

NEW UNIT ACCREDITATION PROCESS



Purpose

A process for Local Health Networks (LHNs) and the SA MET Health Advisory Council Accreditation Committee (Accreditation Committee) to follow to accredit new units for prevocational trainee medical officer (TMO) positions.

Overview

Through the process of accreditation, an accreditation team formally evaluates LHNs that employ TMOs against the SA MET Health Advisory Council **Accreditation Standards**. The SA MET Health Advisory Council (Advisory Council) has delegated authority from the Medical Board of Australia (MBA) to accredit intern posts in South Australia and reports on the accreditation of other prevocational TMO posts to the Minister for Health. The new unit accreditation focuses on orientation, supervision and exposure to training. The new unit accreditation considers some LHN-wide aspects, but in less detail than for a full LHN accreditation visit.

The process for accrediting new units for interns and PGY2+ posts are detailed below.

Process for accrediting a new intern unit

1. LHN to complete the *New Unit Accreditation Application* via the **Virtual Accreditation Management System (VAM)**, a detailed term description, completed ACF checklist.
2. The SA MET Unit to review the New Unit Accreditation Application, term description and other relevant documents.
3. The Accreditation Committee considers the application and if no concerns are noted, provisionally accredits the unit, subject to a site visit after two terms.
4. The SA MET Unit to liaise with the LHNs' Medical Education Unit (MEU) to confirm a suitable date and time for the visit to occur and then establish an accreditation team ensuring there are no conflicts of interest.
5. The LHN develops a program for the accreditation visit. The accreditation visit will include individual interviews with the Term Supervisor, Registrars, TMOs, Medical Education Officer (MEO) and the Director of Clinical Training (DCT).
6. The accreditation team convenes to discuss the unit application. The SA MET Unit contacts the LHN if additional information is required before the site visit.
7. 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 visit and help the team with other requests when required.
8. The accreditation team convene after the interviews to develop a draft accreditation report. The SA MET Unit compiles the report from these discussions and with notes taken during the visit and finalises with the accreditation team.
9. The SA MET Unit to provide the accreditation report, excluding the accreditation outcomes and any provisos, to the LHN for factual checking.

10. The SA MET Unit make changes to the draft report (if required) after consulting with accreditation team members and LHN.
11. The final Accreditation report is considered by the Accreditation Committee in order that a decision can be made on the accreditation status of the unit.
12. The Advisory Council is notified of the unit accreditation decision.
13. LHN is notified of the accreditation recommendation and has right of appeal to accreditation recommendation, according to *the SA MET Health Advisory Council Accreditation Internal Review Policy and Procedure*.
14. Should no appeal be made for intern terms, SA MET Unit provides the Accreditation Committee decision for general registration purposes to the South Australian Board of the Medical Board of Australia (SA Board of MBA).

Process for accrediting a new PGY2+ unit

1. LHN to complete the *New Unit Accreditation Application* via the **Virtual Accreditation Management System** (VAM), a detailed term description, completed ACF checklist.
2. The SA MET Unit to review the *New Unit Accreditation Application*, term description and other relevant documents.
3. The Accreditation Committee considers the application and if no concerns are noted, provisionally accredits the unit, subject to satisfactory survey results after two terms. Should the Accreditation Committee raise any concerns a site visit is requested.
4. After six months, the SA MET Unit arranges for an electronic survey to be distributed to the PGY2+s within the unit by the MEU. The survey is undertaken to ensure the unit is meeting the requirements under the Accreditation Standards. Data is collected by the SA MET Unit and presented to Accreditation Committee for consideration.
5. Should no major concerns be identified, the Accreditation Committee can accredit the unit for a specified period of time and any provisos (if necessary). The LHN is then notified in writing of accreditation outcome.
6. Should concerns be identified an accreditation visit is requested.
7. 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 visit and help the team with other requests when required.
8. The accreditation team convene after the interviews to develop a draft accreditation report. The SA MET Unit compiles the report from these discussions and with notes taken during the visit and finalises with the accreditation team.
9. The SA MET Unit to provide the accreditation report, excluding the accreditation outcomes, to the LHN for factual checking.
10. SA MET Unit make changes to the draft accreditation report (if required).
11. Accreditation report is considered by the Accreditation Committee.
12. Accreditation Committee recommends accreditation status of the unit taking into account any concerns raised through the process as noted in point 5 above.
13. The Advisory Council is notified of the unit accreditation decision.
14. LHN notified of the accreditation recommendation and has right of appeal to accreditation recommendation, according to *the SA MET Health Advisory Council Accreditation Internal Review Policy and Procedure*.

Timeframe

When applying for accreditation, LHNs should allow sufficient time for the required approval processes. Approval from the Accreditation Committee is required prior to an intern being placed in any unit.

Accreditation approval processes can be lengthy, typically two to three months after the site visit has been conducted.

If a LHN believes that they are likely to require a new unit to be accredited ready for commencement at the start of the next year, they should advise the SA MET Unit as soon as possible. Applications to the SA MET Unit will receive a response within 10 days, confirming the relevant processes and timeframes.

It is recommended LHNs do not wait for final funding approval, as this could result in the unit not receiving accreditation status prior to the required commencement date. In the case where accreditation is granted but the funding is not approved, the accreditation status will remain on file for an appropriate period of time pending funding approval. Once funding has been granted the LHN will need to advise the SA MET Unit of any substantial changes that would affect the original accreditation decision, as per the Change of Circumstance process.

Related Documents

- > **Guide to developing a Term Description**
- > **Guide to Accreditation**

Glossary

Accreditation – a quality assurance process that establishes and monitors the education and training provided for TMOs within LHNs to ensure high standards of clinical training for TMOs. Accreditation may be granted to a LHN or a new unit for six months, 12 months, two years or four years.

Accreditation Standards – all accreditation activities are assessed against the SA MET Accreditation Standards.

Local Health Network – the institution or clinical setting in which TMOs work and train. LHNs comprise of single or groups of public hospitals which have a geographical or functional connection.

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 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: Supports the functions of the SA MET Health Advisory Council and various committees and subcommittees. The unit is committed to supporting the education and training of TMOs in South Australia.

Monitoring

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

For more information

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Document History

Date effective	Author/Editor	Approved by	Version	Change Reference
6 February 2013	SA MET Project Officer	SA MET Health Advisory Council Accreditation Committee	V0.1	Development of process
19 June 2013	SA MET Project Officer	SA MET Health Advisory Council Accreditation Committee	V0.2	Update process
October 2014	SA MET Project Officer	SA MET Health Advisory Council Accreditation Committee	V0.3	Align with revised Accreditation Standards
February 2015	SA MET Project Officer	SA MET Senior Project Officer	V0.4	Minor formatting and wording change
December 2015	SA MET Project Officer	SA MET Senior Project Officer	V0.5	Updated section 'Timeframe'
August, 2017	SA MET Project Officer	SA MET Senior Project Officer	V0.6	Updated intern post process
October 2018	SA MET Project Officer Education & Accreditation	Manager Education & Accreditation	V0.7	Reviewed. Minor updates
November 2020	SA MET Project Officer Education & Accreditation	Manager Education & Accreditation	V0.8	Reviewed. Minor updates