

CRMEC Policy 18

Accreditation Proviso Reporting



Purpose

Members of the CRMEC, its Committees, secretariat and its accreditation visit teams are expected to make decisions responsibly, and to apply standards in a consistent and an impartial fashion.

Accreditation Provisos

Accreditation is awarded for a period of time, subject to the resolution of provisos. A proviso is a conditional stipulation that must be met within a specified time period in order for accreditation to be maintained. Provisos are based on evidence gathered and indicate areas where the Accreditation Standards are not being met. Provisos are listed in the final accreditation report and units/facilities are required to report on the progress of their implementation to the Canberra Region Medical Education Council (CRMEC) within a stipulated timeframe. The CRMEC is required to report to the Australian Capital Territory Board of the Medical Board of Australia for the accreditation of intern posts.

Accreditation Recommendations

Accreditation recommendations refer to areas where training in a facility or unit could be improved, but action is not required to achieve accreditation for this cycle. Recommendations have no mandatory reporting requirement prior to the next facility accreditation.

Developing an Action Plan

The facility will be required to complete an action plan outlining how provisos and recommendations will be met within the agreed timeframes. This action plan will provide details of how the unit / facility plans to meet the provisos and recommendations, timelines for resolution, staff members responsible for each action point, and the risk of timelines not being met. The RAG (red, amber, green) risk indicator is intended for facilities to use to determine the risk of a proviso not being met within the specified timescale. The CRMEC Secretariat ("the Secretariat") will provide a template action plan to be completed by the unit / facility.

Reporting on Progress

The facility is required to report to the CRMEC Accreditation Committee regarding their progress in meeting provisos and are encouraged to report on their progress regarding recommendations.

The facility is expected to outline planned and completed actions within the action plan, detailing how the provisos are being resolved. It is anticipated that when a facility reports how it has resolved a proviso with a short timescale, progress against those with longer timescales will also be reported. The action plan should be kept up to date for all provisos. The document is also intended to be an aid for facilities and units to keep up to date with their progress towards recommendations.

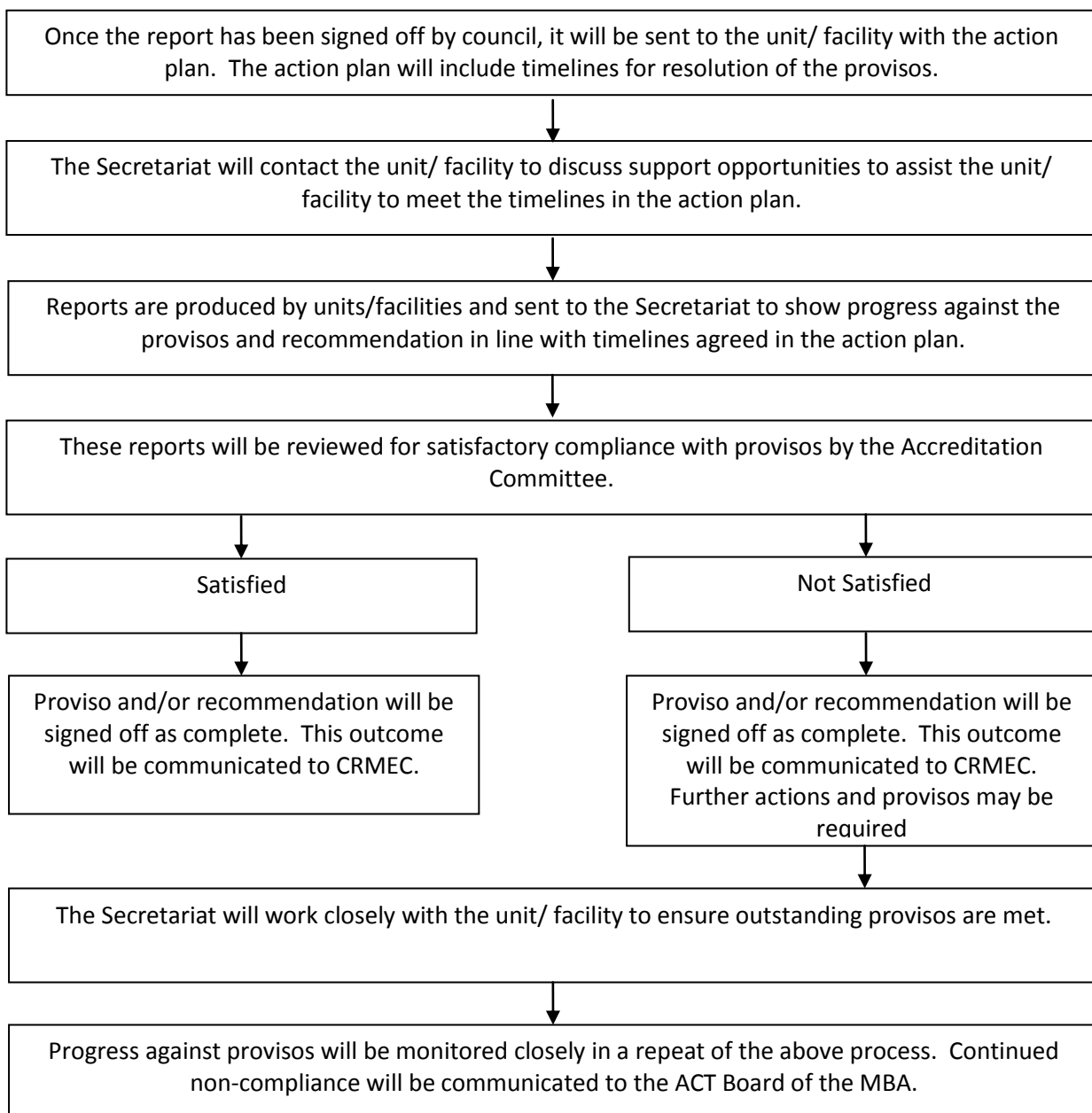
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Reporting Timeframes

Each proviso and recommendation in the accreditation report will have a reporting timeline. Unless otherwise stated, the timeline commences when the final report is issued to the facility. Deadlines for reporting on provisos and recommendations may be a specified number of months, for example after six months, or may fall in line with the training year terms or a full accreditation cycle

Proviso Following Process



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Version control

<i>Policy 18: Accreditation Proviso Reporting</i>				
Review date	Version	Updated by	Approved by	Changes made
May 2014	1.0	CRMEC	CRMEC	
May 2016	1.1	Manager	Manager	Formatting
August 2017	1.2	Admin	Manager	Formatting