

Prevocational Education and Training Accreditation Survey Evidence List

| Evidence number | Evidence required | Corresponding standard | Check box if attached |
|-----------------|--|------------------------|-----------------------|
| 1 | Term descriptions for all prevocational terms on the current HETI term description template. | 7, 9 | |
| 2 | Minutes of the five most recent General Clinical Training Committee meetings or equivalent | 2, 7, 12 | |
| 3 | Minutes of the five most recent Network Committee meetings. | 2, 5 | |
| 4 | De-identified minutes of the Assessment Review Committee. | 11 | |
| 5 | Terms of reference of GCTC, NCPT, Assessment review committee | 2 | |
| 6 | Documentation of other relevant committees terms of reference, meeting schedules and minutes. | 2 | |
| 7 | De-identified reports from HETI Online of training completion by JMOs. | 3, 7 | |
| 8 | Details of the physical amenities provided to the trainees including overnight accommodation for after-hours shifts and term accommodation for trainees on rotation. | 4 | |
| 9 | Any ROVER or equivalent term handover documentation is given to the trainees. | 7, 8 | |
| 10 | Details of the Provider's infrastructure for providing the formal and clinical term prevocational education and training programs. | 2, 4 | |
| 11 | Evidence that the Provider has a system for evaluation and is being used to inform and implement continuous quality improvement of the Program (in both the whole of program and in specific terms). | 12 | |
| 12 | Documentation of the process for providing feedback to supervisors about their term/skills as a supervisor | 9 | |
| 13 | Position descriptions of supervisors outline the competencies, duties, responsibilities and accountabilities of doctors' responsible for supervising prevocational trainees. | 9 | |
| 14 | Documentation of training opportunities provided to/and taken up by supervisors (including any College training), including evidence of completion of appropriate courses via HETI Online. | 9 | |
| 15 | Documentation of an appeal process for assessment and registration decisions. | 11 | |
| 16 | Current shift rosters for the whole hospital where prevocational trainees work. | 3 | |

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| 17 | Term allocations for all prevocational trainees between terms and network hospitals. | 5, 10 | |
| 18 | Documentation of the Process for term allocations. | 10 | |
| 19 | Documentation detailing the formal education and training program for PGY1 and PGY2 | 5, 6 | |
| 20 | Evidence of the hospital orientation program. | 3, 5, 7 | |
| 21 | Evidence of term specific orientation. | 7 | |
| 22 | Documentation outlining the handover processes between terms and individual responsibilities at the beginning of terms. | 8 | |
| 23 | The Prevocational Training Provider grievance procedures. | 1 | |
| 24 | Evidence of formal communication mechanisms/structures between the Provider and their trainees. | 1, 6 | |
| 25 | Evidence of the support and welfare services available to trainees. | 2, 5, 13 | |
| 26 | Process for workload monitoring including regularly reviewing patient numbers and the level of overtime (both rostered un-rostered). | 2, 3 | |
| 27 | Evidence that the Provider has rigorous processes in place to ensure safe clinical supervision. | 2, 9 | |
| 28 | Evidence that the Provider delivers clinical learning experiences and clinical training in each term. | 5, 6, 10 | |
| 29 | Evidence of completed mid and end of term NSW Prevocational Assessment forms for all Prevocational Trainees. *to be supplied at the survey only | 10, 11 | |
| 30 | Evidence of the Provider supporting trainees who have requested specific learning opportunities in addition to the term description | 10 | |
| 31 | Documentation of the Providers process for managing trainees in difficulty. If appropriate include examples of how individual trainees have been managed (ie. Improving Performance Action Plans). | 9, 11 | |
| 32 | Prevocational Trainee Handbook (one hard copy only). | 7 | |
| 33 | A copy of the organisational/executive structure of the hospital (i.e. organisational chart). Including reporting lines to the GCTC and NCPT. | 1 | |
| 34 | Evidence of any other workplace based assessments/feedback mechanisms | 6, 11 | |