

The Australasian
College of
Dermatologists
ACN 000 551 824



THE AUSTRALASIAN COLLEGE
OF DERMATOLOGISTS

ACCREDITATION REVIEWS AND OUTCOMES

GUIDELINES

Version 2

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1. ACCREDITATION OUTCOMES

There are 5 outcomes of the College's accreditation process:

1. Full Accreditation
2. Accreditation with Provisos
3. Provisional Accreditation
4. Conditional Accreditation
5. Withdrawn Accreditation

These outcomes of accreditation are described in more detail below:

1.1 Full Accreditation

What is full accreditation?

When a position(s) gains the outcome of full accreditation, the position is not subject to any reviews, and is entered into the schedule for the next State based re-accreditation of the State in which the position resides.

When can a position be granted full accreditation?

- At the satisfactory completion of accreditation with provisos period.
- At the satisfactory completion of a provisional accreditation period.
- At the satisfactory completion of a State based accreditation.

How long is full accreditation granted for?

For up to a period of 5 years, or the next scheduled State based reaccreditation of the State in which the position resides, whichever comes first.

Are there any reviews during a period of full Accreditation?

No, during a period of full accreditation a position is not subject to any reviews. However, if it is brought to the attention of the Accreditation Committee that there are deficiencies in/concerns for a position, or the structure of a training position is changed; the Accreditation Committee can commence an accreditation review at any time at their discretion.

1.2 Accreditation with Provisos

What is accreditation with provisos?

Accredited with provisos means a position has been accredited (or reaccredited), subject to set provisos being complied with, within a specific timeframe. Position(s) accredited with provisos will be subject to proviso review checks by an accreditation inspection team.

When can a position be granted accreditation with provisos?

- At the satisfactory completion of a conditional accreditation period.
- At the unsatisfactory completion of a full accreditation period.
- At the unsatisfactory completion of provisional accreditation period.

How long is accreditation with provisos granted for?

Accreditation with provisos lasts for a set period of time, usually 12 months. During this time the position will be subject to certain proviso review checks, as listed below.

Are there any reviews during a period of accreditation with provisos?

Yes, a position that gains accreditation with provisos will be subject to the following proviso review checks (as required):

Proviso Review Check 1	3 months	Proviso reporting template
Proviso Review Check 2	5 months	Teleconference (if required)
Proviso Review Check 3	7 months	Proviso reporting template (if required)
Proviso Review Check 4	9 months	Teleconference or site inspection (as determined by the Accreditation Committee)

What happens at the end of a period of accreditation with provisos?

If, after a proviso review check, the training facility **satisfies** the Accreditation Committee that the provisos listed in the relevant accreditation report have been complied with, the Accreditation Committee have the discretion to reassess the position and change the accreditation outcome of the position to full accreditation.

If, after all proviso review checks have been completed, the training facility still has **not satisfied** the provisos listed in the relevant accreditation report, the Accreditation Committee have the discretion to reassess the position and change the accreditation outcome of the position to conditional accreditation.

1.3 Provisional Accreditation (New positions only)

What is provisional accreditation and when can it be granted?

Provisional Accreditation is granted **only** upon the creation of a new training position. It is granted for a set period of time, during which time the position will be subject to position review checks by an accreditation inspection team.

How long is provisional accreditation granted for?

For a set period of time, usually 12 months.

Are there any reviews during a period of provisional accreditation?

Yes, a position that gains provisional accreditation will be subject to the following position review checks:

Position Review Check 1	6 months – Teleconference
Position Review Check 2	9 months – Site inspection

What happens at the end of a period of provisional accreditation?

If, at the completion of both position review checks, the training facility **satisfies** the Accreditation Committee that the minimum requirements for accreditation are continuing to be met, and the position has satisfactorily completed a period of provisional accreditation, the Accreditation Committee have the discretion to reassess the position and change the accreditation outcome of the position to full accreditation.

If, at the completion of both position review checks, the training facility **does not satisfy** the Accreditation Committee that the minimum requirements for accreditation are continuing to be met, and the position did not satisfactorily complete a period of provisional accreditation, the Accreditation Committee have the discretion to reassess the position and change the accreditation outcome of the position to accreditation with provisos, or conditional accreditation.

1.4 Conditional Accreditation

What is conditional accreditation and when can it be granted?

Conditional accreditation is granted upon failure of compliance with provisos, minimum requirements for accreditation, or failure of provisional accreditation site inspection. To gain conditional accreditation the position has had consistent deficiencies, and failed to improve.

How long does conditional accreditation last for?

Conditional accreditation is granted for a period of up to 6 months.

Are there any reviews during a period of conditional accreditation?

Yes, monthly reviews with the training facility, inspection team and the Chair of the Accreditation Committee will be conducted, in a manner decided by the Chair of the Accreditation Committee on a case by case basis.

If any one position at a training facility gains conditional accreditation, **all other** (if any) training positions at that facility will be subject to an immediate re-accreditation review.

The National Education Committee will be advised when a position has been granted conditional accreditation.

What happens at the end of a period of conditional accreditation?

If, at the completion of a period of conditional accreditation, the training facility **satisfies** the Accreditation Committee that the minimum requirements for accreditation are met, the Accreditation Committee have the discretion to reassess the position and change the accreditation outcome of the position to accreditation with provisos.

If, at the completion of a period of conditional accreditation, the training facility **fails to satisfy** the Accreditation Committee that the minimum requirements for accreditation are met, the Accreditation Committee have the discretion to reassess the position and withdraw accreditation of the position.

1.5 Withdrawn Accreditation

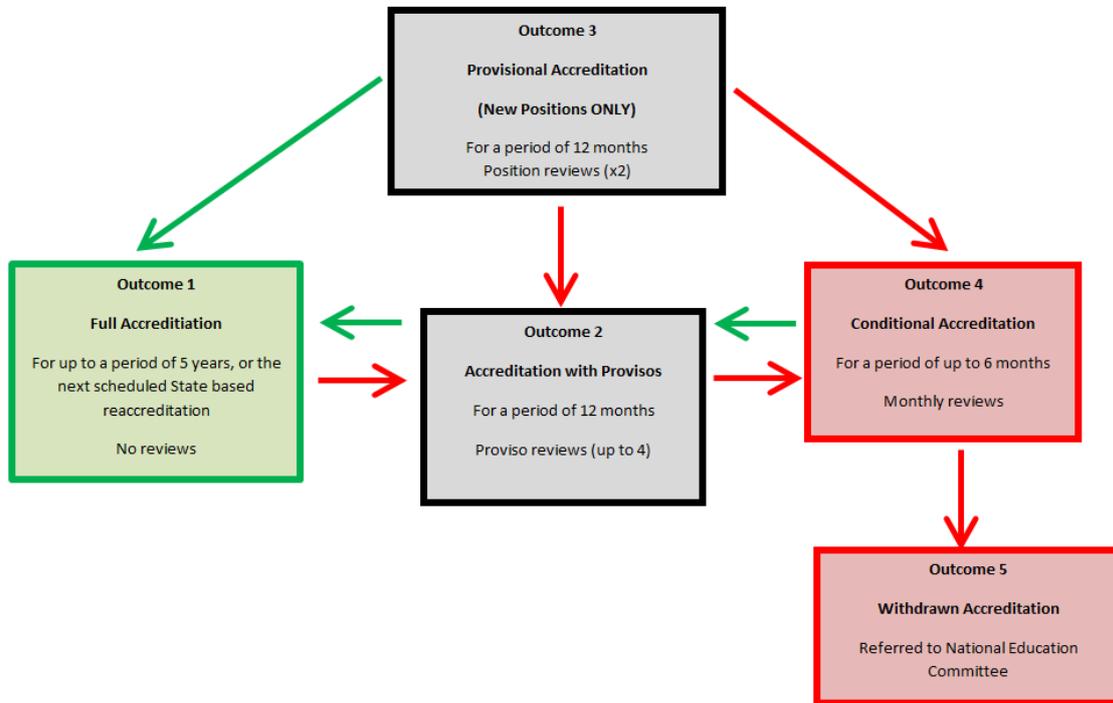
What is withdrawn accreditation and when can it be granted?

When a position that has previously been accredited, fails to meet the minimum requirements for accreditation, and has consistently failed to improve, the accreditation of the position will be withdrawn and the matter will be referred to the National Education Committee for investigation.

How long does withdrawn accreditation last for?

Once a position has had accreditation withdrawn, the position is no longer accreditable. If the training facility wishes to apply for a further training position, they will need to re-commence the accreditation process by submitting a new application for accreditation of a training position to the Accreditation Committee

1.6 OUTCOMES OF ACCREDITATION FLOWCHART



2. DEFINITIONS OF REVIEWS “PROVISO REVIEW CHECKS”

For positions accredited with provisos

Proviso Reviews (arising from accreditation with provisos)

Proviso Review 1:	3 months	Proviso Reporting Template
Proviso Review 2:	5 months	Proviso Review Teleconference (if required)
Proviso Review 3:	7 months	Proviso Reporting Template (if required)
Proviso Review 4:	9 months	Proviso Review Teleconference or Site inspection (as determined by the Accreditation Committee)

2.1 Proviso Review Check 1

A proviso reporting template will be sent to the Head of Department of the training facility (by the Accreditation Committee administration at College) for completion.

The template will list all positions at the facility, and the proviso(s) allocated to the training facility at its last inspection, requesting responses/evidence to show if provisos have been complied with, or any attempts/progress towards complying with the proviso(s).

Once the completed proviso reporting template is received back at the College, it is forwarded to the inspection team and the Accreditation Committee for their review. The Accreditation Committee may contact relevant parties by telephone to confirm or seek further information in relation to the progress towards compliance with provisos.

If provisos have been complied with, the Accreditation Committee have the discretion to reassess the position and change the accreditation outcome of the position to full accreditation.

If provisos have not been complied with, the training facility is advised, and the position will move onto the next proviso review check, being proviso review check 2.

2.2 Proviso Review Check 2

If the Accreditation Committee determines during proviso review check 1, that provisos are not satisfactorily being complied with, a teleconference will then be conducted with the Accreditation Committee inspection team and other relevant stakeholders.

During the teleconference the inspection team may interview the following people:

- The Director of Training of the relevant State
- The Head of department (for each training position)
- The Supervisor of Training (for each training position)
- The Clinical Supervisors (for each training position)
- The Trainee currently occupying the Post
- The Trainee previously occupying the post
- The business/clinical/practice manager
- Any other person(s) involved with the position or training at the training facility.

A Report of the teleconference will be produced and distributed.

If provisos have been complied with, the Accreditation Committee have the discretion to reassess the position and change the accreditation outcome of the position to full accreditation.

If provisos have not been complied with, the training facility is advised, and the position will move onto the next proviso review check, being proviso review check 3.

2.3 Proviso Review Check 3

A proviso reporting template will be sent to the Head of Department of the training facility (by the Accreditation Committee administration at College) for completion.

The template will list all positions at the facility, and the proviso(s) allocated to the training facility at its last inspection, requesting responses/evidence to show if provisos have been complied with, or any attempts/progress towards complying with the proviso(s).

Once the completed proviso reporting template is received back at the College, it is forwarded to the inspection team and the Accreditation committee for their review.

If provisos have been complied with, the Accreditation Committee have the discretion to reassess the position and change the accreditation outcome of the position to full accreditation.

If provisos have not been complied with, the training facility is advised, and the position moves onto the next proviso review check, being proviso review check 4.

2.4 Proviso Review Check 4

At the determination of the Accreditation Committee, proviso review check 4 will be **either a** teleconference or a site inspection.

If a teleconference is required, it will be conducted as outlined in proviso review check 2 above.

If a site inspection is required, the inspection team will attend the training facility and not only check that the proviso/s have been complied with, they will also ask questions/conduct interviews based on the Standards and Criteria listed in the Policy and Process for Accreditation of Training Positions.

During the site review the inspection team may interview the following people:

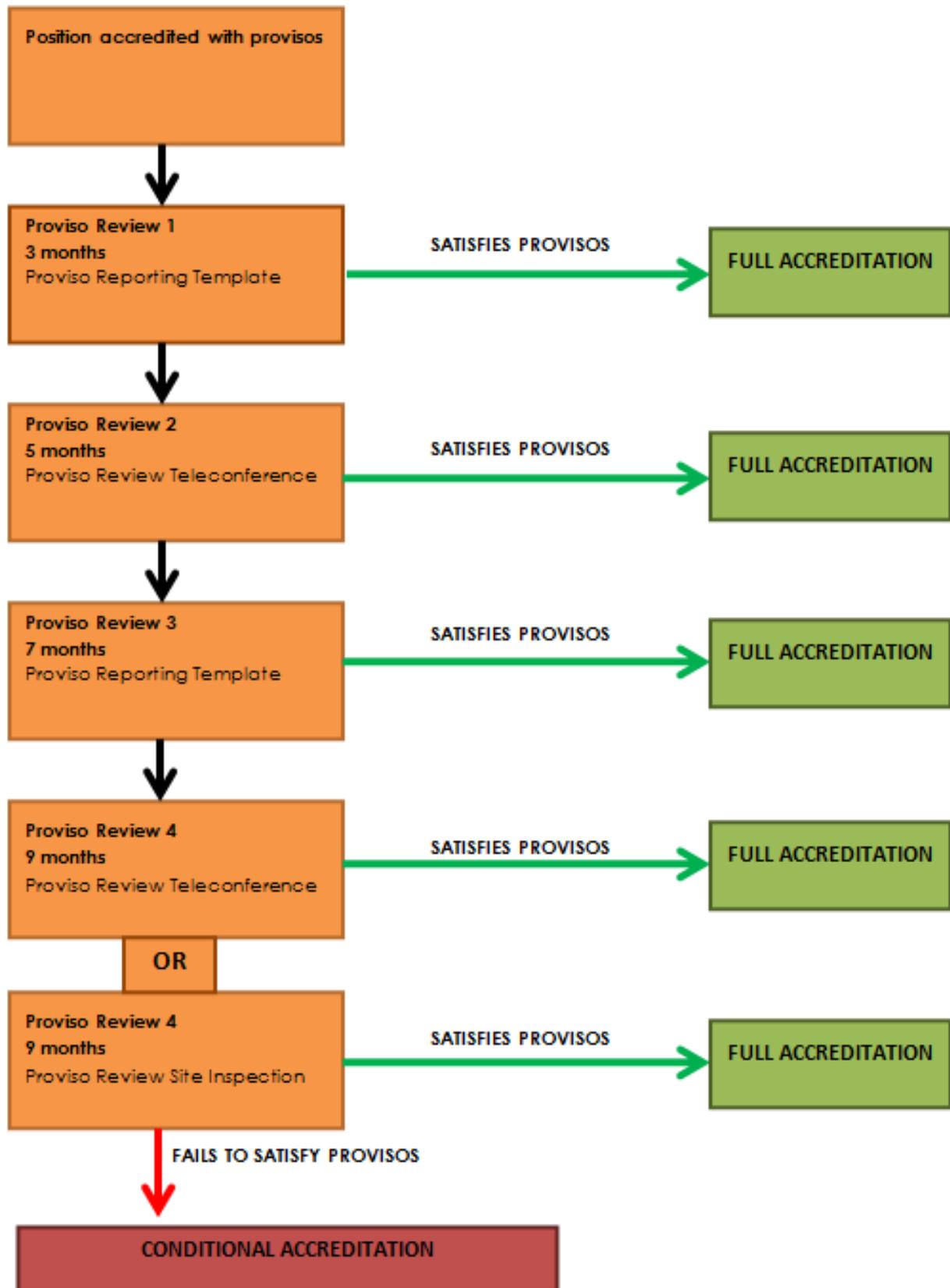
- The Director of Training of the relevant State
- The Head of department (for each training position)
- The Supervisor of Training (for each training position)
- The Clinical Supervisors (for each training position)
- The Trainee currently occupying the Post
- The Trainee previously occupying the post
- The business/clinical/practice manager
- Any other person(s) involved with the position or training at the training facility

A report of the site inspection will be produced and distributed.

If provisos have been complied with, the Accreditation Committee have the discretion to reassess the position and change the accreditation outcome of the position to full accreditation.

If, after all proviso review checks have been completed, the training facility still has **not satisfied** the provisos listed in the relevant accreditation report, the Accreditation Committee have the discretion to reassess the position and change the accreditation outcome of the position to conditional accreditation.

2.5 Flow chart - Position accredited with provisos



3. DEFINITIONS OF REVIEWS “POSITION REVIEW CHECKS”

For positions who hold provisional accreditation (new positions)

Position Review Check 1:	6 months	Position Review Teleconference
Position Review Check 2:	9 months	Position Review Site inspection

3.1 Position Review Check 1

A position review check teleconference will be arranged with the Accreditation Committee inspection team and other relevant stakeholders to check the progress of the position.

During the teleconference the inspection team may interview the following people:

- The Director of Training of the relevant State
- The Head of Department (for each training position)
- The Supervisor of Training (for each training position)
- The Clinical Supervisors (for each training position)
- The Trainee currently occupying the Post
- The Trainee previously occupying the post
- The business/clinical/practice manager
- Any other person(s) involved with the position or training at the training facility.

A Report of the teleconference will be produced and distributed.

3.2 Position Review Check 2

A position review site inspection will be arranged with the Accreditation Committee inspection team. The inspection team will attend the training facility and ask questions/conduct interviews based on the Standards and Criteria listed in the Policy and Process for Accreditation of Training Positions.

During the site review the inspection team may interview the following people:

- The Director of Training of the relevant State
- The Head of Department (for each training position)
- The Supervisor of Training (for each training position)
- The Clinical Supervisors (for each training position)
- The Trainee currently occupying the Post
- The Trainee previously occupying the post
- The business/clinical/practice manager
- Any other person(s) involved with the position or training at the training facility

A report of the site inspection will be produced and distributed.

If, at the completion of both position review checks, the training facility **satisfies** the Accreditation Committee that the minimum requirements for accreditation are continuing to be met, and the position has satisfactorily completed a period of provisional accreditation, the Accreditation Committee have the discretion to reassess the position and change the accreditation outcome of the position to full accreditation.

If, at the completion of both position review checks, the training facility **does not satisfy** the Accreditation Committee that the minimum requirements for accreditation are continuing to be met, and the position did not satisfactorily complete a period of provisional accreditation, the Accreditation Committee have the discretion to reassess the position and change the accreditation outcome of the position to accreditation with provisos, or conditional accreditation.

4. PROCESSES

4.1 Position gains full accreditation

When can full accreditation occur?

- *After a site inspection*
- *After a proviso review check*

Process:

1. Report approved by Dean of Education and Chair of Accreditation Committee
2. Report Released by Honorary Secretary to the following:
 - Director of Training of State
 - Chair of Faculty
 - Dean of Education
 - President
 - Chief Censor
 - Chief Executive Officer
 - Chair of Accreditation Committee
 - Head(s) of Department for relevant hospitals in report
3. Letter to HoD (cc DoT) advising that the position at the training facility has gained full accreditation and that no reviews are due until the next State based reaccreditation, (unless the AC is advised of changes in position, or any deficiencies or concerns)
4. Letter to Medical Administration of relevant training institution advised of accreditation status.
5. Position(s) listed in the next scheduled State based reaccreditation for the State in which the position(s) reside.

4.2 Position gains accreditation with provisos

When can accreditation with provisos occur?

- *After a site inspection*
- *At the completion of a conditional accreditation period*

Process:

1. Report approved by Dean of Education and Chair of Accreditation Committee
2. Report Released by Honorary Secretary to the following:
 - Director of Training of State
 - Chair of Faculty
 - Dean of Education
 - President
 - Chief Censor
 - Chief Executive Officer
 - Chair of Accreditation Committee
 - Head(s) of Department for relevant hospitals in report
3. Letter to HoD (cc DoT) advising that position(s) at their training facility have gained accreditation with provisos; the timeframe for completion of provisos; and advising of proviso review requirements.
4. Letter to Medical Administration of relevant training institution advising of accreditation status and provisos/reviews if applicable.
5. Letter to HoD (cc DoT) advising proviso review check 1 due, and enclosing proviso reporting template.
6. Letter to HoD (cc DoT) advising:
 - (a) **Provisos complied with:** letter advises of new accreditation status of post. Letter to Medical Administration advising of new accreditation status.
 - (b) Provisos **not** complied with: advising of upcoming teleconference and of provisos that will be reviewed.
7. Accreditation Committee proviso review check teleconference with Trainee, DoT, HoD, SoTs, to discuss provisos and responses from HoD regarding review of provisos.
8. Letter to HoD (cc DoT) enclosing report of teleconference:

- (b) **Provisos complied with:** letter advises of new accreditation status of post. Letter to Medical Administration advising of new accreditation status.
 - (c) Provisos **not** complied with: letter confirming further scheduled reviews required.
9. Letter to HoD (cc DoT) advising proviso review check 3 due, and enclosing proviso reporting template.
10. Letter to HoD (cc DoT) advising proviso review check 3 outcome:
- (a) **Provisos complied with:** Letter advises of new accreditation status of post. Letter to Medical Administration advising of new accreditation status.
 - (b) Provisos **not** complied with: letter confirming further scheduled reviews required.

IF TELECONFERENCE REQUIRED, COMPLETE STEPS 11 TO 12, THEN MOVE TO 16

- 11. Letter to HoD (cc DoT) reminding/confirming upcoming teleconference and of provisos that will be reviewed.
- 12. Accreditation Committee proviso review check teleconference with Trainee, DoT, HoD, SoTs, to discuss provisos and responses from HoD regarding review of provisos.

IF SITE INSPECTION REQUIRED, COMPLETE STEPS 13 TO 15, THEN MOVE TO 16

- 13. Letter to HoD (cc DoT) reminding/confirming upcoming site inspection; enclosing application for reaccreditation form; and advising and of provisos that will be reviewed.
- 14. Letter to trainee(s) in the position enclosing confidential trainee questionnaire for their completion.
- 15. Site inspection occurs
- 16. Report prepared by Accreditation Committee and forwarded to Dean of National Education Committee for approval.

Approved report will advise that the position(s) have now gained either:

- Full accreditation
- Conditional Accreditation

4.3 Position gains provisional accreditation

When can provisional accreditation occur?

- *Upon the creation of a new position*

Process:

1. Position provisionally accredited by the Accreditation Committee. Letter to HoD (cc DoT and Faculty) advising of accreditation status and review requirements.
2. Letter to Medical Administration of relevant training institution advising of accreditation status and provisos/reviews if applicable.
3. Letter to HoD (cc DoT) reminding of the upcoming teleconference.
4. Accreditation Committee 6 month post report teleconference with DoT, HoD, SoTs, and Trainee to discuss progress of the position.
5. Letter to HoD (cc DoT) enclosing report of teleconference.
6. Letter to HoD (cc DoT) reminding/confirming upcoming site inspection; enclosing application for reaccreditation form.
7. Letter to trainee(s) in the position enclosing confidential trainee questionnaire for their completion.
8. Site inspection occurs
9. Report prepared by Accreditation Committee and forwarded to Dean of National Education Committee for approval.

Approved report will advise that the position(s) have now gained either:

- Full accreditation
- Accreditation with provisos
- Conditional Accreditation

4.4 Position gains conditional accreditation

When can conditional accreditation occur?

- *At the completion of a provisional accreditation period*
 - *At the completion of an accreditation with provisos period*
1. Report approved by Dean of Education and Chair of Accreditation Committee
 2. Report Released by Honorary Secretary to the following:
 - Director of Training of State
 - Chair of Faculty
 - Dean of Education
 - President
 - Chief Censor
 - Chief Executive Officer
 - Chair of Accreditation Committee
 - Head(s) of Department for relevant hospitals in report
 3. Letter to HoD (cc DoT) advising that position(s) at their training facility have gained conditional Accreditation.
 4. Letter to Medical Administration of relevant training institution advising of accreditation status and provisos/reviews if applicable.
 5. Accreditation Committee to initiate reaccreditation reviews for all positions at training facility.
 6. Accreditation Committee to notify National Education Committee that position has gained conditional accreditation.
 7. Letter to HoD (cc DoT) advising of monthly reviews with the training facility, inspection team and the Chair of the Accreditation Committee will be conducted, in a manner decided by the Chair of the Accreditation Committee on a case by case basis. Attendees at these meeting will include the Dean of Education and Director of Training.
 8. Letter to HoD (cc DoT) reminding/confirming upcoming site inspection; enclosing application for reaccreditation form; and advising and of provisos that will be reviewed.
 9. Letter to trainee(s) in the position enclosing confidential trainee questionnaire for their completion.
 10. Site inspection occurs.

11. Report prepared by Accreditation Committee and forwarded to Dean of National Education Committee for approval.

Approved report will advise that the position(s) have now gained either:

- Accreditation with provisos
- Withdrawn accreditation

4.5 Position has accreditation withdrawn

When can withdraw accreditation occur?

➤ *At the completion of a conditional accreditation period.*

1. Report approved by National Education Committee and Accreditation Committee.
2. Report Released by Honorary Secretary to the following:
 - Director of Training of State
 - Chair of Faculty
 - Dean of Education
 - President
 - Chief Censor
 - Chief Executive Officer
 - Chair of Accreditation Committee
 - Head(s) of Department for relevant hospitals in report
3. Letter to HoD (cc DoT) advising that position(s) at their training facility have gained withdrawn accreditation.
4. Letter to Medical Administration of relevant training institution advising of withdrawn accreditation.
5. Report from Chair of Accreditation Committee, enclosing all reports, inspection notes and correspondence between the College, Accreditation Committee and the training Facility to be prepared and sent to National Education Committee for Review.

The training position(s) are no longer in existence.

5. APPEALS PROCESS

The College recognises the importance of natural justice and of avoiding bias and conflict of interest in its dealings with all people. The College aims to ensure that all its official processes are conducted in a fair and transparent manner. Nevertheless it is recognised that there is always the potential for grievances to arise and it is for this reason that the Appeals Process has been established.

The Appeals Process provides a means by which any person who believes they are or have been adversely affected by a decision of any Board or Committee of the College can have their grievances addressed in a properly constructed and formal manner. Any person with a grievance will be encouraged to first seek to have the decision that has caused the grievance reviewed and reconsidered by the Committee or Board that made the decision.

The Appeals Process can be downloaded from the College website.