

The Australasian  
College of  
Dermatologists  
ACN 000 551 824



THE AUSTRALASIAN COLLEGE  
OF DERMATOLOGISTS

# ACCREDITATION REVIEWS AND OUTCOMES

# GUIDELINES

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*Version 4*

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## CONTENTS

### 1. ACCREDITATION OUTCOMES

- 1.1 Full accreditation
- 1.2 Accreditation with provisos
- 1.3 Provisional accreditation (new positions only)
- 1.4 Conditional accreditation
- 1.5 Withdrawn accreditation
- 1.6 Outcomes of accreditation table

### 2. DEFINITIONS OF REVIEWS "PROVISO REVIEW CHECKS"

#### For positions accredited with provisos

- 2.1 Proviso review check 1
- 2.2 Proviso review check 2
- 2.3 Proviso review check 3
- 2.4 Proviso review flow chart

### 3. DEFINITIONS OF REVIEWS "POSITION REVIEW CHECKS"

#### For positions who hold provisional accreditation (new positions)

- 3.1 Position review check 1
- 3.2 Position review check 2

### 4. ACCREDITATION OUTCOME PROCESSES

- 4.1 Processes for a position that gains full accreditation
- 4.2 Processes for a position that gains accreditation with proviso
- 4.3 Processes for a position that gains provisional accreditation
- 4.4 Processes for a position that gains conditional accreditation
- 4.5 Processes for a position that has accreditation withdrawn

## **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 Withdrawn Accreditation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 change the accreditation status to conditional accreditation and commence a 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	After 3 – 6 months	Teleconference
Proviso Review Check 2	After 3 – 6 months	Teleconference
Proviso Review Check 3	After 3 - 6 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.

The Accreditation Committee may withdraw or place conditional accreditation on a position if it is clear that provisos cannot be met or addressed in time, which would have a detrimental effect on the training requirements of a trainee.

### 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	3 - 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.

The Accreditation Committee may withdraw or place conditional accreditation on a position if it is clear that the minimum accreditation standards are not being met or cannot be addressed in time, which would have a detrimental effect on the training requirements of a trainee.

## 1.4 Conditional Accreditation

### ***What is conditional accreditation and when can it be granted?***

Conditional accreditation is granted upon failure of compliance with provisos, failure of provisional accreditation site inspection or failure to continue to meet the minimum accreditation standards including all position activities for which it was approved.

The Accreditation Committee may at its discretion give conditional accreditation to any of these positions, but in particular to those which are time critical for trainees such as international medical graduates.

### ***How long does conditional accreditation last for?***

Conditional accreditation will remain in place for a time determined appropriate by the National Accreditation Committee

### ***Are there any reviews during a period of conditional accreditation?***

Any reviews including their frequency will be determined by the National Accreditation Committee and will be conducted in a manner decided by the Chair of the committee on a case by case basis.

The Academic Standards 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 all issues have been addressed, the Accreditation Committee have the discretion to reassess the position and change the accreditation outcome of the position to its original accreditation status.

If, at the completion of a period of conditional accreditation, the training facility fails to satisfy the Accreditation Committee that the issues have been addressed, 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 Academic Standards Committee.

A position may also be withdrawn for those positions which are time critical such as for international medical graduates, and fails to meet the minimum requirements and to remain accredited would have a detrimental effect on the training requirements of the IMG or other trainee.

### *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 TABLE

<p><b>Provisional Accreditation</b></p> <p>(New Positions Only)</p> <p>For a period of 12 months with 2x reviews</p>		
<p><b>Full Accreditation</b></p> <p>Up to 5 years or next State based accreditation</p>	<p>Continues to meet accreditation standards</p> <p>Fails to continue to meet minimum accreditation standards at any time</p>	<p><b>No changes to accreditation</b></p> <p><b>Conditional Accreditation</b></p>
<p><b>Provisional Accreditation</b></p> <p>(New Positions Only)</p> <p>For a period of 12 months with 2x reviews</p>		
<p><b>Accreditation with Provisos</b></p> <p>Proviso Review Teleconference</p>	<p>Satisfies Provisos</p> <p>Does not satisfy provisos 1</p> <p>Does not satisfy provisos 2</p> <p>Does not satisfy provisos 3</p>	<p><b>Full Accreditation</b></p> <p><b>Accred with Provisos</b></p> <p><b>Accred with Provisos</b></p> <p><b>Conditional Accreditation</b></p>
<p><b>Conditional Accreditation</b></p> <p>Site Visit or Teleconference</p>	<p>Satisfies minimum standards</p> <p>Does not satisfy minimum standards</p>	<p><b>Full Accreditation</b></p> <p><b>Accreditation withdrawn</b></p>



## **2. DEFINITIONS OF REVIEWS “PROVISO REVIEW CHECKS”**

### **For positions accredited with provisos**

#### **Proviso Reviews (arising from accreditation with provisos)**

Proviso Review 1	3 - 6 months	Proviso Review Teleconference (if required)
Proviso Review 2	3 - 6 months	Proviso Reporting Template (if required)
Proviso Review 3	9 months	Proviso Review Teleconference or Site inspection (as determined by the Accreditation Committee)

#### **2.1 Proviso Review Check 1**

The Accreditation Committee will undertake a teleconference with the site to determine if the provisos arising from the site inspection or any other previous reviews have been met. A member of the Accreditation Committee will conduct the teleconference with the relevant stakeholders.

During the teleconference the Accreditation Committee 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 2.

#### **2.2 Proviso Review Check 2**

The Accreditation Committee will undertake a teleconference with the site to determine if the provisos arising from the previous reviews have been met. A member of the Accreditation Committee will conduct the teleconference with the relevant stakeholders as per Proviso Review Check 1.

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.

### 2.3 Proviso Review Check 3

At the determination of the Accreditation Committee, proviso review check 3 will be either a teleconference or a site inspection.

If a teleconference is required, it will be conducted as outlined in proviso review check 1 and 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:

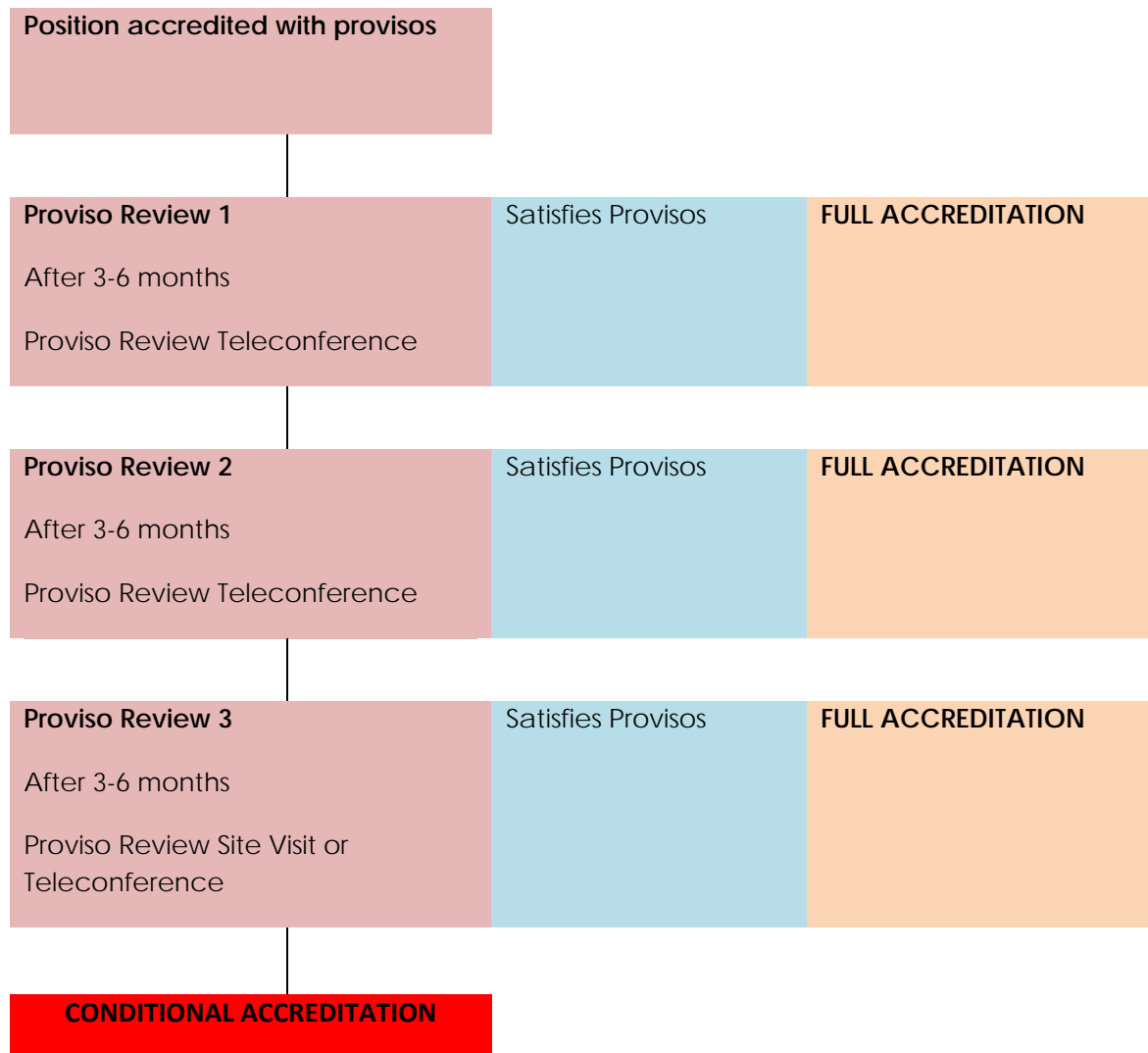
- The Director of Training of the relevant State
- The Head of department (for each training position)
- The Supervisor of Training (for each training position)
- The Clinical Supervisors (for each training position)
- The Trainee currently occupying the Post
- The Trainee previously occupying the post
- 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.

## 2.4 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 kept on file.

#### **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.

The Accreditation Committee may withdraw or place conditional accreditation on a position if it is clear that the minimum accreditation standards are not being met or cannot be addressed in time, which would have a detrimental effect on the training requirements of a trainee.

## **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 College 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 teleconference*
- *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 College 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
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 2 due.
10. Letter to HoD (cc DoT) advising proviso review check 2 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 9-10, THEN MOVE TO 15**

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 13-14, THEN MOVE TO 15**

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. Site inspection occurs
15. Report prepared by Accreditation Committee and forwarded to Dean of Academic Standards 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) reminding/confirming upcoming site inspection;
6. Site inspection occurs
7. Report prepared by Accreditation Committee and forwarded to Dean of Academic Standards 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*
- *At the discretion of the Accreditation Committee for time critical training positions*



1. Report approved by Dean of Education and Chair of Accreditation Committee
2. Report Released by College 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 Academic Standards 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 may include the Dean of Education and Director of Training.
8. Letter to HoD (cc DoT) reminding/confirming upcoming site inspection and advising of provisos that will be reviewed.
9. Site inspection occurs.
10. Report prepared by Accreditation Committee and forwarded to Dean of Academic Standards 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.*
  - *At the discretion of the Accreditation Committee for time critical positions*
1. Report approved by Academic Standards Committee and Accreditation Committee.
  2. Report Released by College 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 Academic Standards 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 Reconsideration, Review and Appeals policy and procedures has been established.

The Reconsideration, Review and Appeals policy 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.

The policy and associated procedures can be downloaded from the College website.