



Subject	Composition of Accreditation Survey Teams policy
Policy Name:	Composition of Accreditation Survey Teams policy
Date Approved	
Responsible Officer	Chief Executive Officer
Version	1.1 – October 2024

Preamble

The PMCV Accreditation survey visits are required, where practicable, to have minimum survey team composition requirements. All surveyors will have completed the mandatory surveyor training prior to attending a visit.

Purpose

The purpose of this policy is to ensure:

- There is a broad mix of surveyors on the survey teams
- Representatives are from both clinical and non-clinical roles

Scope

This policy operates in conjunction with existing PMCV policies and procedures.

Policy

Minimum survey team composition requirements as follows:

Role	Minimum required	Description
Team Leader	1	Team leaders are selected and trained from the existing surveyor group. Must adhere to the PMCV Accreditation Survey Team Leader Position Description and be designated as such.
Co-Team Leader	As required	As required for larger survey visits where the team is required to split in two for some interviews
PD Representative	1	Prevocational Doctor Representative from a Victorian health service
Medical Management Representative	1	This will usually be a Senior Medical Staff member currently working at a Victorian health service. Must hold FRACMA.
Medical Education Representative	1	This could be a Senior Medical Staff member or a non-clinical staff member currently working in medical education at a Victorian health service.
Community Representative	1	Community Representatives are members who are non-clinical and who do not currently work within a Victorian health service.
Medical/Hospital Administration	As required	This will usually be a non-clinical staff member who is currently working at a Victorian health service.
University	As required	This could be a Senior Medical Staff member or a non-clinical staff member currently working at a Victorian university.
PMCV Representative	1	PMCV Accreditation team member.



Survey Team Composition

1. All visits, will have teams that consist of at least the above named representatives. Should the survey team be required to split up at any stage during the visit to attend multiple sites, then a minimum of two (2) Prevocational doctor representatives are required.
2. All survey teams will include a PMCV employee. The PMCV representative participates in the survey process and provides health service liaison, logistics and administrative support. The PMCV representative is supernumerary to the core team.
3. A survey team will have a trained and experienced Team Leader who will be either the Clinician or the Medical Administrator representative.
4. A survey team of less than six (6) must not contain more than one Administrator representative.
5. Whenever possible, PMCV will include at least one surveyor on a survey team who is from a similar type or sized health service as the health service being surveyed. For example: a) If accrediting a rural training site, one team member will be from a rural health service.
6. Whenever possible, a surveyor from the health service's previous survey will participate on the health service's current survey.
7. In addition to the above points, the health service type, total accredited term capacity, location of the health service, transport options and timetables will determine the length of a survey, the number of surveyors and the survey team composition.
8. All surveyor conflicts of interest will be managed through the 'Confidentiality and Conflict of Interest' Accreditation Procedure and must be declared at the time of submitting response to the EOI process for the following survey program year.
9. The composition of the survey team will be reviewed by the PMCV CEO and Medical Director to ensure adequate team members are available to assess the 'offsite terms' where present.
10. Once the survey team members have been finalised, PMCV will write to the Chief Medical Officer or Director of Medical Services of the health service, a minimum of two (2) months prior to the survey, informing them of the names of the survey team.