

Prevocational accreditation surveys

A guide for junior doctors

Introduction

The Health Education and Training Institute (HETI) is accredited by the Australian Medical Council and approved by the Medical Board of Australia as the prevocational training accreditation authority for New South Wales.

All NSW prevocational education and training providers (hospitals and other healthcare facilities) must be accredited to employ prevocational trainees (PGY1 and PGY2 doctors).

Why is your facility being surveyed?

HETI's prevocational accreditation program monitors standards for the education, training and wellbeing of junior doctors in their first two years of training (prevocational trainees).

The survey process is designed to ensure that prevocational education and training providers (providers) meet the National standards for prevocational (PGY1 and PGY2) training programs and terms (National Standards), and promote and protect the safety and quality of patient care.

How often are providers / facilities surveyed?

Each provider is usually surveyed by an accreditation team every 4 years. HETI monitors providers every year between surveys by reviewing annual reports.

How is a survey performed?

A survey is conducted by a small team (between two and seven people) using the National Standards. The survey team must include a trainee, as well as a Medical Administrator or a Senior Clinician.

During the COVID-19 pandemic surveys were conducted virtually. In 2024, surveys will be conducted by the survey team onsite at the health facility. Providers will usually book a few meeting room/s at their facility for the duration of the survey.

A survey takes either one or two days (depending on the size of the facility) and includes:

- interviews with prevocational trainees, registrars, Term Supervisors, the Director of Prevocational Education and Training (DPET), Chair of the GCTC, the JMO Manager and members of the hospital executive
- a tour of all educational and prevocational trainee facilities, including the JMO common room, library and accommodation
- a debriefing at the end with the hospital executive to discuss the survey findings.

What is my role in a survey?

1. As a prevocational trainee, you play a critical role in helping the survey team understand the training, supervision, workload, and support available to trainees working for the provider.
2. You will be invited to be interviewed by the survey team and provide feedback on the wellbeing, education, and training in the facility. Your feedback is an important component for the assessment made by the survey team.
3. Anything that you say as part of your interview is strictly confidential. Feedback to the hospital is always provided in a de-identified manner.

Considerations by the survey team

Training: Are there adequate opportunities to gain competencies, manage a variety of clinical conditions, and develop the skills and confidence for general training?

Education: Is the structured teaching program provided in a way that ensures trainees can attend sessions?

Supervision: Does the prevocational trainee receive appropriate and timely supervision from a senior clinician when working?

Assessment: Are prevocational trainees receiving feedback from supervisors about performance in a timely and appropriate manner?

Evaluation: Does the provider evaluate the education provided using feedback forms to improve its quality?

Support: Does the provider manage prevocational trainee grievances appropriately? Does the General Clinical Training Committee (GCTC) and Network Prevocational Training Committee (NCPT) effectively represent prevocational trainees in the wider clinical setting, and do they address issues adversely affecting prevocational trainee wellbeing, education, supervision, and training?

Safety: Does the provider roster working hours and supervision consistent with delivering high quality, safe patient care? Are the prevocational trainees aware of the policies and procedures to address and prevent bullying, harassment, and discrimination?

Advocacy: Do the prevocational trainees have regular access to the DPET? Is there a clear process for routine consultation with prevocational trainees regarding decisions that will affect them?

What happens after a survey?

1. Following an accreditation survey a report is compiled and reviewed by the Prevocational Accreditation Committee (PAC). The PAC makes a decision in respect to the accreditation status to be awarded to the provider.
2. If all standards are met the maximum accreditation period that can be awarded by the PAC is 4 years. The length of the accreditation awarded to the provider will be dependent upon their compliance with the National Standards. If one or more of the standards are not met, the PAC alerts the provider to areas requiring improvement which will include recommendations and/or conditions.

For more information

For more information on prevocational accreditation and surveys please visit the HETI website, or e-mail the HETI accreditation team HETI-Accreditation@health.nsw.gov.au.