

# OUT-OF-SESSION ACCREDITATION COMMITTEE PROCESS

## Purpose

A process for the South Australian Medical Education and Training Unit's Accreditation staff to coordinate and facilitate an Out-of-Session request received from a Local Health Network (LHN).

## Overview

LHNs may request an Out-of-Session approval (whereby accreditation decisions are sought from Accreditation Committee members outside of the regular meetings) where hospital management decisions have been made at a local level. Approval is sought from the Accreditation Committee in line with registration requirements of the Australian Medical Council and the Australian Health Practitioner Regulation Agency. An Out-of-Session request is an emergency measure only to ensure that registration requirements are met for intern posts.

An LHN may request the Accreditation Committee make an Out-of-Session decision on an immediate change to an intern accredited post. For example, a new unit application or a request to increase existing accredited post numbers.

An LHN will be required to submit an Out-of-Session Accreditation Committee Request via the Virtual Accreditation Manager System (VAM), which ascertains the urgency of the item to attempt to avoid any unnecessary Out-of-Session requests. The request will include sections for LHNs to complete such as the reason for the urgent request, and how it will impact interns.

A PGY2 post will only be considered for an Out-of-Session request if the request has a significant effect to the LHN medical workforce if not approved by an Out-of-Session request. Any other PGY2 requests will follow the standard accreditation process (New Unit and Change of Circumstance applications) which will be considered for provisional accreditation at the next available Committee meeting.

This process can also be utilised for urgent ad-hoc requests such as approving an Accreditation Visit Report, to ensure an LHN or a specific unit is approved within expiry dates; with preference to informing members at an earlier Accreditation Committee meeting of the anticipated request.

## Out-of-Session Decision Process:

The accreditation process is outlined in the steps below.

1. If an LHN indicates that an Accreditation Committee meeting Out-of-Session decision is required, the LHN are required to submit an Out-of-Session Accreditation Committee Meeting Request via VAM <http://sls.sahealth.sa.gov.au/live/index.php?action=login>.
2. The Project Officer, Accreditation will seek permission from the Accreditation Committee Chair to proceed.
3. Should the Chair not approve a request for an Out-of-Session Accreditation Committee decision, the Project Officer, Accreditation will respond to the LHN advising them of the Chair's decision and table the request at the next available meeting, following the standard accreditation process (a New Unit or Change of Circumstance application).
4. Should the Chair approve a request for an Out-of-Session Accreditation Committee decision to proceed, the Project Officer, Accreditation will facilitate an Out-of-Session request following the steps noted below.
  - a. If the request is detailed, the Chair may request that the application be considered via videoconference with Accreditation Committee members. The Project Officer, Accreditation will organise a videoconference within one week of receipt to allow members to discuss and decide upon the request. The Out-of-Session Accreditation Committee Meeting Request Form and a briefing will be provided to the Committee with any further information.

- b. If a videoconference is not required, the Project Officer, Accreditation will send an email to all members of the Accreditation Committee attaching the Out-of-Session Accreditation Committee Meeting Request Form and briefing the Committee with any further information.
- c. Accreditation Committee members will be provided a deadline of one week (or as determined by the Chair) to provide their decision.
- d. The Project Officer, Accreditation will summarise the member responses and provide to the Chair for the final decision.
- e. The change to the term will take effect on the day the Chair makes the final decision. The final decision is recorded by the Project Officer, Accreditation in the SA MET Unit's Virtual Accreditation Manager System.
- f. The Project Officer, Accreditation will correspond with the LHN providing the decision made by the Accreditation Committee.
- g. The decision will be tabled at the next Accreditation Committee and the Health Advisory Council meetings noting.
- h. The LHN has 30 days to appeal the decision in accordance with the Accreditation Internal Review Policy.

### For more information:

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### Document History

Date effective	Author/Editor	Approved by	Version	Change Reference
April 2019	Manager, Accreditation	SA MET Health Advisory Council Accreditation Committee Chair	v0.1	Development of process.
November 2020	Project Officer, Accreditation	Manager Education & Accreditation	v0.2	Reviewed. Minor update.
December 2022	Project Officer, Accreditation	Manager Education & Accreditation	V0.3	Reviewed. Minor update.