

# PMCV Accreditation Committee Member Statement

## Purpose and Scope

The purpose of this document is to provide an outline of the role of a member on the PMCV Accreditation Committee.

The purpose of the PMCV Accreditation Committee is:

*to develop, monitor and evaluate accreditation standards and processes for the provision of prevocational medical education and training and for promotion of prevocational doctor wellbeing and safe quality patient care.*

The Postgraduate Medical Council of Victoria Inc. (PMCV) are accredited by the Medical Board of Australia as the prevocational training accreditation authority for Victoria. All PGY1 and PGY2 training programs and posts must be accredited by PMCV. Inclusive of direct recruitment positions.

The purpose of PMCV accreditation is to ensure accreditation standards are met for the provision of prevocational medical education and training and promote prevocational doctor wellbeing and safe, high quality patient care. The Committee's role is to promote excellence in clinical training, appropriate educational and learning experiences and effective supervision quality and safety in patient care and appropriate support for prevocational doctors.

Committee members must be cognisant of the Committee Terms of Reference.

## Role of an Accreditation Committee Member

**The role of members includes:**

- Attend meetings of the Committee.
- Cast vote on accreditation decisions.
- Actively contribute input into assessment of accreditation standards.
- Review Reports of Survey Visits in terms of aspects of prevocational doctor training (e.g. supervision, learning, rostering, workload) which impact on safe patient care.
- Review and provide feedback on PMCV accreditation documents including guidelines and processes.
- Encourage specialty related interest in the Victorian accreditation process and to present outcomes of the engagement and involvement at state/national conferences/seminars and to the Department of Health and Australian Medical Council/Medical Board of Australia.
- Provide a balance between the views represented by clinicians, health services staff, community/health consumers and other stakeholders.
- Contribute to ongoing quality review and improvement of prevocational doctor training programs

- Act as a representative of the Committee and of PMCV in national and jurisdictional external committees and other forums as required.
- Review and respond to matters of accreditation via email, phone or videoconference.
- Communicate effectively and work cooperatively with stakeholders.
- Provide expert advice on prevocational doctor training and accreditation.
- Contribute to strategic thinking and goal setting for prevocational medical training within Victoria.
- Contribute to development, implementation and review of accreditation policies, procedures, and quality assurance approaches.
- Be cognisant of strategic the committee oversight of the surveyor group.
- Participate in at least one PMCV survey visit every 3 years.

## Selection and Training

**It is expected that individuals who become a member of the PMCV Accreditation Committee would submit an Expression of Interest addressing the following criteria for selection:**

- Prior experience as PMCV accreditation team member
- Prior experience as a member of a Board or committee for health services or other health-related or regulatory organisation.
- Availability to attend the surveyor training workshop (held annually) and would then participate in a survey visit (for 1-2 visits).
- Provide detail on the individual's experience, interest in involvement and nomination of two referees.
- Relevant Health Service experience with prevocational medical staff and organisational development.
- Highly developed verbal and written communication skills, interpersonal and negotiation skills.
- An understanding or the ability to rapidly acquire:
  - The Victorian health system including rural health services.
  - Working knowledge of the governance and operational management of PMCV in its capacity as the PGY1 and PGY2 training accreditation authority in Victoria.
  - A sound knowledge of national accreditation standards, PMCV accreditation processes and key risks.
  - An understanding of complaint resolution and management of issues.