

CRMEC Policy 21

Accreditation Annual Reporting Policy



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. They make ongoing evaluations on the compliance of units or facilities with accreditation standards.

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 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 as outlined in the policy on *Accreditation Proviso Reporting*.

Accreditation Recommendations

Accreditation reports also include 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 should be reported on an annual basis to provide ongoing information on the facility's activities toward continuous improvement in meeting the training and supervision needs of junior doctors.

Reporting on Progress

The facility is required to report to the CRMEC Accreditation Committee on an annual basis regarding their progress regarding recommendations. The facility is expected to outline planned and completed actions with respect to recommendations, any other activities and any concerns that have arisen over the preceding 12 months.

Reporting on Terms

Every annual report will include a register of terms within the facility. Facilities are expected to conduct an internal audit and confirm that the register of terms accurately reflects term placements within the facility. This process acts as an internal review for facilities to ensure their documentation and processes are consistent and reflect their accreditation status.

Review of the Annual Report

The accreditation Committee will review annual reports. Annual report not signed off by the Accreditation Committee will be communicated to the CRMEC. Any significant or serious breaches or failures to provide annual update will be communicated to the ACT Board of the MBA.

Annual Report Template

The Secretariat will provide facilities with a template for annual reporting at the time of returning the Accreditation Report and annual thereafter.

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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

- N/A listed

Version control

Policy 21: Accreditation Annual Reporting				
Review date	Version	Updated by	Approved by	Changes made
October 2016	1.0	Manager	CRMEC	
August 2017	1.1	Admin	Manager	Formatting, changed policy number