

PMCT Accreditation Committee

Terms of Reference

Purpose

To promote excellence in clinical training, appropriate educational and learning experiences and effective supervision through accreditation of health services and PGY1 and PGY2/3 terms to ensure the highest standards of patient safety and medical care.

Reporting

The PMCT Accreditation Committee reports to the PMCT Board

Membership

Chair Accreditation Committee

Deputy Chair of the Accreditation Committee (an existing member of the Accreditation Committee as delegated by the Chair)

Chair of PMCT Executive Committee or Delegate

Directors of Clinical Training - THS-S, THS-N, THS-NW

Statewide Education and Accreditation Advisor

Medical Education Advisor- rotating role of 1 year

Junior Medical Officers

Hospital representatives from RHH, NWRH and LGH

Representative from the Tasmanian Board of the Medical Board of Australia

Representative from University of Tasmania- Medical School

Representative from General Practice

Consumer representative

Manager Accreditation

Other members co-opted as necessary.

While all above groups must be represented, the representative requirement may be met by individuals occupying more than one position.

PMCT AC Panel

The PMCT AC Panel will be convened when either an item/s, which has been presented to PMCT Accreditation Committee, is to be considered as urgent and reviewed at an out of session meeting or when the Chair considers the item/s need/s urgent review. Five members will make up the Panel with the Chair of the PMCT AC having the casting vote.

When a member of the Panel holds multiple roles then the PMCT AC Chair will determine the members of the Panel.

- Chair of the PMCT AC and/or Deputy Chair as delegated by the Chair.
- Chair of PMCT Executive Committee or Delegate
- Statewide Education and Accreditation Advisor
- Two Directors of Clinical Training (who do not have a conflict of interest to the specific item/s) - if two DCTs are not possible then the Chair of the PMCT AC will coopt a member of the PMCT AC who is not conflicted.
- Manager Accreditation

Role and responsibilities

- Undertake PGY1 and PGY2+ Junior Doctor accreditation functions delegated from the Medical Board of Tasmania (MBA) and the Australian Medical Council (AMC).
- Develop processes for PGY1 and PGY2+ accreditation in line with national accreditation standards and MBA requirements for intern registration, and PGY2+ ongoing registration and be aware of national developments in the field.
- Periodically survey hospitals to ensure existing PGY1 and PGY2+ terms comply with the Australian Medical Council's accreditation standards.
- Review terms and under the delegations of the PMCT Board accredit terms considered at the quarterly and exceptional meetings of the Accreditation Committee.
- Review the Full and Mid-Cycle accreditation reports, amend as needed and then provide to the PMCT Board for their consideration and final approval of the accreditation recommendations and reports.
- Develop guidelines and tools to support the accreditation process.
- Develop policies relating to accreditation processes and to manage and monitor compliance with the policies.
- Communicate with stakeholders in relation to accreditation standards, policy and issues.
- Advise the PMCT Committee or PMCT Board on matters relevant to accreditation.
- Review all PMCT accreditation documents and policies to ensure they are current. A four-year mandatory review of all documentation is also to be undertaken by the PMCT AC.
- Liaise with other State and Territory Postgraduate Medical Councils regarding accreditation.

Conduct of meetings

- Meetings are held 4 times a year and more often as required.
- Meetings are held via teleconference/videoconference/email.
- A quorum is at least 50% of members, plus the Chair.
- Members must be familiar and abide by the PMCT Code of Conduct Policy.

Conflict of Interest

- Members with items of Conflict of Interest are asked to declare this prior to the meeting so that the Chair can decide re the conflict, this process is documented and included in the documents for the meeting and the members are moved to a waiting room while discussion and voting are undertaken.
- Members must be familiar with the PMCT Conflict of Interest Policy

Publications

The following will be made available on the PMCT website:

- Health services who meet the PMCT accreditation standards
- Intern terms that meet the PMCT accreditation standards
- Accreditation Standards, Guidelines and Policies
- Accreditation Survey Tool