

Survey preparation checklist

For training providers

Task	Due Date
<p>Review all <u>term descriptions</u> on PMAP to ensure that information in each term is current. Particularly review term supervisor and capacity for each term.</p> <p>Note:</p> <ul style="list-style-type: none"> Evidence 17 – term descriptions, does not require uploading (check guide to survey evidence list) 	<p>Insert date 4 months before survey</p>
<p>Review the <u>Guide to Survey Evidence</u> available under <i>Overview</i> in PMAP and collating evidence.</p>	<p>Insert date 3 months before survey</p>
<p>Provide a draft timetable to <Insert Program Coordinator> via email.</p> <p>Note:</p> <ul style="list-style-type: none"> Use applicable sample timetable (virtual or face to face) provided under <i>Overview</i> section of PMAP Participation of trainees and term supervisors from provisional terms and offsite terms is essential 'Hospital tour' must include offsite terms 	<p>Insert date 2 months before survey</p>
<p>Complete <u>PTP Self-Assessment</u> under each standard on PMAP.</p> <p>Note:</p> <ul style="list-style-type: none"> Add comments against each rating 	<p>Insert date 6 weeks before Survey</p>
<p>Update <u>workforce staffing numbers</u> in PMAP.</p> <p>This can be done by clicking through the Hospital's page and accessing the <i>Workforce</i> tab on PMAP.</p>	<p>Insert date 6 weeks before Survey</p>

<p>Upload relevant documents for Evidence 2-43 in the <i>Evidence</i> tab in PMAP.</p> <p>Note:</p> <ul style="list-style-type: none"> Follow the Guide to Survey Evidence, available under <i>Overview</i> in PMAP, to ensure all required documentation is uploaded. In the comment section provide details of how the evidence meets the standard 	<p>Insert date 6 weeks before survey</p>
<p>Face to face survey If the survey is conducted face to face:</p> <ol style="list-style-type: none"> Book two meeting rooms catering (<i>after confirming with HETI about food requirements for the team</i>) Arrange parking and building access. Provide information to HETI Ensure WIFI access is available for survey team. Provide information to HETI Prepare name tags for each surveyor. To be distributed on Day 1 of survey 	<p>Insert date 6 weeks before survey</p>
<p>Virtual Survey If the survey is conducted virtually:</p> <ol style="list-style-type: none"> Book two meeting rooms with Audio Visual Link (AVL) facilities (MS Teams or PEXIP) Coordinate a test run AVL with HETI staff <p>Note:</p> <ul style="list-style-type: none"> HETI staff will be in contact with the JMO Manager to arrange this It is recommended that all participants are present in the meeting room, in person (<i>subject to COVID-19 related restrictions at the time of the survey</i>) Any additional AVL testing with participants will need to be facilitated by the JMO Manager Ensure additional support staff are available outside of the meeting room to facilitate entry/exit of participants 	<p>Insert date 6 weeks Before survey</p>
<p>Circulate 'Prevocational Accreditation Surveys – A Guide for Junior Doctors' to all JMOs.</p>	<p>Insert date 1 month Before survey</p>
<p>Brief all Term Supervisors about the process and purpose of accreditation surveys.</p>	<p>Insert date 1 month Before survey</p>