



Policy Name	Notification by Victorian Health Services to PMCV of a Change in Circumstances
Consultation and Date Approved	Accreditation Subcommittee: 20 June 2011 PMCV Committee: 15 July 2011
Responsible Officer	Accreditation Manager

Purpose & Scope

The purpose of this protocol is to ensure that all prevocational training posts in Victoria are accredited. Victorian Health Services and general practices are expected to adhere to the standards for accreditation throughout the period for which they are accredited.

Context

Victorian health services & general practices should notify the Postgraduate Medical Council of Victoria (PMCV) in the following circumstances:

- Application for accreditation of an intern or PGY2 position/rotation.
- Application for accreditation as a Health Service with a stand-alone intern/PGY2+ program (12 months).
- Information as required by PMCV following on from accreditation recommendations.
- Application for a change in status of an intern post ie: from non-core to core.
- Changes in key personnel. At all times the PMCV should have current contact details for key health service staff.
- Any other change in circumstance which may affect the education and training of prevocational trainees.

Policy Details

Changes in circumstances requiring notification:

Victorian health services and general practices should notify the PMCV of changes in circumstance that may materially affect the education and training of prevocational trainees in accredited positions, and thus may affect the accreditation status of the health services/general practices or specific rotations. Notification should be to the Chair of the Accreditation subcommittee, PMCV.

Such circumstances may include (but are not limited to):

For a health service/ general practice:

- Health service is no longer able to meet core rotation requirements as defined in A Guide for Interns in Victoria (Dec 2009).
- Absence of senior health service/general practice staff with significant role in prevocational training for an extended period with no replacement (e.g. Director Medical Services/Supervisor of Intern Training, absence greater than one month).
- Proposal for significant health service/general practice clinical or administrative redesign/restructure that impacts on prevocational trainees (e.g. significant change to clinical service provision or centralisation/decentralisation of HMO administration).
- Change to funding/resources resulting in:
 - Significant reduction of previous administrative resources/educational programs previously part of an accredited prevocational training program.
 - Significant reduction of facilities to support the education & training of prevocational trainees.



For individual rotations (including general practice terms):

- Proposal to change (acquire/remove) a prevocational trainee rotation including external rotations, or a change to the number of prevocational trainees in a rotation.
- Absence of a rotation supervisor for an extended period (e.g. one month) with no replacement.
- Absence of immediate clinical supervision expected for any period.
- Significant reduction of clinical staffing available to directly supervise & support prevocational trainees, including after hours.
- Changes to unit medical staffing resulting in interns undertaking higher/alternative clinical duties than as described in the accredited rotation position description for an extended period.
- Significant changes to rotation casemix or clinical activity that impact on prevocational patient load for an extended period.
- Significant changes to rostered hours that diminish the role of the intern in the unit and/or clinical supervision available (e.g. introduction of a predominantly after-hours roster).

Process following notification:

The Chair, Accreditation subcommittee will discuss the change with the notifying health service/general practice, will seek further information as required, and, in particular, will ascertain:

- The issue, its duration, and its effects on prevocational training.
- Possible solutions, including liaising with the Department of Health if required to facilitate a solution.

All notifications to PMCV will be reviewed by the Accreditation subcommittee, or where urgent, by its Executive.

The Chair, Accreditation subcommittee may decide to take the following action, after consultation with the Accreditation subcommittee or its Executive:

- Where a solution to the issue is identified, to request a follow-up report following implementation of the solution.
- Where no immediate solution is identified, to continue to monitor the issue including seeking feedback from affected junior staff.
- To request the health service/practice remove the prevocational trainee(s) for a period to a more suitable rotation.
- To request an urgent accreditation survey of the health service/practice to review accreditation status.
- To alter the accreditation status of the rotation/health service/practice.

References

- Medical Practitioners Board of Victoria, *A Guide for Interns in Victoria*, 2009
- Postgraduate Medical Council of Victoria, *Accreditation Protocol and Guidelines*, March 2010
- SA-Institute of Medical Education and Training, *Notification of Change in Circumstance*, Oct 2010; http://www.saimet.org.au/images/accreditation/Process_for_Accrediting_a_Change_of_Circumstance__v1.1.pdf [accessed 15 July 2011]