



NT Prevocational Medical
Assurance Services

COMMITTEE & PANEL MEMBERS HANDBOOK

Version 5.1

Revised October 2020

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Welcome to the Northern Territory Prevocational Medical Assurance Services

The Northern Territory Prevocational Medical Assurance Services (PMAS) welcomes you to be part of a dynamic team of people who are committed to providing a safe and contemporary environment for medical education and training to junior medical practitioners in the Northern Territory.

We are a small team covering a large geographical area with diverse cultural backgrounds. As part of a dedicated and enthusiastic team, we are all striving for one common goal that is “Healthy Territorians Living in Healthy Communities”.

On behalf of your colleagues, we welcome you to working with us and thank you for choosing to contribute and participate in the medical trainee wellbeing, education and training and to the community of the Northern Territory.

PMAS hopes your appointment to the PMAS Committees and/or Panels will be challenging, rewarding and an enjoyable experience that will benefit the junior medical practitioners and contribute to your own personal growth within the Health environment.

Northern Territory Prevocational Medical Assurance Services

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Amendment List

AMENDMENT		BRIEF DESCRIPTION OF AMENDMENT	EFFECTIVE	
NO.	DATE		INITIAL	DATE
1	7 Nov 17	<p>"Northern Territory Context" added Pg. 8</p> <p>Page 9 – Update Organisational Structure diagram to reflect reporting lines. Now Pg. 10</p> <p>Page 11 – Staffing Profile "<i>Executive Officer</i>" to "<i>Manager</i>"</p> <p>Global change of position title "<i>Executive Officer</i>" to "<i>Manager</i>"</p> <p>Change title of committee and add information relating to "<i>METC Governance Committee (GC)</i>" into Handbook and remove "<i>The METC Advisory Committee (AC)</i>" information.</p> <p>Additional sentence page 14 regarding selection of Governance Committee membership.</p> <p>Various other general/minor updates/formatting of information</p>	A/DIR METC CHO	8 Nov 2017
2	13 Mar 2018	Added TOR for PAC Pg. 23	PAC	14 Mar 2018
3	17 April 2018	New handbook version (#3) after review of METC functions	Manager METC	17 April 2018
4	August 2018	New handbook version (#4) after review by Manager METC	Manager METC	12 Sept 2018
5	Nov 2018	<p>Update to governance roles and responsibilities as per AMC feedback, reduction in governance committee membership?</p> <p>Updated accreditation committee decision making role in TOR</p>	Executive Director POC	18 Nov 2018
6	7 Feb 2019	Update to membership for the Chair and Deputy Chair	GOV COM	23 Nov 2018
7	12 Mar 2019	Update to membership to remove stakeholder's names and only a nominee from each specified area	GOV COM	22 Feb 2019
8	13 Mar 2019	Requirements of minutes updated – no names are required for every motion unless specifically requested	GOV COM	22 Feb 2019
9	13 Mar 2019	METC street location updated to reflect current address	Manager METC	13 Mar 2019
10	10 Apr 2019	Update document to new name Prevocational Medical Assurance Services (PMAS)	Manager PMAS	10 Apr 2019

AMENDMENT		BRIEF DESCRIPTION OF AMENDMENT	EFFECTIVE	
NO.	DATE		INITIAL	DATE
11	14 May 2019	Include 'Consumer/Community members' into PAC membership	Manager PMAS	14 May 2019
12	24 July 2019	Updated document to include PMAS acronym and other minor changes missed in first check of document.	Quality Assurance Officer	24 July 2019
13	23 January 2020	Updated document to include information around PAC Chair role.	Quality Assurance Officer	23 January 2020
14	10 March 2020	Updated document to reflect PAC Chair term of office and selection.	Quality Assurance Officer	10 March 2020
15	13 May 2020	Update document to reflect Accreditation Managers authority to make temporary prevocational accreditation decisions in the event of a pandemic/national disaster.	Quality Assurance Officer	13 May 2020
16	22 October 2020	Update document to reflect the new PAC Chair and deputy Chairs.	Quality Assurance Officer	22 October 2020

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Background to the Formation of NT PMAS

Historical

The Medical Training Review Panel (MTRP) was set up to monitor the demand for and supply of medical training opportunities and to monitor the implementation of particular measures in the Health Insurance Act No. 2) 1996. These measures require medical practitioners to complete a recognised postgraduate medical training program in order to be eligible to provide services that attract Medicare benefits. The MTRP is chaired by a senior member of the Australian Department of Health and Ageing and includes members who represent a range of interests from within government and the medical profession in Australia. In 1997, it recommended the establishment of Postgraduate Medical Committees (PMCs) in all States and Territories, to support the improvement of education and training for doctors in their early careers. At that time, such organisations had existed in New South Wales and Queensland for several years, although there were significant differences in how they were structured and how they saw and approached their roles.

In 1998, the Commonwealth provided two years of seed funding to the States and Territories with a number of expected outcomes, including formation of the PMCs.

The Northern Territory Postgraduate Medical Committee (NTPMC) was established in 1998. Committee membership included the Principal Medical Consultant of the NT, Medical Superintendents of the five NT hospitals, representation from the Medical Board, the NT Postgraduate Medical Society, NT General Practice Education, Directors of Clinical Training, Medical Workforce, the NT Clinical School and the Resident Medical Officer Society.

In 2006, the NTPMC fell into abeyance with the death of its last Chairperson, Dr Alan Walker and wasn't re-established until July 2008 following the NT Review of Medical Education and Training in 2007. A report from Professor Peter Roeser, a former Medical Director of the Postgraduate Medical Committee of Queensland, who was engaged to evaluate how the NT could implement the recommendations from the review held in 2007. In January 2008, Professor Roeser advised on the re-establishment of the NTPMC and recommended:

- The re-establishment of the NTPMC
- delegation from the Medical Board of the Northern Territory to the NTPMC in relation to the accreditation of courses and training institutions for interns
- that accreditation of prevocational year 2 (PGY2) positions and above is desirable; and
- establishment of three committees namely, Accreditation, Education and International Medical Graduates (IMGs).

When the NTPMC was re-established in July 2008, Associate Professor Elizabeth Chalmers was appointed by the NT Minister for Health as the Chairperson and Medical Advisor. NT Intern accreditation services were established and managed through the NTPMC.

2013 saw the NTPMC become the Medical Board of Australia's (MBA) NT Intern accrediting authority, by the Australian Medical Council (AMC).

In 2015 under the leadership of the then Chief Medical Officer the formation of the Medical Education and Training Centre (METC) was established extending the remit but still including the priority of the Intern accreditation service of the previous NTPMC, becoming *"an NT Wide Directorate of Education and Training"* 2008 NT Review of Medical Education and Training.

On 8 January 2018 METC came under the newly established People and Organisational Capability Division, and in April 2019 after a review of its functions was renamed Prevocational Medical Assurance Services (PMAS). PMAS retained all of the previously managed METC functions.

Northern Territory Context

Context

“The Northern Territory is the ‘land of opportunity’ for medical education and training. It provides an environment where there is fascinating medicine, remote cross cultural experiences, tropical medicine, infectious diseases, and opportunities for the development of rural generalist procedural skills, useful infrastructure and multiple interdisciplinary opportunities for engagement that are in line with the national health workforce agenda.”

2007 NT Review of Medical Education and Training – RhED – Janie Dade Smith & Christina Wolfe

The Northern Territory (NT) offers a rich training environment for its medical workforce with pathology usually only seen in other countries. It has a small number of doctors, a small dispersed population, a high Indigenous population, challenging geographical and climatic conditions, one large urban centre and a number of small regional hospitals staffed by large numbers of international medical graduates (IMGs). These elements create challenges for those providing and undertaking medical education and training.

The NT has distinctive population characteristics compared with other Australian jurisdictions. Geographically, the NT is the third largest of the states and territories, covering approximately 18 per cent of the Australian land mass, yet it has only 1 per cent of the national population, giving the NT the lowest population density of any state or territory.

Latest available figures provide an estimated resident population of 244,880 reflecting a growth of 530 people (0.2 per cent) over the previous year. This is the lowest rate of growth of all jurisdictions. The NT also has a relatively young population, with a median age of 33 years compared with the national median age of 37 years. Males continue to outnumber females with 112 males for every 100 females.

Two further unique characteristics of the NT population are the high proportion of Aboriginal people and the geographic distribution of the population. As at June 2016 there was estimated to be 71,760 Aboriginal residents, which is 29.3 per cent of the total NT population and 10 per cent of the total Australian Aboriginal population.

The geographic distribution of the Aboriginal population varies from the non-Aboriginal population. The majority of Aboriginal residents live in remote areas and represents 78.7 per cent of the total NT Aboriginal population. In contrast the majority of the non-Aboriginal population (73.3 per cent) live in the greater Darwin area including Darwin city, Palmerston city and Litchfield Shire. *(Excerpt from NT Health Annual Report 2016-17- Chief Health Officer)*

The entire NT, outside of Darwin is classified as remote with remote communities and outstations scattered throughout the land mass. Both the long distances and full range of climatic conditions frequently provide challenges to travel to these remote communities.

While this provides a fascinating training environment where medical students and practitioners are exposed to a full range of medical pathology, public health, cross-cultural experiences and infectious diseases, which would usually only be found in overseas countries, it also provides significant challenges for the NT Government in providing equitable health care services to all of the NT population.

An identified area of strength in the NT is the smallness in medical staff numbers, which enables a lack of hierarchy between students, junior doctors and consultants who work using a very hands on approach, often on a one to one ratio.

All the above factors combine to offer a unique training environment which is one of the main reasons medical trainees and medical practitioners are attracted to the NT. Whilst medical trainees are exposed to fascinating medicine, the unique training environment also presents significant challenges for the NT in the provision of education and training for all levels of its medical workforce. Innovative thinking is required to develop and implement effective education and training that will encourage medical graduates, junior medical officers, medical practitioners, specialist trainees and specialists to enter and remain part of the medical workforce in the NT.

Mission of PMAS

All prevocational medical trainees in the Northern Territory have access to quality training, supervision and safety of practice.

The PMAS will achieve its mission by:

- supporting the personal (health and well-being) and professional development of prevocational medical trainees;
- promoting and facilitating prevocational medical trainee education and training;
- developing and maintaining a quality, efficient and effective prevocational accreditation system;
- identifying and acting on issues affecting the prevocational medical workforce; and
- communicating and collaborating with relevant stakeholders to advocate for prevocational medical trainees.

Governance

The NT PMAS operates under a governance model. Governance is a process whereby societies or organisations make their important decisions, determine whom they involve in the process and how they render account.

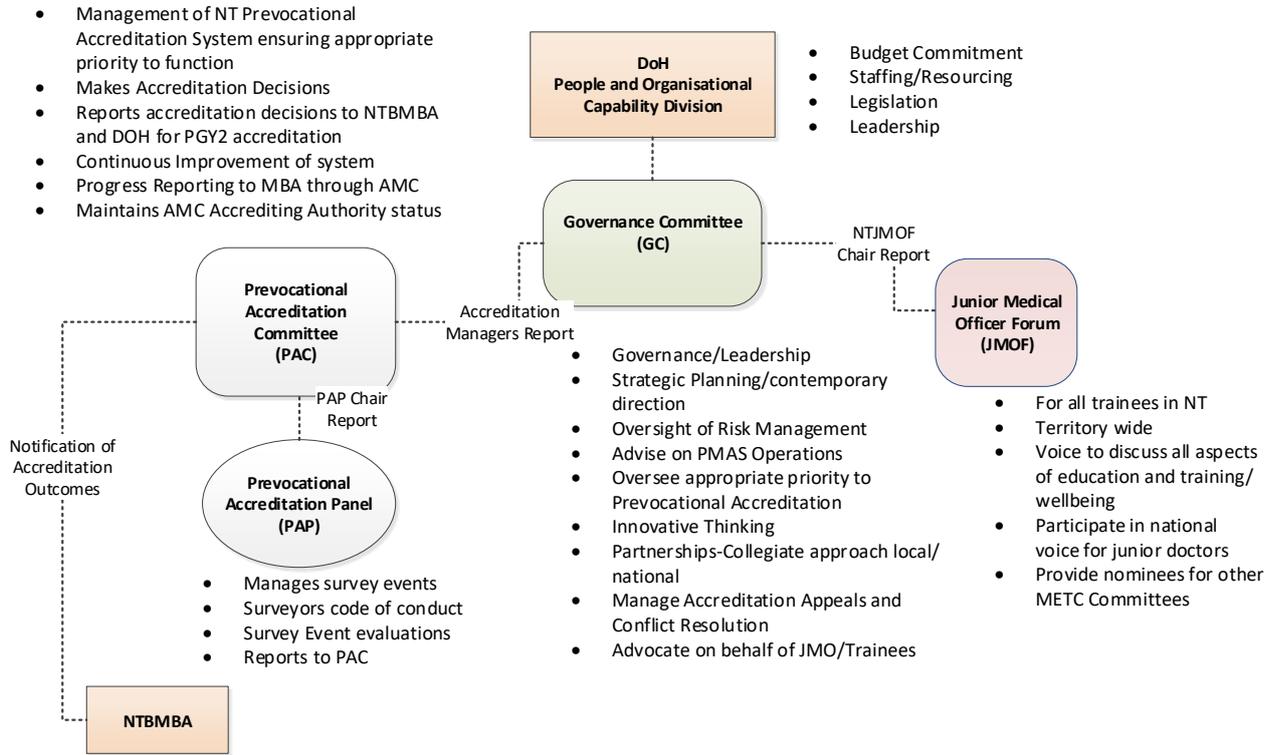
The United Nations published a list of characteristics of good governance. PMAS has adopted these characteristics

They include:

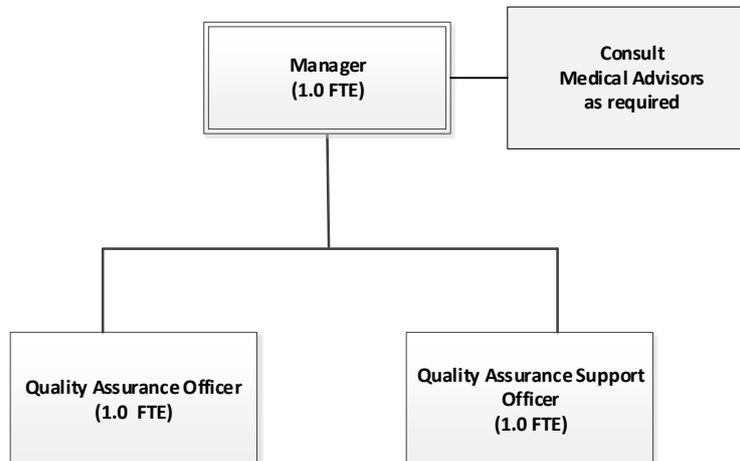
- **Participation:** providing all men and women with a voice in decision-making
- **Transparency:** built on the free flow of information
- **Responsiveness:** of institutions and processes to stakeholders
- **Consensus orientation:** differing interests are mediated to reach a broad consensus on what is in the general interest
- **Equity:** all men and women have opportunities to become involved
- **Effectiveness and efficiency:** processes and institutions produce results that meet needs while making the best use of resources
- **Accountability:** of decision-makers to stakeholders
- **Strategic vision:** leaders and the public have a broad and long-term perspective on good governance and human development, along with a sense of what is needed for such development. There is also an understanding of the historical, cultural and social complexities in which that perspective is grounded.

Structure

Reporting Lines



Staffing Positions/Profile



Sources of Funding

The NT Department of Health funds the Prevocational Medical Assurance Services, which sits under the Division of People and Organisational Capability. The department provides a budget for all staffing and operational expenditure. This is managed as per the NTG Finance and Accounting legislation.

The NT PMAS also receives a financial contribution from the Medical Board of Australia (MBA) through Australian Health Practitioner Regulation Agency (AHPRA) for the accreditation service provided for NT intern places. Annual acquittal of funding and accreditation progress and data is reported to AHPRA.

Meeting Proceedings Guideline

Meetings of the PMAS Committees and Panels (not including the Prevocational Accreditation Committee and Panel) consist mostly of information and planning, rather than formal voting of motions. However, it is important for organisations to have a correct and acceptable form of meeting procedures adopted.

Members of the Committees/Panels give generously of their time, so it is important that issues are focused and researched prior to the meetings and that discussion and resolutions can result at the meeting.

Good governance requires clear definitions of roles and responsibilities and transparency and consistency in actions. The establishment of appropriate committees and decision making structures and reporting mechanisms is part of good governance principles.

The NT PMAS Governance Committee is responsible for the overall planning and implementation of policy for the operation of the Advisory Committee, other Committees and Panels. Specifically it will provide guidance, leadership and advice on all issues relating to prevocational medical education and training in the Northern Territory.

Chair of Meetings

All Committees and Panels will all have a chair either nominated by the PMAS Governance Committee or elected from the membership of the respective committee or panel. The nominated or elected Chair must conduct each meeting. In the absence of the Chair, Committees or Panels shall elect a Chair for that meeting from among the members present at the meeting. Or in the case of being previously advised of the Chairs absence the membership may elect a temporary Chair for that meeting.

Business of the meeting

The Manager must give the particulars of the business, which is to be considered at a meeting, in any way that is convenient, including electronic means.

If the Committees or panels unanimously agree, the members may consider business, which was not identified on the agenda circulated for a meeting. Otherwise, a meeting may only consider business of which the members have had reasonable notice.

Quorums

No business can be conducted at a meeting unless a quorum is present at that time. A quorum is no fewer than 50% of the members who can vote without a COI. Prevocational Accreditation Committee and Prevocational Accreditation Panel members cannot nominate a proxy if they are absent.

Proxy Members

All members wishing to put a proxy forward for a meeting must first advise the Manager who will notify the Chair of that meeting for agreement to that proxy one week prior to the meeting that the proxy will be attending.

Inquorate Meetings

If during a meeting, a quorum cannot be maintained, the meeting can be adjourned at the request of the Chair, or the meeting can continue and any recommendations or suggested actions can be circulated by email to non-attending members, seeking endorsement of the suggested recommendations or actions to progress important business. These actions are to be minuted and any actions taken following the meeting shall be reported to the next meeting by the Chair.

Disclosure/Conflict of Interest/Confidentiality Declaration

Any member of any PMAS Committee or Panel who has direct or indirect financial interest in any matter brought before a meeting for discussion must immediately disclose that interest to the other members and must not be present during discussion of this matter. This statement must appear on all agendas and meeting minutes.

All PMAS Committee and Panel members are required to sign a Conflict of Interest and Confidentiality declaration form. This form will be recorded and held on file for the duration of the member's membership.

Voting at Meetings *(where required)*

In determining a question before a meeting, the Chair will ask if any member is opposed to the motion before the Chair. If no member offers a dissent or objection, the motion shall be carried. If any member indicates that they are opposed to the motion, the Chair shall call for those in favor of the motion and then those against the motion and will declare the result to the meeting.

Method of Voting:

- Every resolution put to the meeting is determined by a majority of votes. If a member of the meeting requests it, a question requiring a vote will be determined by a ballot and otherwise is by show of hands.
- A member of the meeting has one vote, which is given personally. A majority of votes is sufficient to pass a resolution
- The Chair has a casting vote at all meetings

Keeping of records of proceedings of meetings – Minutes/Agendas

The PMAS Manager must ensure that all information/documents considered at each meeting of the PMAS Committees or Panels are recorded and maintained through the NT Government records management system.

Confirmation of Minutes

There shall be no discussion or debate on the minutes permitted except where their accuracy as a record of the proceedings is questioned. If a Committee or Panel member is dissatisfied with the accuracy of the minutes, they must state the item or items and propose a motion clearly outlining the alternate wording to amend the minutes. The Chair will approve the minutes once confirmed by the members at the next appropriate meeting.

Content of the Minutes

In keeping of the minutes of PMAS committee and panel meetings, the PMAS Manager must arrange the recording of the minutes to show:

- The name of the Committee/Panel meeting, date, location and time at which the meeting was held
- The names of members and whether they are present, an apology or on leave of absence
- The names of any other persons in attendance and the organisation they represent or in what capacity (including any proxies)
- Every motion and amendment moved (names not required unless requested by Chair or by a member of the committee or panel)
- The outcome of every motion
- Where a division is called, a table of names of members present, showing the way they voted (FOR, AGAINST or ABSTAIN)

- Details of any failure to maintain a quorum and any adjournment
- Time and reason for adjournment of the meeting
- Disclosure of any declaration of direct or indirect interest of a member declared or identified to the meeting
- Any other matter which the Manager, in conjunction with the Chair, thinks should be recorded to clarify the intention of the meeting or the reading of the Minutes, and
- If the previous minutes are accepted at the current meeting they are considered endorsed and accepted by the Chair.

Except where a member requests, individual expressions of view, if recorded, do not identify the member.

Members Terms of Office

A member of any Committee/Panel holds office for three years, (with an option to extend for one further term of three years), or until the member resigns or is deemed to have resigned

- at expiration of their office or term of office
- or improper use of information obtained as a committee member
- or failure to attend three or more consecutive meetings without providing apologies or seeking a leave of absence for an extended period.
- death

In the case of the Prevocational Accreditation Panel (PAP) only three members are continuous for the purposes of managing the conflict of interest policy the health service members may change from meeting to meeting. (See membership of PAP later in handbook)

A person/member may resign from the PMAS Committees or Panels at any time by notifying the Chair of the respective Committee/Panel and PMAS Manager in writing.

Members Roles and Responsibilities

The roles and responsibilities of the membership on any PMAS Committee or Panel are dependent on the committee and panel functions. Membership appointment and selection is based on their expertise and demonstrated interest in medical education and training. The Chair of each Committee and Panel will carry the responsibility of ensuring all of the administrative requirements meet the PMAS and Department of Health meeting procedures and protocols. This will require writing reports and/or Briefing papers as required to other PMAS Committees, Department of Health and for the Prevocational Accreditation Committee Chair outcome notification letters to health services and NT Medical Board of Australia.

Members Selection and Appointment

The PMAS Committee and Panel membership will come from local stakeholder groups; wherever possible include at least one prevocational doctor. The membership of PMAS Committees and Panels will have a mixture of supervisors, educators and managers of Intern and other prevocational and vocational education and training programs. In making appointments to PMAS Committees/Panels regard will be given to ensuring appointees have relevant skills and experience, no conflicts of interest as appropriate to undertake discussions, decisions and research for the committee/panel they are appointed to. See specific Committee/Panel for more information regarding functions and terms of reference applicable to membership selection and appointment. Selection of Governance Committee members will be overseen and led by the Governance Committee Chair and membership through a nominations and selection process.

Committees/Panels

The PMAS has established Committees and Panels for key functions and research into areas such as but not limited to Medical Education and Training, Prevocational Accreditation, Allocation of NTMP bonded graduates in the Territory.

- Governance Committee (GC)
- NT Junior Medical Officer Forum (NT JMOF)
- Prevocational Accreditation Panel (PAP)
- Prevocational Accreditation Committee (PAC)

Governance Committee (GC)

This committee is responsible for providing advice and strategic direction on the Prevocational Medical application process (specifically Intern applications), prevocational medical workforce issues, education and training needs and will ensure that a priority is given by PMAS (DoH) to Prevocational Accreditation services in the Northern Territory.

The functions of the Governance Committee are to:

- Provide advice and strategic direction to the PMAS in relation to education, training and accreditation in the NT, workforce issues applicable to the prevocational years, and the medical Intern application process;
- Risk management oversight of the prevocational medical assurance services;
- Provide advice and direction on prevocational matters raised both locally and nationally;
- Support and actively encourage innovation in prevocational medical education and training;
- Assist with the establishment, maintenance and promotion of partnerships with relevant local and national organisations linked to the prevocational years;
- Consider feedback from prevocational doctors about relevant matters including patient safety issues and provide advice and opinion to assist, support and develop prevocational application processes, education and training, career development, health and welfare of prevocational medical staff; and
- Manage Conflict Resolution and Prevocational Accreditation and Northern Territory Medical Program Appeals as well as establishing an Appeals committee on a case by case basis.

Specifically the Committee will:

- Provide leadership, direction and advice on all issues relating to prevocational education and training, including maintaining a priority for patient safety through prevocational accreditation in the Northern Territory;
- Provide expert advice to the Minister for Health and Department of Health (DoH) Chief Executive on prevocational medical education and training including prevocational medical career pathways;
- Establish, maintain and promote relationships with relevant national and jurisdictional organisations that are involved in the functions of this Governance Committee;
- Become the representative voice on issues associated with prevocational matters at both the Territory and where approved at a national level;
- Promote and support the integration of NT education and training across the undergraduate, prevocational and vocational continuum;
- Advocate on behalf of prevocational medical officers on matters relating to safety and quality, prevocational education and training and health and wellbeing issues; and
- Oversight of establishing Appeal Committees on a case by case basis for Prevocational Accreditation matters and Northern Territory Bonded Medical Scheme return of service obligation appeals.
- Appoint the Chair of the Prevocational Accreditation Committee (PAC).

Membership

The Chair and Deputy Chair of the Governance Committee are elected from within the membership.

In addition to the Chair and Deputy Chair, the following stakeholders will be entitled to provide a nominee to be appointed based on their expertise and demonstrated interest in medical education and training:

- Department of Health Clinical representative
- Department of Health Workforce representative
- Northern Territory General Practice Education (NTGPE) representative
- Central Australia Health Service (CAHS) Clinical Executive representative
- Top End Health Service (TEHS) Clinical Executive representative
- Northern Territory Medical Program (NTMP) Executive representative
- Northern Territory Medical Program (NTMP) Clinical Dean (either TEHS or CAHS)
- NT Junior Medical Officer Forum (NT JMOF) representative/s
- NT Primary Health Network (NTPHN) Executive representative
- Prevocational Medical Assurance Services – Manager (Accreditation Manager)
- Consumer/Community representative

In addition to the stakeholder list above, the Governance Committee may co-opt up to five additional members to ensure representation from other key interest groups.

Secretariat: Provided by PMAS staff

Frequency of Meetings

The Governance Committee shall determine all meeting dates for the following year at its last scheduled meeting of the previous year.

The Governance Committee will meet tri annually at a minimum or as required or determined by the Chair of the Governance Committee and any changes/decisions will be recorded in the meeting minutes.

The PMAS secretariat will give reasonable notice of every meeting of the Committee (not less than seven days' notice unless due to unforeseen circumstances with the Chairs knowledge).

NT Junior Medical Officer Forum (NT JMOF)

NT JMOF is a territory wide network of all medical trainees training in the Northern Territory. The Terms of Reference and further information is to be placed on the NT PMAS website when finalised.

Representation/Membership

The Chair position will rotate between the two health services, with the Secretary position that is not the Chair. The NT JMOF Chair (or proxy) represents the trainee network at the PMAS Governance Committee and national meetings of Australasian Junior Medical Officer Committee (AJMOC).

Membership is open to and may include Medical Students, Interns, RMOs, and Registrars as well as International Medical Graduates training to achieve General Registration and undertaking specialist training in the NT.

Scope of NT JMOF

Areas that may be, but not limited to, discussed and in scope of this network of junior doctors are:

- Accreditation of training programs (Prevocational)
- Safety and wellbeing of medical trainees
- Workloads
- Education and training programs
- Supervision
- IMG specific issues
- Vision for the future

Frequency of Meetings

Monthly (or as advised)

Prevocational Accreditation Committee and Panel

Context and Background to NT Prevocational Medical Accreditation Services

The Northern Territory Postgraduate Medical Council (NTPMC) was established in 1998. Council membership included the Principal Medical Consultant of the NT, Medical Superintendents of the five NT hospitals, representation from the Medical Board, the NT Postgraduate Medical Society, NT General Practice Education, Directors of Clinical Training, Medical Workforce, the NT Clinical School and the Resident Medical Officer Society.

In 2006 the NTPMC fell into abeyance until July 2008 following the NT Review of Medical Education and Training in 2007.

Associate Professor Elizabeth Chalmers was appointed by the NT Minister for Health as the Chairperson when the NTPMC was re-established in July 2008. From 2008 until 2015 NTPMC continued to administer and provide intern accreditation services to the two NT training hospitals for the Internship year.

In February 2015, the DoH formed the Medical Education and Training Centre to facilitate and coordinate medical education and training, support Health Services with the policy and process for prevocational recruitment, lead and support workforce planning to achieve sustainable workforce in the NT and be a point of jurisdictional coordination in relation to medical staff matters (across the whole medical training and practice continuum). It was determined that the function of prevocational accreditation should sit in this area as it related to and could inform other prevocational medical matters. To maintain the governance and management of the accreditation service as independent with no undue influence or interference from DoH as the primary funding body of Accreditation, or from any other area of the community, including government, health services, or professional associations.

Current Prevocational Accreditation Chair

- Dr Rodney Omond

Current deputy Chairs

- Dr William Majoni
- Dr Paul Helliwell

Previous Prevocational Accreditation Chairs

- Associate Professor Elizabeth Chalmers
- Dr Samuel Goodwin
- Dr Tamsin Cockayne
- Dr Bernard Westley

Prevocational Accreditation Committee (PAC)

The role of the Accreditation Committee will reflect the direction and needs of the MBA in relation to registration requirements for PGY1 doctors in the Northern Territory. A further role is to advocate for prevocational doctors and IMG's education and training opportunities through the implementation of accreditation standards.

Its functions are:

1. To make accreditation decisions and advise the NT Board of MBA and training health services on the health services requirements for intern training.
2. To establish, implement, manage, monitor, evaluate and review an objective, robust and transparent system to accredit all prevocational doctors' placements
3. To maintain NT accreditation services to meet the Australian Medical Council (AMC) Accreditation Authority National Standards and reporting requirements to ensure PMAS maintains its NT accreditation authority status.

Terms of Reference

1. To provide strategic leadership, guidance and advice on all issues relating to prevocational medical accreditation services in Northern Territory.
2. To establish and review prevocational accreditation standards to focus on optimal learning opportunities and outcomes, particularly those that enhance patient care.
3. To participate actively in the development, implementation and evaluation of strategic initiatives which support the accreditation system and processes.
4. To monitor the NT Prevocational accreditation systems review schedule each year.
5. To advocate for prevocational doctors' training opportunities through the oversight of accreditation standards.
6. To appoint, facilitate and support teams to undertake accreditation reviews at training institutions using the NT Prevocational Accreditation Standards as the basis for reporting.
7. To advise the Accreditation Manager to establish, when required, an independent prevocational accreditation appeals committee through the Governance Committee Chair to manage any appeals and grievances regarding any prevocational accreditation survey events and/or decisions.
8. To review and discuss accreditation assessment reports, make prevocational accreditation decisions based on those accreditation assessment reports.
9. Notify the NT Board of the MBA regarding the accreditation decisions made giving an accreditation status of NT prevocational training providers, number of prevocational positions and locations and the period of prevocational accreditation that has been granted.
10. Periodically review approved placements and inform the NT Board of the MBA on their continued appropriateness including whether any terms or conditions should be attached to the approved accreditation status currently held.
11. To provide advice to NT prevocational training facilities' Directors of Clinical Training (DCT) and Medical Education Officers (MEO) or equivalent on the development, administration, and supervision of educational and training programs for prevocational doctors ensuring they comply with national and NT prevocational accreditation standards.
12. To liaise with other committees of PMAS and other key stakeholders as and when necessary to achieve optimal educational outcomes for prevocational doctors.

13. To establish, maintain and promote relationships with relevant national and jurisdictional accreditation organisations, including other Postgraduate Medical Councils or equivalent and the Confederation of Postgraduate Medical Education Councils regarding accreditation standards and processes.
14. To promote continuous quality improvement in all accreditation services.

Membership

The Prevocational Accreditation Committee (PAC) membership will come from local stakeholder groups; include a prevocational doctor and the Chair of the Prevocational Accreditation Panel (PAP). The membership will have a mixture of supervisors, educators and managers of Intern/prevocational education and training programs. In making appointments to the Accreditation Committee, regard will be given to ensuring appointees have no conflicts of interest, relevant skills and experience as appropriate to undertake accreditation discussions, decisions and research.

Where necessary the PAC may form working groups/parties to provide further research and project work relating to Prevocational Accreditation.

- **Chair** (Independent to DoH)
- Hospital Medical Administrator
- Term Supervisor
- Director of Clinical Training (both Health Services represented)
- Medical Education Officer (both Health Services represented)
- NT General Practice Education (NTGPE)
- Junior Medical Officers (up to 3 representatives - including DIT)
- Chair of PAP
- Consumer/Community member - TBF
- Accreditation Manager

The Chair of the PAC may be nominated from within the committee or from an external source where they meet the role requirements. The deputy Chair of the PAC is elected from within the PAC membership in the absence of the elected Chair.

Reporting Lines

The Chair of the PAC will provide a written progress report through the Accreditation Manager on prevocational accreditation positions and program status to the PMAS Governance Committee and will include in the report any operational accreditation system matters or issues that may require PMAS Accreditation support staffs attention or action.

However the PAC makes their accreditation survey event decisions about accrediting Intern and prevocational training programs independently with no undue influence from any PMAS committees or sub-committees.

In the event of a pandemic/national disaster, the Accreditation Manager in lieu of unavailability of the PAC Membership, make temporary prevocational accreditation decisions. Wherever possible under these circumstances the PAC Chair will be informed of the changes and reasons for the decision at the time. Any accreditation decisions made for these events will be in line with the NT Prevocational Accreditation Standards and AHPRA/MBA National principles for clinical education and training issued for the specified pandemic/national disaster.

All pandemic/national disaster temporary prevocational accreditation decisions will be tabled for noting at the next scheduled PAC meeting.

The Prevocational Accreditation Committee will liaise with other health services, DoH and PMAS committees where necessary to achieve optimal education and training outcomes for interns and prevocational doctors.

The Accreditation Manager notifies the NT Board of the Medical Board of Australia of Intern survey event accreditation decisions on behalf of the Committee and the Department of Health for postgraduate year two accreditation decisions.

Frequency of Meetings

PAC meets quarterly unless otherwise required for an urgent out of session meeting. All meetings will be recorded and copies of meeting minutes will be placed on a secure records management system.

Prevocational Accreditation Panel (PAP)

The Accreditation Panel is established to consider accreditation survey team findings and endorse/not endorse survey team report recommendations, including the recommended period of accreditation that should be granted (max 4yrs) for the PAC to consider and make the final accreditation decision.

The functions of the Accreditation Panel are to consider accreditation survey reports and:

1. Refer all accreditation appeals and/or grievances including any conflicts of interest regarding surveyors engaged to undertake the survey event to the Accreditation Committee.
2. Provide final accreditation advice and recommendations to the Accreditation Committee in relation to accreditation of postgraduate year 1 training positions and programs.
3. Provide final accreditation advice and recommendations to the Accreditation Committee in relation to accreditation of postgraduate year 2 training positions and programs.
4. Provide advice to the Accreditation Committee of any areas for improvement regarding the NT Prevocational Accreditation Standards, system, policies or processes.

Membership

An Independent Accreditation Panel for each accreditation survey will comprise of no less than four members appointed to the Independent Accreditation Panel. The Chair and NTGPE members will be continuing to ensure some continuity however the other members may for conflict of interest reasons be different for each panel meeting. The membership process will be monitored by the PAC to ensure the membership is achieving the functions of the PAP.

In making appointments to the Accreditation Panel, regard will be given to ensuring appointees have no conflicts of interest, appropriate skills and experience as appropriate to undertake accreditation functions and events.

- Chair (*permanent member*)
- Practised Surveyor (*permanent representation however person may change*)
- Junior Medical Officer without COI (*changes*)
- NT General Practice Education (NTGPE) (*permanent member*)
- Health Service representative without COI (*changes*)
- Accreditation Manager
- PMAS support staff - Secretariat

Reporting Lines

The Accreditation Panel Chair will attend the next PAC meeting to present and provide a written report/briefing to the Accreditation Committee after each panel meeting has been held. This report/briefing is to provide final accreditation advice and recommendations to the Accreditation Committee in relation to the accreditation of either or both postgraduate years training positions and programs relevant to the survey event being assessed. The Accreditation Panel makes their decisions about endorsing or not the survey team's recommendations regarding accrediting positions and programs independently to the Accreditation Committee with no undue influence or interference from DoH as the primary funding body of Accreditation, or from any other area of the community, including government, health services, or professional associations.

Frequency of Meetings

The PAP meets as required through the Prevocational Accreditation Cycle of survey events. The Panel members are notified as soon as a Survey team has been engaged and a date can be fixed to meet to assess the survey teams report. All meeting minutes are recorded with the Briefing Papers held on a secure records management system.

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