

# Selection, Appointment and Training of Accreditation Surveyors Policy



## Scope

The Canberra Region Medical Education Council (CRMEC) places a high priority on engaging team members in the process of accrediting Junior Medical Officer (JMO) posts. Team members are informed, involved and consulted with on various aspects of accreditation.

## Rationale

The Canberra Region Medical Education Council accreditation process relies on people joining independent accreditation teams to visit facilities. CRMEC maintains a pool of trained and willing people who are invited to join accreditation teams as they are formed. CRMEC values this involvement and invests in strong working relationships with team members.

The risks of losing team member support include:

- Finding it difficult to form accreditation teams from a small pool of people
- Finding it difficult to form teams which avoid conflict of interest issues
- Putting a heavier workload on other team members
- Compromising the quality of the accreditation process

## Objectives

In order to engage team members in strong working relationships, CRMEC will:

- Create a clear method for JMOs and other facility staff to have input and impact on the quality of training delivered.
- Recognise and reward the involvement of team members.
- Equip team members with the knowledge and skills to carry out high quality accreditation assessments.

## Eligibility

An accreditation team will usually be made up of the following stakeholders who have undertaken surveyor training: Clinicians, JMOs, Medical Education Officer, Medical Administrator, Volunteer interstate qualified surveyor

To maintain transparency and independence in signing off the accreditation report, the Accreditation Committee Chair will refrain from joining accreditation visit teams.

To maintain transparency no individual person will be a member of **all** teams/committees required to sign off on the accreditation report (i.e. an individual cannot be a member of all of the visit team, the Accreditation Committee and the Council).

## Recruitment of accreditation survey team members

Survey team are identified for recruitment by:

- Nomination by professional body or organisation

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- Registering an expression of interest with the CRMEC
- Invitation from CRMEC
- Additional visit team members will be selected from the register of visit team members and/or from invitations to other State/Territory accrediting bodies.

The facility will be given the opportunity to review the proposed visit team and request replacement of nominated visit team members where there is a conflict of interest.

## Releasing survey team members from duties

CRMEC will, on behalf of all team members who are ACT Health employees, and especially JMOs, negotiate with the Director of MOSCETU for release from usual duties in paid time in order to participate in CRMEC accreditation activities.

For JMOs, each facility's medical administration is notified of the trained JMOs who have registered an expression of interest to join an accreditation team. The facility's medical administration office will consider the JMO for release from duty, ensuring that cover is provided.

The Secretariat will provide non-ACT Health members with any documentation required to secure their release from duties to engage in the survey visit in paid time. It is expected that those Visitors in full time hospital employment and who are given leave for accreditation purposes will not make a claim for payment from the Secretariat. However, visitors who are in private practice and miss clinical work may invoice the CRMEC for an honorarium of \$750.00 per day excluding GST.

## Outcomes of engaging team members in accreditation

By involving, consulting and informing team members there is the potential to make significant achievements, including:

Development of local health network (LHN) staff with a good understanding of a high-quality education and training environment through their involvement in accreditation, including term supervisors, medical education officers, DCTs and TMOs.

- TMOs engaging with a process that will improve their experience and empower them to participate confidently within the accreditation team.
- Team members deriving satisfaction from involvement in a process that improves TMO education and training across SA Health.
- Peer and facility review of each team members' contribution, fed back to show recognition and value.
- Accreditation decisions achieved expediently, informed by high quality information.
- Logistical ease in forming accreditation teams to visit on a date convenient for the facility.

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## Activities CRMEC undertake to engage team members

Inform	Consult	Involve
Information sent to JMOs and consultants about the opportunity to contribute to JMO training and education through joining the pool of accreditation team members	Review fellow team member's contribution to an accreditation process.	Providing team members with relevant knowledge and skills to participate in accreditation visits.
Feedback on their contribution to an accreditation process through a review of the accreditation process.	Development of accreditation standards and processes.	Recruitment to accreditation teams
	Development of accreditation policies and guidelines.	

These activities will be undertaken through the following methods:

- Regular training sessions run by CRMEC at venues
- Online surveys requesting feedback from team members
- Correspondence

## 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

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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

- N/A none listed

## Version control

<i>Policy 15: Selection, appointment and Training of Accreditation Surveyors</i>				
Review date	Version	Updated by	Approved by	Changes made
February 2015	1.0	Manager	CRMEC	
August 2017	2.0	Admin	Manager	Formatting and inclusion of other policy changes to be consistent with other policies reviewed by CRMEC