



**Postgraduate Medical Education Council of Tasmania Inc.
Board Meeting 4 April 2019
Report- Manager of the Accreditation Committee (PMCT AC)**

1. Risk Management Plan for the Accreditation Committee of PMCT

The Accreditation Committee reviewed the risk management annual plan, in conjunction with the PMCT Accreditation (Sub)Committee Risk Management – Accreditation Process Policy. An annual report was written and accepted by the members of the PMCT AC on 19 February 2019. No changes were made to the report. The report includes: how risks are managed; whether strategies are effective; and any new risks and implications. The report is being tabled at this meeting of the PMCT Board with information relating to the preceding calendar year (2018).

2. GP intern term at Newstead – Parent hospital LGH

A new term was considered at meeting of 19 February 2019. The term was accredited as non-core from 19 February 2019 to 30 January 2020 to allow for the completion of the full term. Term evaluations will be provided, after the completion of each term, to PMCT AC for their consideration to ensure interns are supported in this new term.

3. Report from the PMCT AC to the Medical Board of Australia (MBA)- due 31 March 2019

The six monthly report from the PMCT AC to the MBA was provided to the MBA on 26 March 2019. This included a four year workplan developed by PMCT AC. Also, in February 2019 the number of intern positions in the Tasmanian health setting was provided to the MBA as per the MBA contract.

4. Ongoing review of GP intern terms- Locations: King Island, Queenstown (Parent Hospital- NWRH) and Huon Valley (Parent Hospital-RHH) and Flinders Island (LGH)

The PMCT AC reviewed term evaluations from the four locations. Minor concerns were discussed re King Island, which were explained by Dr Corinne Ginifer. Further information has been requested re Huon Valley and the role the intern plays in nursing work. The RHH has discussed this with the medical practice (since the February meeting) and it has been deemed that the work was suitable for the interns to undertake as it was dealing with chronic disease states in the GP setting.

5. Hobart Private Hospital (HPH) Annexe- ongoing accreditation for surgical rotation location at Royal Hobart Hospital (RHH)

The PMCT AC wrote to the RHH re concerns, which had been identified after reviewing the term evaluations, for those interns who worked part of their term at the HPH Annexe. A risk assessment plan was developed between HPH and RHH as well as improved orientation processes. Dr Helen Harris (RHH) has written to the PMCT AC indicating there has been no access to the HPH Annexe in the first months of 2019. PMCT AC will continue to monitor.

6. Acute Medical Unit (AMU) - Parent Hospital NWRH

At an exceptional meeting of the PMCT Accreditation Executive in January 2019, a request was considered from NWRH in relation to a new Acute Medical Unit (AMU) term (non-core) The requirement was to review the request so that the new non-core term would be ready for the 2019 intern intake. The term was accredited from 14

January 2019 to 14 July 2019 and would be returned to the PMCT AC February meeting. Term evaluations are to be provided to PMCT AC one week after the completion of the term.

The term was considered again at the February meeting and the accreditation was extended until 30 January 2020.

7. Updating existing policy documents, in relation to accreditation processes

A range of policy documents, which are used in the accreditation process, were considered by the PMCT AC members, as the review date for these documents was May 2019. All changes were accepted and the new versions were uploaded on the PMCT website in March 2019. All policy documents were approved for 4 years or can be reviewed sooner if deemed necessary. The remainder of the policy documents will be updated in 2019.

8. Change of Circumstance- Huon Valley Health Centre- Parent Hospital RHH

PMCT AC received a variance request from Huon Valley Health Centre to add a location to the GP intern term based at Huon Valley. This was considered at the February 2019 meeting. The new location is Bruny Island for 3 days in a fortnight. PMCT AC members felt that they required further information and a letter requesting more information was sent to Huon Valley principals. An exceptional meeting was held, via email, with a range of supporting information as well as responses to questions. The PMCT AC members agreed that the variance was accepted on 25 March 2019 and letters were provided to relevant parties informing them of the outcome. The PMCT website was updated to reflect the change.

9. Mid-cycle accreditation review

PMCT AC is to start the mid-cycle review process in 2019. When the accreditation cycle moved to a four year accreditation time line this then required a mid-cycle desktop audit process to be enacted. The forms have been developed and reviewed by members of the PMCT AC as well as external stakeholders. All forms are on the PMCT website and training has been undertaken by the Principal MEA with the MEAs in Tasmania. The review process will take up to 17 weeks per health service and timelines will be provided to each location to ensure transparency in the process. NWRH-MCH is the first health service to have a mid-cycle review starting June 2019 with the mid cycle review date of 2 September 2019. Both the sample timeline is on PMCT website as

http://www.pmct.org.au/images/Accreditation/Accreditation_reviews/Accreditation_timeline_Mid_Cycle_Review_Version_12_Feb_2019.pdf

Kaye Veal
Accreditation Manager PMCT
26 March 2019