

# CRMEC Policy 11

## Change of Circumstance Policy



### Scope

To define the different levels of change of circumstance and to direct facilities and the Canberra region Medical Education Council (CRMEC) through the correct processes to follow to ensure the accreditation status of a unit or facility is not jeopardised.

### Compliance and relevant legislation

Facilities must comply with CRMEC Accreditation Standards throughout the period for which they are accredited. CRMEC reserves the right to review accreditation status at any time where there is evidence to suggest that Accreditation Standards are not being met.

### Notification of change of circumstance

CRMEC should be notified of all changes of circumstance that could affect the accreditation status of a unit or facility. If a facility is unsure whether a proposed change constitutes a change of circumstance, it should contact the CRMEC secretariat, who will provide advice. Examples of situations requiring a Change of Circumstance notification include:

- change to core/non-core status
- merging of terms
- changes to the number of JMOs in a unit

It is the responsibility of the Chair of the CRMEC, to decide on the level of the change of circumstance.

**All proposed changes of circumstance must be notified to and assessed by CRMEC before they are implemented. Use the *Change of Circumstance Form* to inform of any changes of circumstance.**

### Process

Where JMO terms are removed or changed between accreditation visits, facilities must ensure that the balance in the overall general clinical training program is maintained. **Be aware that facilities cannot allocate interns to an unaccredited position. Changes to terms are only accredited when the facility has received written confirmation from the CRMEC.**

The facility will be required to provide a term description and other relevant documentation to the CRMEC to enable the CRMEC to assess the term's feasibility to educate, train and supervise prevocational trainees. The CRMEC may determine that a site visit is necessary.

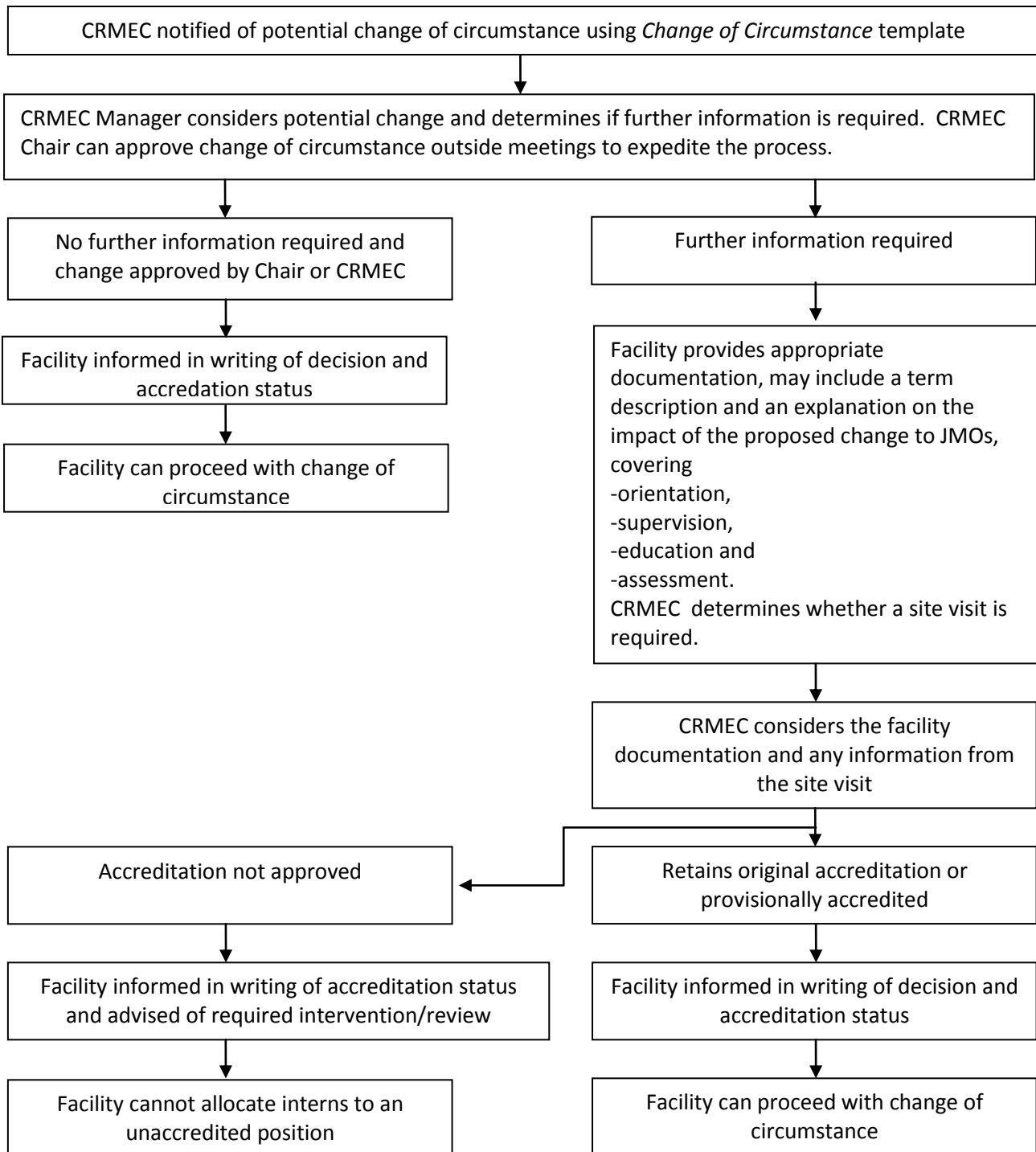
Depending on the CRMEC's decision, the term may retain its original accreditation, be provisionally accredited or not approved.

The process for a Change of Circumstance notification is outlined in the following flowchart.

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**Flowchart**



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

**Appeal** – A request for review of a report made by an accreditation visit team or a recommendation of the Accreditation Committee, prior to the submission of the report to the ACTBMBA and/or Minister for Health and Wellbeing.

**Appeals Committee** – An independent group established by the Chair of the CRPMC (or nominee) responsible for reviewing the accreditation recommendations regarding the facility or unit making the appeal and any submissions made by the appellant.

**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.

**Facility** – The institution or clinical setting in which junior medical officers (JMO) work and train. These organisations will usually be hospitals but may be health care centres or supervised practice locations in community settings which have met accreditation requirements for JMO education and training.

### Related documents

- Change of Circumstance Form

### Version control

<i>Policy [11]: [Change of Circumstance]</i>				
Review date	Version	Updated by	Approved by	Changes made
November 2014	1.0	Manager	CRMEC	
February 2015	1.1	Manager	CRMEC	
February 2016	2.0	Manager	Not required	Formatting
August 2017	2.1	Admin	Manager	Formatting