

Document Number: CRMEC Policy 10

Document Name: **Accrediting a New Training Term**

Scope

Prevocational education and training programs (ETPs) must comply with the Australia Medical Council's (AMC) *National Standards for Prevocational (PGY1 and PGY2) Training Programs and Terms* (the National Standards) and the national *Requirements for Prevocational (PGY1 and PGY2) Training Programs and Terms*. The Canberra Regional Medical Education Council (CRMEC)'s role as an accreditation authority is to ensure that the National Standards are achieved and maintained in health services training prevocational medical doctors in the Canberra training region. The CRMEC is committed to the improvement of the quality of education, training and welfare of junior doctors within the ACT training networks and seeks to deliver an open and transparent accreditation system supported by efficient and effective processes.

The scope of this policy is to outline the process for accreditation of a new training term within an accredited health service/education and training program (ETP). In this context, "new training term" refers to a training position in a currently unaccredited unit (i.e., a Division, specialty or ward). This includes training terms that have been previously accredited but are not currently accredited (e.g., accreditation withdrawn due to lack of use or non-compliance).

New Training Terms

All proposed new training terms require provisional accreditation before implementation (i.e. before any junior doctor commences work in the term). Training terms are only accredited when the facility has received written confirmation from the CRMEC. **Be aware that health services cannot allocate prevocational junior doctors to an unaccredited position. Allocation of an intern (PGY1 doctor) to an unaccredited position can negatively impact their eligibility for general registration.**

The health service must provide relevant documentation to enable the Accreditation Committee to assess the suitability of the proposed new training term. The accreditation process for a new training term in an accredited health service/ETP considers some program-wide aspects, though in less detail than for a full accreditation visit. Accreditation of a new training term focuses on aspects specific to that training term, for example:

- The experience and training of the supervisor
- Orientation to the term/workplace
- The learning opportunities available in the unit, including the patient profile
- Supervisory model
- Anticipated clinical work.

Accreditation for a training term in a previously unaccredited unit (e.g., a new Division, specialty, or ward) is generally a paper-based process. In some instances, the accreditation may require a site visit or web/teleconference with key stakeholder to establish that the unit can deliver an appropriate education and training experience in a safe environment. Accreditation of new units should be included in a full facility accreditation submission wherever possible.

Indicative/in principle approval

The CRMEC Director can review a term description and provide written support of the term in principle for the purpose of funding/grant submissions. However, a full application is required to have the training term accredited by the CRMEC.

Applying for Accreditation of a New Training Term

Applying for accreditation of a new training term

The health service should send an application to the CRMEC. The submission should include:

- New Training Term Accreditation Application form
- Term description
- Orientation program for the training term
- For external sites, records of accreditation with other bodies (e.g., RACGP or ACRRM for general practices).

The application should identify the intended commencement date for prevocational junior doctors in the new term. For linked regional health services in the ACT training network, the arrangements for procurement of additional prevocational junior doctors (e.g. are agreements/funding opportunities in progress or completed) should be outlined.

Time frame for approval

When applying for accreditation of a new training term, health services should allow sufficient time for the required approval processes. An application for accreditation of a new training term requires review at more than one level. The CRMEC may also need to request additional information from the health service and/or conduct a site visit. Health services should allow three months for attaining provisional accreditation of a new training term. If a health service requires a new training term to be accredited ready for commencement at the start of a training year, they should submit the application to CRMEC no later than October of the preceding year. It is recommended facilities do not wait for final funding and staffing approvals, as this could result in the training term not receiving accreditation prior to the required commencement date.

Possible outcomes

The CRMEC Director will review the submission and ensure required documents have been provided. If the training term is located at a satellite site (e.g., in a general practice or linked training facility), a site visit may be undertaken. The CRMEC Director will organise for a surveyor to visit the site and undertake a preliminary assessment of the suitability of the training term. The surveyor will provide a written report for consideration by the Accreditation Committee.

The Accreditation Committee will review the application and, if the proposed training term meets requirements, a provisional accreditation status will be granted for a maximum of two terms. After reviewing the application for accreditation of the new training term, the Accreditation Committee will make a recommendation to the CRMEC. The Accreditation Committee may:

- Request additional information or documentation.
- Request a tele or web conference with key personnel in the facility.
- Determine that a site visit is necessary (if this has not already been undertaken).

Depending on the CRMEC's final decision, the application may lead to a training term:

- Being provisionally accredited (i.e. accredited with some provisos to meet).
- Not being accredited.

In general, provisos relating to a accreditation of a new training term require the training term to be formally evaluated by the health service and reported to the CRMEC within a specified time period (usually 6 months after commencement of the term). Once any provisos have been submitted to the Accreditation Committee and assessed as met, the term will achieve full accreditation. Potential outcomes of submitted provisos are outlined in *CRMEC Policy 18: Proviso Reporting*.

Following provisional accreditation of the term, the facility should advise the CRMEC of the date on which junior doctors will commence in the term to identify the due date for provisos.

Register of terms

On endorsement by the CRMEC, the newly accredited term will be added to the CRMEC Register of Terms.

Unused New Training Terms

If no prevocational junior doctor is assigned to the new training term in the period covered by a proviso requiring a term evaluation, the health service should contact the CRMEC Director to discuss an extension of evaluation.

A newly accredited training term must be used within 12 months of receiving accreditation. If no prevocational junior doctor is assigned to the training term within 12 months, the provisional accreditation will lapse and a new submission should be made if the training term is required in future.

Related Policies and Relevant Guidance

- The Australian Medical Council (AMC). *New National Framework for Prevocational (PGY1 and PGY2) Medical Training (2024+)*, 2023. <https://www.amc.org.au/accredited-organisations/prevocational-training/new-national-framework-for-prevocational-pgy1-and-pgy2-medical-training-2024/>
- Australian Medical Council: *National Standards for Prevocational (PGY1 and PGY2) Training Programs and Terms*, 2023. <https://www.amc.org.au/accredited-organisations/prevocational-training/new-national-framework-for-prevocational-pgy1-and-pgy2-medical-training-2024/>
- CRMEC Policy 18: Proviso Reporting
- New Training Term Accreditation Application Form

Version Control

Review Date	Version	Updated by	Approved by	Changes made
May 2014	1.0	Director	CRMEC	
February 2016	1.1	Director	Not required	Formatting
July 2017	2.0	Director	CRMEC	Changed policy to enable provisional accreditation for 6 months for all new units to enable term commencement before a site visit
August 2020	3.0	Director	Accreditation Chair	Policy completely updated to reflect process that is similar to Change of Circumstance rather than a full accreditation visit.
February 2023	3.1	Admin	Director	Formatting
Jan 2024	3.2	Admin	Director	Reviewed for consistency with the new National Framework and related documents added.

New Term Accreditation Application Form



Date:	Hospital/health service	Person of contact for Term	
Name of unit/term rotation:			
Specialty:			
Location of training term:			
Number of training positions requested for accreditation		What level of prevocational doctors will be allocated to the training positions? (highlight one option)	PGY1 or PGY2 PGY2 only
Is the unit currently accredited for other medical training posts? Yes / No If yes, provide details			
Has the unit previously been accredited for prevocational training posts? Yes / No If yes, provide details			
Outline the reasons for creating the new training term:			
Please briefly outline the orientation that will be provided:			
Please outline the proposed supervision, including after hours:			

New Term Accreditation Application Form



Has the proposed term supervisor completed mandatory supervisor training? If yes, provide details	Yes / No
Additional information to support the application, including organisational structure and oversight:	
Is there any after-hours rostering in this term? If yes, provide details including supervision after hours:	Yes / No
Consultation with the DPET responsible for the post:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signed by DPET:	Date:

ATTACH:

- Orientation program
- Term description, including 4-week roster
- If an offsite location (e.g. general practice) provide accreditation by other authorities (e.g. RACGP, ACCRM)

CRMEC OFFICE TO COMPLETE
DATE RECEIVED BY CRMEC:
DATE REVIEWED BY ACCREDITATION COMMITTEE:
OUTCOMES OF COMMITTEE REVIEW: