

# POSTGRADUATE MEDICAL COUNCIL OF WESTERN AUSTRALIA POLICY

## CREDENTIALLING OF SURVEYORS

### SCOPE:

This policy applies to all persons appointed by the Postgraduate Medical Council (PMCWA) to survey health service facilities within Western Australia.

### POLICY STATEMENT:

The PMCWA is committed to supporting and facilitating the education and training of doctors in Western Australia. One of the Council's key objectives is to ensure an open and transparent accreditation system that is supported by efficient and effective processes. In order to meet the objective, surveyors need to be equipped with the necessary skills and experience. The objective of this policy is to ensure that there is consistency in the approach of training surveyors. The guidelines seek to maintain a high calibre of assessors and thereby ensure the Accreditation system continues to work at a consistently high level.

### DEFINITIONS:

**Credentialling:** refers to the formal process used to verify the qualifications, experience, professional standing and other relevant professional attributes of medical practitioners for the purpose of forming a view about their competence, performance and professional suitability to provide safe, high quality supervision, education and training within specific health organisations.

**Accreditation:** A status that is conferred on an organisation or unit/department when they have been assessed as having met particular standards.

**Surveyor:** An individual who has been trained to perform an accreditation assessment.

**Trainee:  
Surveyor** An individual who is being assessed to become a surveyor.

**Lead  
Surveyor:** Appropriately credentialed medical practitioner who has completed a minimum of 6 hospital surveys or 24 hours of surveying time including a primary allocation centre as well as a secondment hospital in both the private and public sectors.

## **PRINCIPLES:**

1. All surveyors will be assessed by an approved lead surveyor as defined by the PMCWA.
2. Surveyors will observe a minimum of two surveys prior to being assessed.
3. To avoid conflict of interest, surveyors will not accredit health care or secondment sites where they are currently employed or proffer services.
4. The surveyor will review and assess the performance of organisations without bias and using the surveyors' knowledge of the PMCWA Accreditation Standards and workplace knowledge.
5. Surveyors will provide feedback and advice to organisations on how to improve the education and training for junior doctors.
6. Lead surveyors are responsible for the leadership and direction of each survey, assessment of observers and the finalisation of each report.
7. Lead surveyors are responsible for offering advice to the Accreditation and Appeals Committees regarding the accreditation status of an organisation/unit/department.
8. Lead surveyors must complete a minimum of two surveys per annum to maintain their lead status.
9. Surveyors will retain surveyor status for a maximum of five years post retirement from clinical positions.

## **SUPPORTING DOCUMENTS**

Standard for Credentialling and Defining the Scope of Clinical Practice (2004).  
Australian Council for Safety and Quality in Health Care

Guide to Accreditation Standards (2006). Postgraduate Medical Council of WA

## **VERSION CONTROL**

This document has been developed by adopting WA Health's Human Resources Policy Development Framework.

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