



Postgraduate Medical Council
of Western Australia

Accreditation Factsheet

Common questions about accreditation surveys

What is an accreditation survey and what do I need to do?

Accreditation surveys are reviews of health services and terms against the PMCWA accreditation standards and criteria conducted by PMCWA accreditation surveyors.

It is the responsibility of the Director of Clinical Training and Medical Education Officer to coordinate documents, interviews and site visits for the survey. The PMCWA secretariat will coordinate a survey team and prepare their files once the required documents are submitted.

What needs to be surveyed?

A survey is required when:

- accreditation is expiring
- there has been a significant change
- a change of accreditation is requested e.g. term classification or base capacity
- PMCWA has requested a survey
- a health service or term with prevocational doctors which is not currently accredited.

PMCWA accredits individual health services, practices, units, departments, terms and rotations. Where a term is split across multiple sites/units, each unit or site must be accredited separately (visiting each site).

The current accreditation and expiry dates are listed on the PMCWA Review Table on our website. Pre-accreditation is required prior to appointment of a prevocational doctor to a term not previously accredited by PMCWA.

What are the different types of survey?

Accreditation surveys occur at three levels:

- **Type 1 (PEHS and Prevocational Training Network)** Surveys review the Primary Employing Health Service's prevocational training network as a whole and may occur on the same or a different day to surveys of PPHS, PHS or Terms. A Type 1 (PEHS and Prevocational Training Network) Survey:
 - ensures compliance with criteria section 1
 - includes a meeting with the Prevocational Training Committee (PTC) and interviews with individual members
 - is undertaken by a separate survey team to those surveying placement health services and terms during the same time period.

Type 1 (PEHS and Prevocational Training Network) Surveys are not restricted to the PEHS but will occur at PEHS, PPHS and PHS to accredit each health service against the section 1 criteria relevant to its role within the PEHS' prevocational training network.

- **Type 2 (Health Service) Surveys** review a single health service including a site visit and addresses the criteria in section 2. This will occur at PEHS, PPHS and PHS.
- **Type 3 (Term) Surveys** review terms for their compliance with criteria in section 3.

What documents do I need to give PMCWA?

The type of survey will inform the criteria section which is being reviewed and the evidence required. The PMCWA Accreditation Standards Guidelines lists the evidence required for each criterion including types of documents, interviews and site tour. For example:

3.3 Term supervisors

Criteria

Each Unit/Department/Practice has a term supervisor, who is responsible for ensuring the adequacy and effectiveness of education and training for the prevocational doctor.

Evidence

- List of term supervisors.
- Accreditation survey interviews.

Does a doctor have to do this or can I do/delegate it?

The coordinator of a survey is the responsibility of the postgraduate medical education staff, who should remain the primary contacts for PMCWA. Management on site is discretionary.

Do I have to use the template provided?

PMCWA provides templates when coordinating a survey for the use at the health services' discretion. If the *information* is available in another easy to understand format then that should also be acceptable, although confirming this with the secretariat is recommended.

For documents such as the Director of Postgraduate Medical Education or Clinical Training letters (a *very* useful document), these can be partly or entirely completed by another member of staff if the DPGME / DCT / MEO checks it is correct prior to forwarding to PMCWA.

What if I don't understand, have a suggestion or questions?

Contact the PMCWA Secretariat. The secretariat is there to answer questions. Suggestions are valued e.g. one MEO was having trouble with assembling statistical data for a unit and asked if extracts from a recent annual report were acceptable, they are and have been added to the guidelines as an example of acceptable kinds of evidence.

PMCWA can be contacted via email (PMCWA.Accreditation@health.wa.gov.au), phone (08 9222 2125) or via our website <http://www.pmcwa.health.wa.gov.au/contact/index.cfm>.