

CRMEC Policy 19

Accreditation Appeals Policy



Scope

To define the framework that establishes the grounds for appeals and the process for their determination.

Overview

The Canberra Region Medical Education Council (CRMEC) has delegated responsibility from the ACT Board of the Medical Board of Australia (ACTBMBA) and the ACT Minister for Health and Wellbeing for the accreditation of all postgraduate medical education and training posts for junior medical officers (JMO) within the ACT Prevocational Network.

Process

Appeals Process

Any facility, individual or department that is the subject of an accreditation decision may, within 30 days from receipt of written advice of the accreditation decision, apply to the Chair of the CRMEC to have the decision reviewed by an Appeals Committee if they are of the belief that:

- relevant and significant information which was available to the accreditation visitors was not considered in the making of the provisos; and/or
- the report of the accreditation team was inconsistent with the information put before the team; and/or
- perceived bias of an accreditation visitor or visitors affected the decision: and/or
- information provided by the accreditation team was not duly considered in the recommendation of the Accreditation Committee.

Once received by CRMEC, the written documentation will be forwarded to the leader of the accreditation visit team (“the visit team”) for written comment. A meeting will then be arranged for the Appeals Committee to consider the appeal.

Appeals Committee

- The Appeals Committee is an independent group convened by the Chair of the CRMEC, responsible for reviewing the accreditation recommendations regarding the facility or unit making the appeal.
- The Appeals Committee will comprise all of the following:
 - A Chair, who is appointed by the Chair of the CRMEC.
 - A minimum of three senior health practitioners who are experienced in medical education and training, none of whom was on the original accreditation team or a member of the Accreditation Committee. Wherever practical, at least one member will be from an external organisation (e.g. another Institute of Medical Education and Training, Postgraduate Medical Council or Australian Medical Council)
 - No individual who is employed by the unit(s) within the facility being accredited, or who has a conflict of interest.
- A member of the CRMEC Secretariat shall be secretary to the Appeals Committee but shall not form part of the Appeals Committee.

CRMEC Policy 19

Accreditation

Appeals Policy



- No personal representation to the Appeals Committee is permitted. Only written submissions will be considered.
- The Appeals Committee must act according to the laws of natural justice and decide each appeal on its merits.

Role of the Appeals Committee

The Appeals Committee will examine all relevant documentation that will include:

- The last accreditation visit of the facility
- Responses from the visit team
- Relevant committee minutes
- Documentation from the appellant facility
- Any other relevant documents

The Appeals Committee shall be entitled to consider all relevant information that it sees fit. The Appeals Committee will make a decision that either:

- upholds the recommendation made by the Accreditation Committee, or
- upholds the appeal and provides alternative recommendations to the CRMEC, or
- where reasonable doubt is established as to the recommended accreditation status, rejects the visit team's finding and recommends a re-visit of the relevant facility or department. Such a visit will focus on the specific areas of uncertainty or controversy unless otherwise specified by the Appeals Committee.

Re-visit

Should a re-visit be conducted:

- The Appeals Committee would normally conduct the accreditation visit, however, may choose to recommend to the Chair of the CRMEC the establishment of a new visit team.
- No appeal process will be available.

Findings

- The proceedings of the Appeals Committee will be governed by the rules of the CRMEC.
- The Appeals Committee will make a recommendation to the CRMEC for consideration.
- The CRMEC will provide advice to the ACTBMBA and/or the Minister for Health and Wellbeing for their consideration.
- The facility will, during the appeal process, retain any accreditation status granted to it at its last completed accreditation.

Cost

When an appeal is lodged, the amount of \$2,500 is to be forwarded by the facility to the CRMEC to cover administrative costs. If the appeal is upheld, the amount of \$2,500 will be refunded to the facility.

CRMEC Policy 19
**Accreditation
Appeals Policy**



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.

Compliance and relevant legislation

This policy complies with:

- *Prevocational Medical Accreditation Framework for the Education and Training of Prevocational Doctors (2009)*, Confederation of Postgraduate Medical Education Councils available from <http://www.cpmeec.org.au>
- Health Practitioner Regulation National Law (ACT) Act 2015 (Part 6-Accreditation)

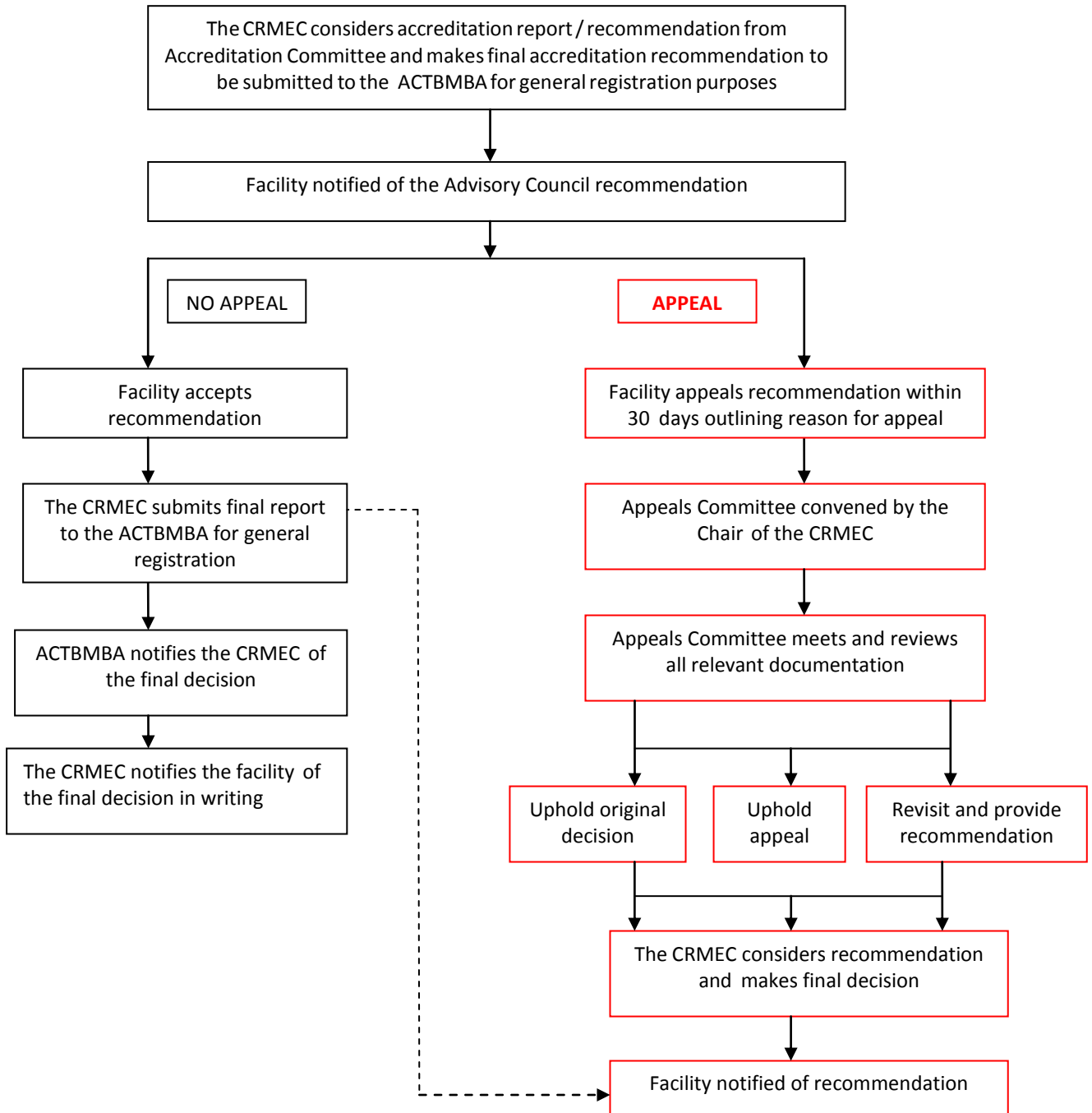
Related documents

- Accreditation Policy

CRMEC Policy 19
**Accreditation
 Appeals Policy**



Accreditation Appeals Policy Flowchart



CRMEC Policy 19
**Accreditation
Appeals Policy**



Version control

<i>Policy 19: Accreditation Appeals Policy</i>				
Review date	Version	Updated by	Approved by	Changes made
February 2015	1.0	Manager	CRMEC	N/A
February 2016	2.0	Manager	Not required, no major change	Formatting
August 2017	2.1	Manager	Not required, no major change	Updated legislation references, updated to Minister for Health and Wellbeing