



Postgraduate Medical Council
of Western Australia

Accreditation Factsheet

What to do about changes to an accredited term

What is accreditation?

Accreditation refers to the status awarded or not awarded to a health service or term which has been assessed for compliance against the relevant accreditation criteria and standards.

All accreditation is subject to PMCWA being informed by the Director of Clinical Training (or equivalent) of the health service of any change that significantly alters the training capacity of the accredited health service or term. PMCWA reserves the right to review accreditation status where there is evidence to suggest that accreditation standards are not being met.

What is considered a Significant Change?

Any major changes that can or will have an impact on the education and experience of JMOs, e.g. may result in an accreditation criterion not being met, should be reported to PMCWA so the accreditation status for the service/term may be reviewed.

Significant changes may include, but is not limited to:

- Activity level (e.g. long term increase in workload)
- Roster or timetable structure (e.g. JMOs included in the night roster)
- Plans to place a JMO or additional JMO in an un/accredited position
- Postgraduate Medical Education Unit changes (e.g. long term change to MEO FTE)

What should be done if a significant change is identified or has been planned?

A written application/letter needs to be provided to the PMCWA outlining/informing of the change and how this will or may affect the training. Supporting documentation (eg: updated roster, names and FTE of new PGMEU staff) should also be provided.

PMCWA encourages all health sites to inform of planned changes to the Prevocational Training Program to enable ongoing support for prevocational doctors and health sites as required. PMCWA must be informed of any long term changes (greater than three months) in prevocational staffing of terms, or changes in medical education unit staffing.

What happens after an application is forwarded to PMCWA?

The letter and supporting documents will be considered by the Chair of PMCWA. The request or information/update provided will be tabled at the Accreditation & Standards Committee for discussion. Changes requiring urgent attention (that could result in harm to prevocational doctors and/or their patients) may be reviewed out of session.

Accreditation Checklist: Significant Changes

Should further information be required, PMCWA will request for further supporting documents or an accreditation review to assess the new changes and confirm accreditation, provided all criteria are met.

This checklist is to assist medical education teams in identifying and reporting PMCWA of significant changes that may or will occur between Accreditation reviews.

Has there been or will be a permanent or long term (greater than 5 weeks) change to the following since the last accreditation review:

	YES	NO
Changes to the PGMEU and Medical Staff		
• change to the DCS/DPGME/DCT or MEO (ie: FTE or change in staff)	<input type="checkbox"/>	<input type="checkbox"/>
• change to number of Term Supervisors/Registrars, including periods of leave without cover over 4 weeks or a permanent change in the Term Supervisor	<input type="checkbox"/>	<input type="checkbox"/>
• increase/decrease in number of prevocational doctors allocated to a term (e.g. 1 PGY1 and 1 PGY2+ to 2 PGY1; fewer PGY1s / PGY2+s allocated to a term with a major increase in workload for the remaining prevocational doctors; PGY1s / PGY2+s no longer allocated to a term; an additional PGY1 / PGY2+ required/allocated for more than 2 of 5 terms)	<input type="checkbox"/>	<input type="checkbox"/>
• a new term or unit to which PGY1s / PGY2+s will be / are allocated	<input type="checkbox"/>	<input type="checkbox"/>
Changes to training experience or term structure		
• changes to range of clinical exposure and balance of training experience (e.g. more higher acuity patients; increased volume of patients for the long term or unseasonal short term; planned major changes to the model of care and/or case mix)	<input type="checkbox"/>	<input type="checkbox"/>
• changes to educational program which impact upon supervision or education opportunities	<input type="checkbox"/>	<input type="checkbox"/>
• changes to roster which impact upon supervision or education opportunities (e.g. new split terms, after-hours)	<input type="checkbox"/>	<input type="checkbox"/>
Changes to employing or placement authority role or facilities		
• changes to health service role within the prevocational training network (e.g. rotating interns for 3 of 5 rather than 1 of 5 terms)	<input type="checkbox"/>	<input type="checkbox"/>
• a planned major change to the physical amenities or IT e.g. new IT system, relocation of the junior doctor common room	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered yes to any of the above, the term or unit associated with the change(s) may need to be reviewed and reassessed by PMCWA to maintain or be awarded accreditation.

Please contact PMCWA on PMCWA.Accreditation@health.wa.gov.au or 08 9222 2125 if you have queries with proposed or urgent changes to prevocational terms.