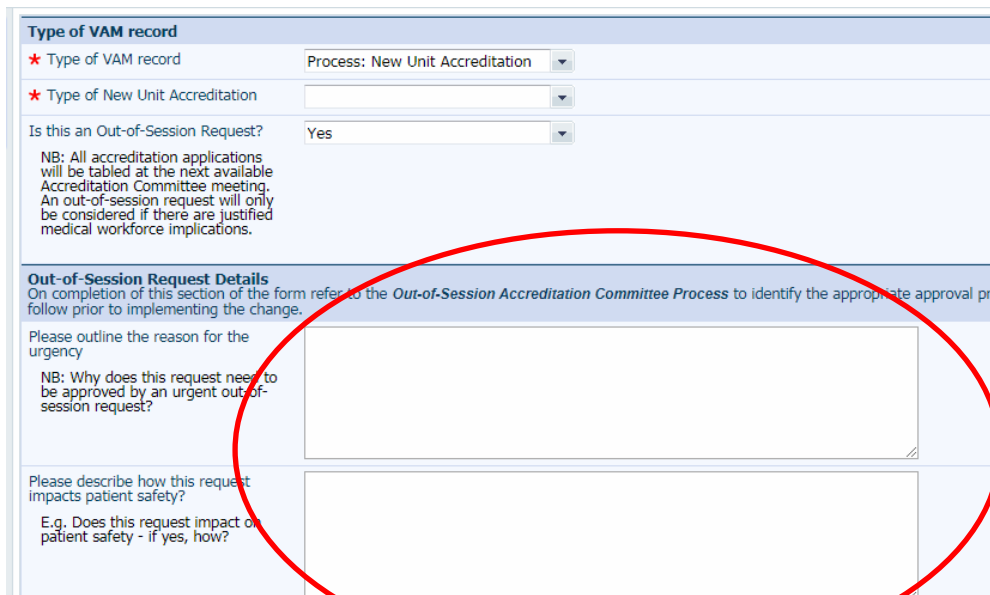
* Type of New Unit Accreditation

Is this an Out-of-Session Request? Yes

NB: All accreditation applications will be tabled at the next available Accreditation Committee meeting. An out-of-session request will only be considered if there are justified medical workforce implications.

6. If you have selected 'yes', two additional questions will open which need to be completed for the new unit application to be considered for an out-of-session decision. If you have selected 'no' proceed to step 7.

Note: For more information on the SA MET Unit 'Out-of-Session Accreditation Committee Process' please follow the link in the 'Out-of-Session Request Details' section



Type of VAM record

* Type of VAM record Process: New Unit Accreditation

* Type of New Unit Accreditation

Is this an Out-of-Session Request? Yes

NB: All accreditation applications will be tabled at the next available Accreditation Committee meeting. An out-of-session request will only be considered if there are justified medical workforce implications.

Out-of-Session Request Details

On completion of this section of the form refer to the *Out-of-Session Accreditation Committee Process* to identify the appropriate approval process to follow prior to implementing the change.

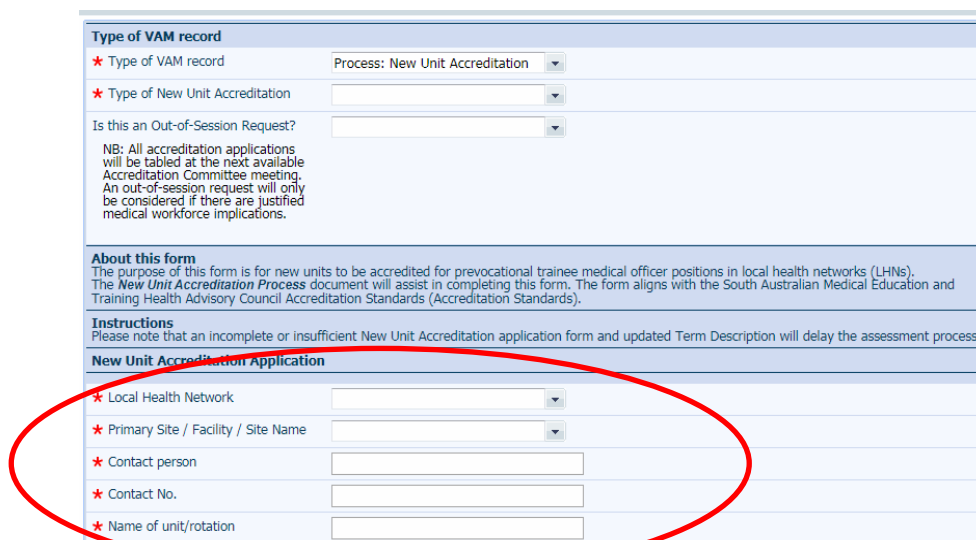
Please outline the reason for the urgency

NB: Why does this request need to be approved by an urgent out-of-session request?

Please describe how this request impacts patient safety?

E.g. Does this request impact on patient safety - if yes, how?

7. Enter the Local Health Network and contact details.



Type of VAM record

* Type of VAM record Process: New Unit Accreditation

* Type of New Unit Accreditation

Is this an Out-of-Session Request?

NB: All accreditation applications will be tabled at the next available Accreditation Committee meeting. An out-of-session request will only be considered if there are justified medical workforce implications.

About this form

The purpose of this form is for new units to be accredited for prevocational trainee medical officer positions in local health networks (LHNs). The *New Unit Accreditation Process* document will assist in completing this form. The form aligns with the South Australian Medical Education and Training Health Advisory Council Accreditation Standards (Accreditation Standards).

Instructions

Please note that an incomplete or insufficient New Unit Accreditation application form and updated Term Description will delay the assessment process.

New Unit Accreditation Application

* Local Health Network

* Primary Site / Facility / Site Name

* Contact person

* Contact No.

* Name of unit/rotation

8.

a) **If you are a DCT** completing the form complete the section titled: 'Authorised by the Director of Clinical Training (DCT)':

Authorised by the Director of Clinical Training (DCT)
DCT to complete details below once this form has been reviewed and approved. Your request will not be processed until approval has been received.

Director of Clinical Training Name

Contact No.

Approval Date

b) **If you are a MEO** completing the form leave the section blank and complete the remainder of the form. Step 16 will guide you on how to use the email function to forward the new unit application to the DCT for review and approval.

Note: The request will not be processed by the SA MET Unit until the DCT approval has been received.

* Local Health Network

* Primary Site / Facility / Site Name

* Contact person

* Contact No.

* Name of unit/rotation

Authorised by the Director of Clinical Training (DCT)
DCT to complete details below once this form has been reviewed and approved. Your request will not be processed until approval has been received.

Director of Clinical Training Name

Contact No.

Approval Date

Number of posts to be accredited

Reason/s for creating the post/s

* Outline the reason/s for creating the post/s:

Term description and other supporting documents
Please note that it is **mandatory** to attach the term description.

When attaching a Term Description select **Term Description** when attaching any other document always select **Other document type** from the **Link as** field.

New Document Clear Section

* Link as

* Description

* Attach this file No file chosen

Additional information

Additional information to support application:

9. Choose the relevant description in the drop down box titled 'Link as'. For instance 'Term Description' or 'Other Document' if you cannot find the appropriate title.

Note: with new unit applications it is mandatory to upload a Term Description.

New Document

* Link as

* Description

* Attach this file No file chosen

Additional information

Additional information to support application:

New Document Clear

* Link as

* Description

* Attach this file

Additional information

Additional information to support application:

10. Browse your computer and attach the relevant document/s.
11. Select 'Add another' if you need to add any additional documents and repeat the steps above, until all documents are attached:

New Document

* Link as

* Description

* Attach this file

Additional information

Additional information to support application:

12. Complete the remainder of the form noting any fields marked with * are mandatory fields and must contain text in the textboxes.
13. Click 'Submit'.
Note: You will not be able to submit the new unit application until a document e.g. Term Description has been uploaded.
14. The VAM new unit application process record is now created with a VAM number. The SA MET Unit Accreditation Team will receive an email letting them know a new application for a new unit has been submitted.
15. If the DCT has not reviewed and approved the form, the SA MET Unit will not process it until approval has been received.
16. If you are a MEO completing the form, you will need to forward the application to the DCT for review and approval. Start by selecting the Email function:

VAM record details

- Supporting documentation
- Actions
- Linked VAM record
- Accreditation Decision
- Notes
- Report
-

E-mail

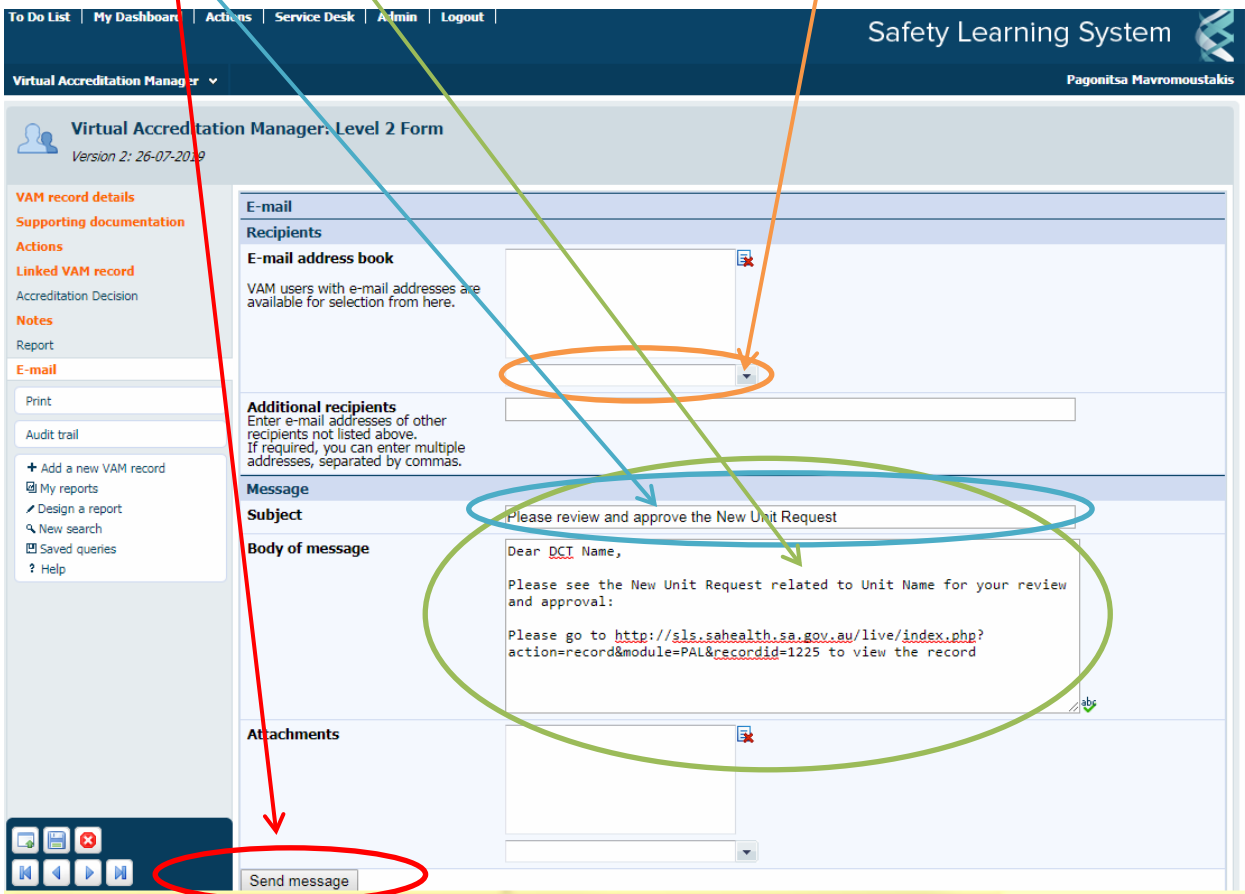
Recipients

E-mail address book

VAM users with e-mail addresses are available for selection from here.

17. Search the DCT via the search function and add them as a recipient: Ensure you have changed the subject title and body of message as appropriate:

Select send message:



Good job, your New Unit Application is now complete.

Note: You can still make changes, add attachments or comments should this be required.

For further questions please contact the SA MET Unit:

HealthSAMETAccreditation@sa.gov.au

8226 1085

Thank you.