



**Government
of South Australia**

**South Australian Medical Education and Training
Health Advisory Council
2019-20 Annual Report**

South Australian Medical Education and Training
Health Advisory Council

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To:

Honourable Stephen Wade MLC
Minister for Health and Wellbeing

This annual report will be presented to Parliament to meet the statutory reporting requirements of *The Public Sector Act 2009* and the *Health Care Act 2008* and the requirements of Premier and Cabinet Circular *PC013 Annual Reporting*.

This report is verified to be accurate for the purposes of annual reporting to the Parliament of South Australia.

Submitted on behalf of the South Australian Medical Education and Training Health Advisory Council by:

Professor Kevin Forsyth
Presiding Member, SA MET Health Advisory Council

Date 30 September 2020

Signature

A handwritten signature in black ink, appearing to read 'Kevin Forsyth', written in a cursive style.

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Overview: about the agency

Our strategic focus

Our Purpose	<p>The Advisory Council works towards improving the quality of education, training and welfare for trainee medical officers and undertaking the accreditation and monitoring of postgraduate training posts in South Australia.</p> <p>The structure of the Advisory Council gives it integrating operational and advisory responsibilities for postgraduate medical training. It also provides the ability for the Advisory Council to represent all phases of postgraduate medical education including intern and subsequent prevocational and vocational training. The Advisory Council structure enables rapid and effective integration of on-going developments in education and training, at both local and national levels. In addition, the structure supports a range of objectives and targets from South Australia's Strategic Plan by moving South Australia's health reform agenda forward and being proactive about health workforce needs.</p>
Our Vision	N/A
Our Values	N/A
Our functions, objectives and deliverables	<ul style="list-style-type: none"> • Provide leadership in postgraduate medical education and training in the state; • Provide expert advice to the Minister, the Chief Executive and the Department on matters relating to postgraduate medical education and training, accreditation of medical training and issues surrounding the education and employment of international medical graduates; • Identify, evaluate, monitor and promote medical education and training programs for Trainee Medical Officers (TMOs) and their supervisors, in conjunction with key stakeholders; • Work with vocational training Colleges to achieve high quality vocational training; • Promote and actively encourage innovation in postgraduate medical training; • Undertake the accreditation and monitoring of TMO positions using national and jurisdictional standards with a focus on; <ul style="list-style-type: none"> ○ accreditation and monitoring of positions for

	<p>prevocational TMOs;</p> <ul style="list-style-type: none"> ○ developing training standards and accreditation processes for prevocational TMOs; and ○ providing collaborative assistance to specialty training colleges in relation to the accreditation of vocational training positions; <ul style="list-style-type: none"> • Provide advice to the Department, after consulting with stakeholders, on the suitability of TMO positions in the State; • Notify the SA Board of the Medical Board of Australia of the Advisory Council’s recommendations in relation to accreditation of postgraduate year 1 training positions; • Develop linkages and agreements with accreditation agencies and education providers to: <ul style="list-style-type: none"> ○ promote a continuum of learning ○ foster sharing of expertise and information; and ○ minimise any duplication of workload on health services that is associated with multiple accreditation agencies and processes; • Establish, maintain and promote partnerships with relevant national and jurisdictional organisations; • Contribute to a national core competency set for prevocational training and undertake research in relation to education and training pathways, assessment and the needs of international graduates; and • Receive feedback from TMOs about relevant safety and quality matters and advocate to health services about postgraduate training, health and welfare issues.
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Our organisational structure

The Advisory Council has the following five committees and one subcommittee to assist with its roles and function:

- Accreditation Committee
- Education Committee
- Doctors in Training Committee
- Directors of Clinical Training Committee
- Professional Medical Colleges Committee
- Medical Education Officers Subcommittee

<https://www.samet.org.au/about/overview/sa-met-health-advisory-council/>

Changes to the agency

During 2019-20 there were no changes to the agency's structure and objectives as a result of internal reviews or machinery of government changes.

Our Minister



Hon Stephen Wade MLC is the Minister for Health and Wellbeing in South Australia.

The Minister oversees health, wellbeing, mental health, ageing well, substance abuse and suicide prevention.

Our Executive team

Not applicable for the Health Advisory Council

Legislation administered by the agency

Health Care Act 2008

Other related agencies (within the Minister's area/s of responsibility)

- Department for Health and Wellbeing
- Central Adelaide Local Health Network
- Northern Adelaide Local Health Network
- Southern Adelaide Local Health Network
- Women's and Children's Local Health Network
- Barossa Hills Fleurieu Local Health Network
- Eyre and Far North Local Health Network
- Flinders and Upper North Local Health Network
- Limestone Coast Local Health Network
- Riverland Mallee Coorong Local Health Network
- Yorke and Northern Local Health Network

The agency's performance

Performance at a glance

N/A

Agency contribution to whole of Government objectives

Key objective	Agency's contribution
More jobs	N/A
Lower costs	N/A
Better Services	N/A

Agency specific objectives and performance

Agency objectives	Indicators	Performance
Health Advisory Council Rules	Rated effective	<p>The Health Advisory Council Rules were amended and approved by the Minister for Health and Wellbeing in June 2020.</p> <p>The Rules amendments include:</p> <ul style="list-style-type: none"> • An increase in membership to 23 members, in line with the six new regional Local Health Networks. • The Chair of the Professional Medical Colleges Committee (PMCC) is the Chief Medical Officer, to enhance leadership within the PMCC. • In addition, one member of the PMCC will sit on the Health Advisory Council to represent Professional Medical Colleges.
Health Advisory Council Annual Member survey	Rated effective	<p>Each year, the Health Advisory Council conducts the Annual Member survey, as a part of the evaluation of the Council and its priorities.</p> <p>The anonymous survey responses provide valuable feedback and ensure the Council can continually improve its processes.</p>

Medical Education and Training Framework	Consultation phase has commenced	<p>In March 2020 a project commenced to review the SA Health Medical Education and Training Framework (the framework).</p> <p>The basic framework outline was developed in 2019 in consultation with the SA MET Health Advisory Council.</p> <p>The framework's aim is to assist in breaking down boundaries, improving educational and professional support for the medical workforce and enhancing the coordination of medical education and training.</p> <p>Priorities of the framework will form the basis of the Advisory Council strategic direction for coming years.</p>
Prevocational Medical Education Forum 2022	Work in progress	<p>The Prevocational Medical Education Forum 2022 will be held in Adelaide. The Health Advisory Council is responsible for planning and hosting this event.</p>
Accreditation adaptive in response to COVID-19	Work in progress	<p>The SA MET Health Advisory Council and Accreditation Committee have responded to the need to increase flexibility around the intern accreditation requirements for the Local Health Networks (LHNs), as South Australia prepared for a coordinated response to the COVID-19 pandemic.</p> <p>Communication from the Australian Health Practitioner Regulation Agency (Ahpra) provided a national approach towards creating flexibility for the accreditation of intern training due in 2020.</p> <p>Ahpra varied the funding contract for intern accreditation services with the SA MET Unit, to allow the postponement of due accreditation site visits for a maximum period of 12 months, whilst ensuring medical education and training continues to be of a high quality.</p> <p>The SA MET Unit continues to monitor the situation in collaboration with the LHNs, with discussions being held to re-coordinate accreditation visits for the accreditation of intern training.</p>

Accreditation of intern training	Rated effective	<p>Accreditation processes are completed in required timeframes and in line with policy and national requirements.</p> <p>Link Accredited posts https://www.samet.org.au/prevocational-accreditation/evaluation/</p>
Accreditation Committee Terms of Reference	Rated effective	<p>Accreditation Committee Terms of Reference was amended to include a skills-based membership matrix, and the addition of a Consumer Representative member.</p> <p>Link Accreditation Committee https://www.samet.org.au/about/accreditation-committee/</p>
Accreditation Committee Accreditation processes evaluation	Rated effective	<p>The Accreditation Committee evaluated the accreditation processes facilitated during 2019.</p> <p>Link Accreditation Process https://www.samet.org.au/prevocational-accreditation/process/</p>
Simulation Based Education (SBE) Framework	<p>Document finalised.</p> <p>Currently working towards a community of practice</p>	<p>The Education Committee has developed the Simulation Based Education (SBE) Framework.</p> <p>In the prevocational medical education context, SBE supports the transition of junior doctors during internship and in their subsequent formative clinical years prior to vocational training. SBE fulfils the need for developing new skills, practicing and refining skills as an explicit learning experience under various conditions and situations. This learning is relevant and responsive to the performance requirements of the junior doctor in their real-life work environment.</p>

<p>Transfer of Information (TOI) Guideline</p>	<p>Document finalised. Implementation being discussed with Universities.</p>	<p>The Education Committee has developed the Transfer of Information (TOI) Guideline.</p> <p>The TOI is designed to support medical graduates transitioning into the workplace and ensuring appropriate supports are provided on an as-needed basis. Medical graduates are involved in every step of the TOI process and information is not shared without their knowledge.</p> <p>The TOI process is a supportive process that enables individuals to have early access to additional support, thus giving them the best opportunity to succeed.</p>
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Corporate performance summary

N/A

Employment opportunity programs

Program name	Performance
<p>Staff that support the Council participate in the Department for Health and Wellbeing employment opportunity programs and professional development.</p>	<p>The Department for Health and Wellbeing Annual Report on the SA Health Website highlights key programs available to staff. Refer to: www.sahealth.sa.gov.au</p>

Agency performance management and development systems

Performance management and development system	Performance
<p>Staff that support the Council participate in the Department for Health and Wellbeing performance management and development system</p>	<p>The Department for Health and Wellbeing Annual Report on the SA Health Website highlights key programs available to staff. Refer to: www.sahealth.sa.gov.au</p>

Work health, safety and return to work programs

Program name	Performance
Staff that support the Council participate in the Department for Health and Wellbeing work health, safety and rehabilitation programs	The Department for Health and Wellbeing Annual Report on the SA Health Website highlights key programs available to staff. Refer to: www.sahealth.sa.gov.au

Workplace injury claims	2019-20	2018-19	% Change (+ / -)
Total new workplace injury claims	0	0	0%
Fatalities	0	0	0%
Seriously injured workers*	0	0	0%
Significant injuries (where lost time exceeds a working week, expressed as frequency rate per 1000 FTE)	0	0	0%

*number of claimants assessed during the reporting period as having a whole person impairment of 30% or more under the Return to Work Act 2014 (Part 2 Division 5)

Work health and safety regulations	2019-20	2018-19	% Change (+ / -)
Number of notifiable incidents (<i>Work Health and Safety Act 2012, Part 3</i>)	0	0	0%
Number of provisional improvement, improvement and prohibition notices (<i>Work Health and Safety Act 2012 Sections 90, 191 and 195</i>)	0	0	0%

Return to work costs**	2019-20	2018-19	% Change (+ / -)
Total gross workers compensation expenditure (\$)	0	0	0%

Income support payments – gross (\$)	0	0	0%
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***before third party recovery*

Data for previous years is available at:

<https://data.sa.gov.au/data/dataset/4160da4e-44f4-4b13-86ed-3160690c536f>

Executive employment in the agency

Executive classification	Number of executives
Nil to report	0

Data for previous years is available at:

<https://data.sa.gov.au/data/dataset/4160da4e-44f4-4b13-86ed-3160690c536f>

The [Office of the Commissioner for Public Sector Employment](#) has a [workforce information](#) page that provides further information on the breakdown of executive gender, salary and tenure by agency.

Financial performance

Financial performance at a glance

The following is a brief summary of the overall financial position of the agency. The information is unaudited. Full audited financial statements for 2019-20 are attached to this report.

Statement of Comprehensive Income	2019-20 Budget \$000s	2019-20 Actual \$000s	Variation \$000s	2018-19 Actual \$000s
Total Income	0	0	0	0
Total Expenses	0	0	0	0
Net Result	0	0	0	0
Total Comprehensive Result	0	0	0	0

Statement of Financial Position	2019-20 Budget \$000s	2019-20 Actual \$000s	Variation \$000s	2018-19 Actual \$000s
Current assets	0	0	0	0
Non-current assets	0	0	0	0
Total assets	0	0	0	0
Current liabilities	0	0	0	0
Non-current liabilities	0	0	0	0
Total liabilities	0	0	0	0
Net assets	0	0	0	0
Equity	0	0	0	0

Consultants disclosure

The following is a summary of external consultants that have been engaged by the agency, the nature of work undertaken, and the actual payments made for the work undertaken during the financial year.

Consultancies with a contract value below \$10,000 each

Consultancies	Purpose	\$ Actual payment
All consultancies below \$10,000 each - combined	Nil to report	0

Consultancies with a contract value above \$10,000 each

Consultancies	Purpose	\$ Actual payment
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Consultancies	Purpose	\$ Actual payment
Nil to report	Nil to report	0
	Total	0

Data for previous years is available at:

<https://data.sa.gov.au/data/dataset/4160da4e-44f4-4b13-86ed-3160690c536f>

See also the [Consolidated Financial Report of the Department of Treasury and Finance](#) for total value of consultancy contracts across the South Australian Public Sector.

Contractors disclosure

The following is a summary of external contractors that have been engaged by the agency, the nature of work undertaken, and the actual payments made for work undertaken during the financial year.

Contractors with a contract value below \$10,000

Contractors	Purpose	\$ Actual payment
All contractors below \$10,000 each - combined	Nil to report	0

Contractors with a contract value above \$10,000 each

Contractors	Purpose	\$ Actual payment
Nil to report	Nil to report	0
	Total	0

Data for previous years is available at:

<https://data.sa.gov.au/data/dataset/4160da4e-44f4-4b13-86ed-3160690c536f>

The details of South Australian Government-awarded contracts for goods, services, and works are displayed on the SA Tenders and Contracts website. [View the agency list of contracts.](#)

The website also provides details of [across government contracts.](#)

Other financial information

Not applicable

Other information

Not applicable

Risk management

Risk and audit at a glance

Fraud detected in the agency

Category/nature of fraud	Number of instances
Nil to report	0

NB: Fraud reported includes actual and reasonably suspected incidents of fraud.

Strategies implemented to control and prevent fraud

All relevant South Australian Government policies and processes are strictly adhered to and monitored. All decisions are made by staff in line with their appropriate level of delegation, in particular relating to finance and human resources.

Data for previous years is available at: <https://data.sa.gov.au/data/dataset/416acd7b-c6db-4657-b36d-80a9d5c88a14>

Public interest disclosure

Number of occasions on which public interest information has been disclosed to a responsible officer of the agency under the *Public Interest Disclosure Act 2018*:

0

Data for previous years is available at: <https://data.sa.gov.au/data/dataset/aa5c7ad0-dd16-4e71-8a05-976c7ef4ccb5>

Note: Disclosure of public interest information was previously reported under the *Whistleblowers Protection Act 1993* and repealed by the *Public Interest Disclosure Act 2018* on 1/7/2019.

Reporting required under any other act or regulation

Act or Regulation	Requirement
Health Care Act 2008	Part 4 - Health Advisory Councils Division 3 - Related Matters (22) A HAC must, within 3 months after the end of each financial year, deliver to the Minister a report on the operations of the HAC during that financial year.

Reporting required under the *Carers' Recognition Act 2005*

The *Carers' Recognition Act 2005* is deemed applicable for the following: Department of Human Services, Department for Education, Department for Health and Wellbeing, Department of State Development, Department of Planning, Transport and Infrastructure, South Australia Police and TAFE SA.

Section 7: Compliance or non-compliance with section 6 of the Carers Recognition Act 2005 and (b) if a person or body provides relevant services under a contract with the organisation (other than a contract of employment), that person's or body's compliance or non-compliance with section 6.

Public complaints

Number of public complaints reported

Complaint categories	Sub-categories	Example	Number of Complaints 2019-20
Professional behaviour	Staff attitude	Failure to demonstrate values such as empathy, respect, fairness, courtesy, extra mile; cultural competency	0
Professional behaviour	Staff competency	Failure to action service request; poorly informed decisions; incorrect or incomplete service provided	0
Professional behaviour	Staff knowledge	Lack of service specific knowledge; incomplete or out-of-date knowledge	0
Communication	Communication quality	Inadequate, delayed or absent communication with customer	0
Communication	Confidentiality	Customer's confidentiality or privacy not respected; information shared incorrectly	0
Service delivery	Systems/technology	System offline; inaccessible to customer; incorrect result/information provided; poor system design	0
Service delivery	Access to services	Service difficult to find; location poor; facilities/ environment poor standard; not accessible to customers with disabilities	0
Service delivery	Process	Processing error; incorrect process used; delay in processing application; process not customer responsive	0
Policy	Policy application	Incorrect policy interpretation; incorrect policy applied; conflicting policy advice given	0
Policy	Policy content	Policy content difficult to understand; policy unreasonable or disadvantages customer	0
Service quality	Information	Incorrect, incomplete, out dated or inadequate information; not fit for purpose	0

Complaint categories	Sub-categories	Example	Number of Complaints 2019-20
Service quality	Access to information	Information difficult to understand, hard to find or difficult to use; not plain English	0
Service quality	Timeliness	Lack of staff punctuality; excessive waiting times (outside of service standard); timelines not met	0
Service quality	Safety	Maintenance; personal or family safety; duty of care not shown; poor security service/ premises; poor cleanliness	0
Service quality	Service responsiveness	Service design doesn't meet customer needs; poor service fit with customer expectations	0
No case to answer	No case to answer	Third party; customer misunderstanding; redirected to another agency; insufficient information to investigate	0
		Total	0

Additional Metrics	Total
Number of positive feedback comments	0
Number of negative feedback comments	0
Total number of feedback comments	0
% complaints resolved within policy timeframes	0

Data for previous years is available at: <https://data.sa.gov.au/data/dataset/c7c98552-dc6b-4d73-9273-db5ecd6011d3>

**Service Improvements resulting from complaints or consumer suggestions
over 2019-20**

Nil to report.

Appendix: Audited financial statements 2019-20

The SA MET Health Advisory Council is unincorporated and therefore does not provide a financial statement. An unaudited financial statement is provided to the Medical Board of Australia each financial year, specifically relating to the expenditure for the accreditation function provided by the Advisory Council.