Health Education and Training Institute Prevocational Accreditation Committee – Terms of Reference

Document: Terms of Reference Version 1
Committee: Health Education and Training Institute Prevocational Accreditation Committee Date: 18.5.17
Effective from: May 2017
Approved by: Adjunct Professor Annette Solman Chief Executive
Modifications:
Review Due Date: 1 April 2018

I, Annette Solman, Chief Executive of the Health Education and Training Institute (HETI), do hereby establish the Health Education and Training Institute Prevocational Accreditation Committee under section 52E of the Health Services Act 1997 with functions as follows:

Role

The Health Education and Training Institute Prevocational Accreditation Committee provides oversight and advice to HETI for the efficient and effective delivery of a robust accreditation program for medical prevocational training for years one and two (PGY1 and PGY2) in NSW in accordance with the national internship standards and accreditation framework and requirements as authorised by the Australian Medical Council (AMC).

Functions

The functions of the Health Education and Training Institute Prevocational Accreditation Committee will include:

1. Reviewing facility accreditation survey reports and make decisions regarding the accreditation status of the facility and terms for prevocational training.
2. Advising and supporting the requirements and processes for the accreditation of all NSW prevocational training terms and facilities.
3. Managing, overseeing, evaluating and improving an on-site surveying system to accredit facilities and training terms according to the Standards of Education, Training and Supervision Trainees and Post AMC Supervision Training (Standards).
4. Managing, overseeing, evaluating and improving the recruitment and training of surveyors and team leaders and facilitating their continuing education for those roles.
5. Developing and revising NSW prevocational Training standards and accreditation procedures that adhere to the national standards for medical intern training.
6. Establishing such committees or working groups as are required and delegate to these implementation matters. These committees may be standing committees or for specific timeframes.
Accountability

The Health Education and Training Institute Prevocational Accreditation Committee reports to the Chief Executive of the Health Education and Training Institute (as the statutory established governing authority), who in turn reports to the Secretary of the Ministry of Health. The Health Education and Training Institute Prevocational Accreditation Committee will provide reports and make recommendations to the Health Education and Training Institute Chief Executive and Ministry of Health in relation to the management and performance of the Health Education and Training Institute medical intern accreditation functions.

HETI is obliged to report to the Ministry of Health and the Minister of Health, when there is a significant issue with a Prevocational Training Provider or a Local Health District.

Composition

The composition of the Health Education and Training Institute Prevocational Accreditation Committee will be:

- An independent Chair who will be appointed by the HETI Chief Executive in accordance with the Appointment, Credentialing, Contracting and Payment of HETI Clinical Chairs Procedure. The Chair will be appointed for a period of three years, renewable once.
- An independent Deputy Chair who will be appointed by the HETI Chief Executive through expressions of interest from serving ordinary members of the committee. The Deputy Chair will be appointed to a term equivalent to the remainder of their term as an ordinary member of the committee. The Deputy Chair will perform the duties of Chair when the Chair is unavailable or has a conflict of interest.
- A minimum of 10 and a maximum of 20 members. Members will be appointed by the HETI Chief Executive for a term of up to three years, renewable once. Appointments will be made to ensure a balance of experience, qualifications and representation from Local Health Districts and Specialty Health Networks including:
  - Junior and senior medical staff
  - Clinical and administrative staff (minimum of 3 clinical representatives and 1 Junior Medical Officer Manager)
  - Rural and metropolitan representation
- The Health Education and Training Institute Medical Director (or delegate) (ex officio)
- Chair of the Health Education and Training Institute Prevocational Training Council (ex officio)
- A second representative nominated by the Prevocational Training Council (ex officio)
- Committee members may be granted leave from their Committee duties for a period of time. These members will not be considered part of the Committee at this time. It will be at the Chair’s discretion that the Committee may temporarily recruit a replacement to cover the vacant position.
- The Committee will include two nominees of the Prevocational Training Council.
- The Committee will include a community representative.
- The Committee will include a consumer representative.

HETI may appoint additional technical experts with expertise in prevocational medical education and/or assessment, or persons whose work brings benefit, on the recommendation of the Committee.

Secretariat support will be provided by the Health Education and Training Institute Medical Director or their nominee.
Ex officio members have full voting rights, including the right to abstain if they choose, and may nominate a representative to attend in their place.

If a member requires a period of leave, a temporary replacement can be approved by the Health Education and Training Institute Prevocational Accreditation Committee Chair.

Members will serve a term of three years. At the discretion of the Committee Chair, a member can have their membership extended for further terms.

**Standing Orders**

- The Health Education and Training Institute Prevocational Accreditation Committee is to meet at least nine times per year. Urgent matters can be dealt with in between meetings by means approved by the Health Education and Training Institute Prevocational Accreditation Committee.
- A quorum consists of four voting committee members plus either the Chair or Deputy Chair or delegate.
- Members may attend meetings via teleconference or videoconference.
- In voting to determine a matter an absolute majority is required. In the event of a tied vote, the matter can be further discussed, at the discretion of the Chair. If a further vote is also tied, the chair has a casting vote.

**Role of Chair**

**Position**

Associate Professor Ian Rewell

**How elected / selected / appointed**

HETI will recruit and appoint the PAC Chair in accordance with the Appointment, Credentialing, Contracting and Payment of HETI Clinical Chairs Procedure. The Chair will be appointed for a period of three years, renewable once.

**Responsibilities**

The Chair provides professional leadership to the Prevocational Accreditation Committee as Chair and expert advice to HETI and promotes a cohesive and effective environment. Key roles and responsibilities of the Chair include:

- To demonstrate and role model the NSW Health CORE values of Collaboration, Openness, Respect and Empowerment.
- Lead and facilitate discussion of the items on the agenda in such a manner as to ensure that the views of all stakeholders are heard and respected.
- Ensure that the decisions made about items discussed are clear, and recorded transparently.
- Ensure that real or perceived conflicts of interest are managed appropriately.
- Provide recommendations and advice to the HETI Chief Executive and Medical Director.
- Refer to the Prevocational Training Council (PvTC) any systematic issues arising from surveys or significant changes to the accreditation standards.
- Manage low risk items out of session and report decisions back to the Committee.
- Assist staff and the Committee to understand their role, responsibilities and accountability;
- Authorise operational matters in accordance with HETI Prevocational Accreditation Procedures.
• Disclose interests, which may impinge upon the exercise of his or her duties as Chair of the Committee;
• Notify HETI executive of emerging risks.

All duties listed in the Prevocational Accreditation Committee Chair’s position description.

**Role of Deputy Chair**

The Deputy Chair is appointed by HETI through expressions of interest received from serving PAC members.

The Deputy Chair will perform the duties of Chair when the serving PAC Chair has a conflict of interest or is unavailable.

**Role of Members**

- Members in accepting their position acknowledge they are working on the behalf of HETI to improve the safety and welfare of patients and doctors in the NSW Health system.
- Members must abide by the relevant committee policies and procedures including:
  - Conflict of interest
  - Confidentiality
- All members should be surveyors or undertake surveyor training in their first 12 months on the Committee.
- All members will be requested to review and lead on action items for the meetings.
- Members serve a term of three years on the Committee.

**Review of Terms of Reference**

The Health Education and Training Institute Prevocational Accreditation Committee will review its membership and performance against this Terms of Reference on an annual basis.