

CRMEC Policy 10

New Unit Accreditation Policy



Scope

The CRMEC is committed to the improvement of the quality of education, training and welfare of Junior Medical Officers (JMOs) within the Territory and linked regional educational networks. An objective of the CRMEC is to ensure an open and transparent accreditation system supported by efficient and effective processes.

Accreditation process for new units

The accreditation process for a new unit considers some facility-wide aspects, though in less detail than for a full facility accreditation visit. A new unit accreditation focuses on aspects such as orientation, supervision and exposure to training. A new unit accreditation usually involves a site visit in order to assess whether a facility can offer the unit as part of their education and training program.

Where possible, new unit accreditation requests should be included in a full facility accreditation submission.

New units can be accredited for a maximum of three years following a visit. Terms can be granted provisional accreditation until a visit is undertaken; this is typically for up to six months.

New unit accreditation process description

1. The facility should provide a completed *New Unit Accreditation Submission* to CRMEC at least 60 days prior to the date intended for assigning JMOs to the term. The submission should also include a term description, including an ACF checklist, and any relevant orientation and handover materials.
2. CRMEC Secretariat will review the submission and ensure all required documents have been provided with the completed submission.
3. The Accreditation Committee will review the application and if the proposed term meets requirements, a provisional accreditation status will be granted for a maximum of two terms. CRMEC Secretariat will follow up with the facility should further information be required before approving provisional accreditation of the term. On approving provisional accreditation status, a date will be determined for a full site visit, not less than one term after approval and not more than six months after the approval.
4. CRMEC Secretariat will recruit members of the visit team ensuring there are no conflicts of interest and consistent with CRMEC policies.
5. The facility should confirm the visit date and develop a program for the site visit. The site visit will generally last half a day and include a tour of the new unit, separate interviews with the term supervisor/s, registrars, JMOs, the Medical Education Officer (MEO) and the Director of Prevocational Education and Training (DPET).
6. The CRMEC Secretariat will distribute the accreditation submission to the visit team prior to the visit, and the team leader will determine if the team needs to convene to discuss the unit accreditation submission prior to the site visit.
7. At the site visit the visit team will interview relevant staff and view the unit. It is expected that the MEO will be present to manage all the logistical aspects of the visit and help the visit team with other requests

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when required.

8. The visit team, in conjunction with the CRMEC Secretariat, will develop a draft accreditation report and convene again to finalise their report prior to the approval process occurring.
9. CRMEC Secretariat will provide the accreditation report, excluding the accreditation outcomes, to the facility for factual accuracy checking.
10. CRMEC Secretariat will make any required changes to the draft accreditation report and the visit team will sign off on the finalised version.
11. The accreditation report will be considered by the CRMEC Accreditation Committee.
12. The Accreditation Committee will provide the CRMEC with recommendations on the outcome of the accreditation report, including the duration of accreditation.
13. The CRMEC will consider the recommendations made by the Accreditation Committee and provide a final decision on the accreditation of the unit.
14. The facility is notified of the accreditation decision.

Timeframe

When applying for accreditation, facilities should allow sufficient time for the required approval processes. CRMEC approval is required prior to an intern being placed in any unit. Accreditation approval processes can be lengthy.

If a facility 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 CRMEC no later than July of the current year. It is recommended facilities do not wait for final funding approval, as this could result in the unit not receiving accreditation status prior to the required commencement date.

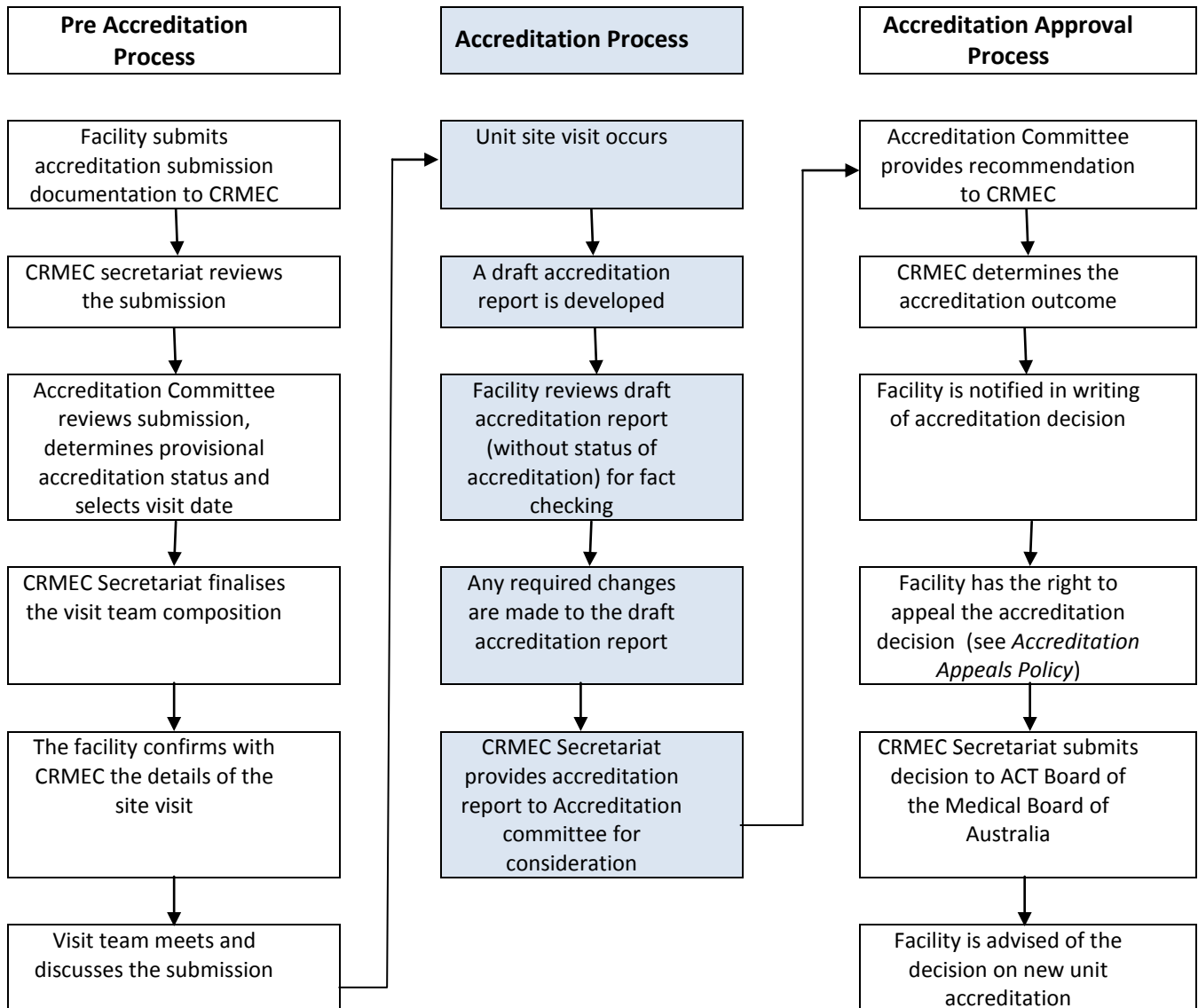
In the case where accreditation is granted but the funding is not approved, the provisional accreditation status will remain on file for six months pending funding approval. Once funding has been granted the hospital will need to advise CRMEC of any substantial changes that would affect the original accreditation decision, as per the *Notification of Change in Circumstance* policy.

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New unit accreditation flowchart



Definition of terms

Accreditation – Accreditation is the evaluation process used to assess the quality of prevocational medical education and training against established standards. It comprises compliance and quality improvement elements that are complementary to service delivery and training. The process ensures facilities and units offer appropriate education and training for prevocational junior medical officers and promote best practice.

Accreditation Visit Team – A group formed for the purpose of a specific accreditation survey. The composition of a team will depend on the size and role of the facility, and the training program it provides. The accreditation visit team will usually comprise three to six visitors, who may represent the following groups: Directors of Prevocational Education & Training, Clinicians, Junior Medical Officers, Medical

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Education Support Officers or Medical Administrators. Special expertise may be sought if particular issues have been identified prior to the accreditation visit.

CRMEC Accreditation Committee – the committee responsible for an efficient and effective accreditation process taking into account jurisdictional requirements, national program developments, and the needs of JMOs.

CRMEC Secretariat - Supports the functions of the CRMEC and its committees. The secretariat is committed to supporting the education and training of junior medical officers in the ACT Prevocational Network and supports the CRMEC in ensuring an open and transparent accreditation system.

Related documents

- CRMEC Accreditation Standards
- Accreditation Policy
- Appeals Policy
- Visitor Guide
- Process for Accrediting a Change in Circumstance

Version control

Policy 10: New Unit Accreditation Policy				
Review date	Version	Updated by	Approved by	Changes made
May 2014	1.0	Manager	CRMEC	
February 2016	1.1	Manager	Not required	Formatting
July 2017	2.0	Manager	CRMEC	Changed policy to enable provisional accreditation for 6 months for all new units to enable term commencement before a site visit