

# Prevocational Accreditation Survey

## Day one survey timetable

**Date:**

**Location:**

Please note:

Meetings with hospital to commence no earlier than 8:30am. If the survey is conducted virtually allow a 5-minute interval between all group meetings (e.g., 9:05am to 9:35am - meeting, 9:35am to 9:40am – interval)

Time allocated	Meeting details
30 minutes	Preliminary meeting of survey team
30 minutes	Meeting with Hospital Executive Team General Manager, DMS, DPET, GCTC Chair and JMO Manager
5 minutes	5-minute interval
30 minutes	Meeting with DMS
30 minutes	Meeting with DPET
30 minutes	Meeting with JMO Manager
15 minutes	Morning Tea Break
30 minutes (each group)	Meeting with PGY1s and PGY2s (approximately 5 per group)  <i>Note: the survey team may break into two groups and run two interviews concurrently depending on the number of trainees. The Program Coordinator will advise if this will be done.</i>
5 minutes	5-minute interval
30 minutes (each group)	Meeting with PGY1s and PGY2s (approximately 5 per group)  <i>Note: the survey team may break into two groups and run two interviews concurrently depending on the number of trainees. The Program Coordinator will advise if this will be done.</i>

<b>Time allocated</b>	<b>Meeting details</b>
<b>5 minutes</b>	5-minute interval
<b>30 minutes (each group)</b>	Meeting with PGY1s and PGY2s (approximately 5 per group)  <i>Note: the survey team may break into two groups and run two interviews concurrently depending on the number of trainees. The Program Coordinator will advise if this will be done.</i>
<b>30 minutes</b>	<b>Lunch Break</b>
<b>30 minutes</b>	Meeting with Registrars (sample group only)  <i>Note: the survey team may break into two groups and run two interviews concurrently depending on the number of trainees. The Program Coordinator will advise if this will be done.</i>
<b>5 minutes</b>	5-minute interval
<b>30 minutes (each group)</b>	Meeting with Term Supervisors (approximately 5 per group)  <i>Note: the survey team may break into two groups and run two interviews concurrently depending on the number of trainees. The Program Coordinator will advise if this will be done.</i>
<b>30 minutes</b>	Hospital Tour
<b>30 minutes</b>	Document review and debrief with survey team
<b>Day one close</b>	

# Prevocational Accreditation Survey

## Day two survey timetable

**Date:**

**Location:**

Please note:

Meetings with hospital to commence no earlier than 8:30am. If the survey is conducted virtually allow a 5-minute interval between all group meetings (e.g., 9:05am to 9:35am - meeting, 9:35am to 9:40am - interval)

Time allocated	Meeting details
30 minutes	Meeting with post night trainees
5 minutes	5-minute interval
30 minutes	<i>*Meeting with any PGY1 and/or PGY2s who missed yesterday</i>
5 minutes	5-minute interval
30 minutes (each group)	Meeting with Term Supervisors (approximately 5 per group)  <b>Note:</b> the survey team may break into two groups and run two interviews concurrently depending on the number of trainees. The Program Coordinator will advise if this will be done.
15 minutes	<b>Morning Tea Break</b>
30 minutes (each group)	Meeting with Term Supervisors (approximately 5 per group)  <b>Note:</b> the survey team may break into two groups and run two interviews concurrently depending on the number of trainees. The Program Coordinator will advise if this will be done.
5 minutes	5-minute interval
30 minutes	Meeting with GCTC Chair
30 minutes	Document review
30 minutes	<i>*Time allocated for any additional interviews</i>
30 minutes	<b>Lunch Break</b>
1 to 2 hours	Document review and report writing with survey team

Time allocated	Meeting details
<b>30 minutes</b>	<p><b>Please note: Debrief to be scheduled no earlier than 3.30pm</b></p> <p>Debrief with Hospital Executive Team General Manager, DMS, DPET, GCTC Chair and JMO Manager</p>
<b>Day two close</b>	