



**Government
of South Australia**

**South Australian Medical Education and Training
Health Advisory Council
2020-21 Annual Report**

South Australian Medical Education and Training
Health Advisory Council

Level 5, Citi Centre Building, 11 Hindmarsh Square
PO Box 287 Rundle Mall, ADELAIDE SA 5000

www.samet.org.au

Contact phone number: 8226 7231

Contact email: healthsamet@sa.gov.au

ISSN: 2202-7807 (print)
2204-0129 (online)

Date presented to Minister: 30 September 2021

OFFICIAL

2020-21 ANNUAL REPORT for the South Australian Medical Education and Training Health
Advisory Council

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.

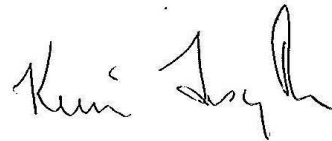
Submitted on behalf of the South Australian Medical Education and Training Health
Advisory Council by:

Professor Kevin Forsyth

Presiding Member, SA MET Health Advisory Council

Date 03/08/2021

Signature

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

Contents Overview: about the agency	5
Our strategic focus.....	5
Our organisational structure.....	6
Changes to the agency	6
Our Minister	7
Our Executive team	7
Legislation administered by the agency	7
Other related agencies (within the Minister’s area/s of responsibility).....	7
The agency’s performance.....	8
Performance at a glance.....	8
Agency contribution to whole of Government objectives.....	8
Agency specific objectives and performance	8
Corporate performance summary	11
Employment opportunity programs	11
Agency performance management and development systems.....	11
Work health, safety and return to work programs	12
Executive employment in the agency.....	13
Financial performance	14
Financial performance at a glance	14
Consultants disclosure	14
Contractors disclosure	15
Other financial information	16
Other information	16
Risk management.....	17
Risk and audit at a glance.....	17
Fraud detected in the agency.....	17
Strategies implemented to control and prevent fraud.....	17
Public interest disclosure	17
Reporting required under any other act or regulation.....	18
Reporting required under the <i>Carers’ Recognition Act 2005</i>	18
Public complaints.....	19
Number of public complaints reported	19
Additional Metrics.....	20

OFFICIAL

2020-21 ANNUAL REPORT for the South Australian Medical Education and Training Health
Advisory Council

Service Improvements 21

Compliance Statement..... 21

Appendix: Audited financial statements 2020-21 22

Overview: about the agency

Our strategic focus

Our Purpose	<p>The SA MET Health Advisory Council (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 post-graduate 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, 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 prevocational TMOs;- Developing training standards and accreditation processes for prevocational TMOs; and- Providing collaborative assistance to specify training colleges in relation to the accreditation of vocational training position; <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 arrangements 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.
--	---

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 2020-21 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 of 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
Medical Education and Training Framework	Finalised. SA MET Strategic Plan in draft.	<p>The Medical Education and Training Framework was finalised in August 2020 with the recommendations from this framework informing the SA MET Medical Education and Training Strategic Plan 2021-2026.</p> <p>The purpose of this strategic document is to establish challenging but realistic goals to improve the quality and coordination of learning, education and training for medical professionals and enhance our partnerships with SA health and medical education and training providers.</p> <p>The Advisory Council sought approval from the Minister for Health and Wellbeing prior to consulting with the Local Health Network (LHN) Governing Boards and CEOs. Consultation of the Strategic Plan was positive with LHNs supportive of the strategic initiatives and expressed willingness to collaborate with the Advisory Council.</p>
Prevocational Medical Education Forum 2022	Work in progress.	Early planning and preparations have commenced with the professional conference organisers and the Advisory Council.
Accreditation of intern training	Rated effective.	<p>Accreditation processes are completed in required timelines and in line with policy and national requirements.</p> <p>https://www.samet.org.au/prevocational-accreditation/evaluation/</p>
Accreditation Committee Implementation of the SA Trainee Medical Officer Survey (SATMOS)	Rated effective.	The Accreditation Committee continue to support the implementation of the SATMOS project that aims to standardised the end of term survey of Trainee Medical Officers. The project has been trialled within some of the South Australian Local Health Networks with an evaluation into the project currently being facilitated that will outline recommendations to support its continuation through improvements and increase engagement.

<p>Accreditation Committee Terms of Reference</p>	<p>In progress.</p>	<p>The terms of reference were updated in line with the SA MET HAC rules in June 2021. Link Accreditation Committee https://www.samet.org.au/about/accreditation-committee/</p>
<p>Accreditation Committee Accreditation processes evaluation</p>	<p>Rated effective.</p>	<p>Relevant accreditation policies, guidelines and procedure documentation underwent an annual review and have been updated as required. https://www.samet.org.au/prevocational-accreditation/process/</p>
<p>Accreditation Committee Telehealth Assessment Guidelines</p>	<p>In progress.</p>	<p>The Accreditation Committee members discussed the appropriateness of supervision in relation to tele-health assessments/consultations and identifying risks to interns. A guideline is currently being drafted to provide LHNs with clear instructions on the required education, training and supervision of interns participating in telehealth assessments.</p>
<p>Simulation Based Education (SBE) Framework</p>	<p>Rated effective. In progress - Community of Practice – Medical Education and Training</p>	<p>Following the development of the SBE Framework, the SBE Community of Practice was established in September 2020. The SBE Community of Practice has been very successful with monthly meetings and guest presenters. Due to the success of this Community of Practice a Medical Education and Training Community of Practice is planned for implementation in 2021.</p>
<p>Transfer of Information (TOI) Guideline</p>	<p>Document finalised. Universities working on building relationship with medical students.</p>	<p>Implementation of the TOI commenced in 2020. Since implementation the Education Committee is planning the TOI guideline to encourage Medical Students to identify their strengths and weaknesses as part of the guideline. This process remains an opt-in for Medical Students with the Universities undertaking conversations with Medical Students during their final year of study.</p>

Prevocational Manager's Guide	Rated effective.	In 2020 the MEO Subcommittee produced and published the Prevocational Manager's Guide. This guide will assist new and existing MEOs to understand the role in detail. The guide was approved by the Advisory Council. https://www.samet.org.au/reports-and-resources/resources/supervisor-resources/
-------------------------------	------------------	--

Corporate performance summary

N/A

Employment opportunity programs

Program name	Performance
Staff that support the Council participate in the Department for Health and Wellbeing employment opportunity programs and professional development.	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

Agency performance management and development systems

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

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 of 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	2020-21	2019-20	% 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	2020-21	2019-20	% 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%

OFFICIAL

2020-21 ANNUAL REPORT for the South Australian Medical Education and Training Health Advisory Council

Return to work costs**	2020-21	2019-20	% Change (+ / -)
Total gross workers compensation expenditure (\$)	0	0	0%
Income support payments – gross (\$)	0	0	0%

***before third party recovery*

Data for previous years is available at: <https://data.sa.gov.au/data/dataset/8abda7a5-c159-430c-8443-a6a125618315>

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/284b9fa1-3597-408e-a5a4-1714c6df59ee>

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 2020-2021 are attached to this report.

Statement of Comprehensive Income	2020-21 Budget \$000s	2020-21 Actual \$000s	Variation \$000s	2019-20 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	2020-21 Budget \$000s	2020-21 Actual \$000s	Variation \$000s	2019-20 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

OFFICIAL

2020-21 ANNUAL REPORT for the South Australian Medical Education and Training Health Advisory Council

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 for Innovation and Skills, 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 2020-21
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

OFFICIAL

2020-21 ANNUAL REPORT for the South Australian Medical Education and Training Health Advisory Council

Complaint categories	Sub-categories	Example	Number of Complaints 2020-21
Service quality	Information	Incorrect, incomplete, out dated or inadequate information; not fit for purpose	0
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	

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

Service improvements resulting from complaints or consumer suggestions over 2020-21:

Nil to report.

Compliance Statement

SA Medical Education and Training Health Advisory Council is compliant with Premier and Cabinet Circular 039 – complaint management in the South Australian public sector	Y
SA Medical Education and Training Health Advisory Council has communicated the content of PC 039 and the agency’s related complaints policies and procedures to employees.	Y

Appendix: Audited financial statements 2020-21

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.