



Health Education and Training Institute Prevocational Accreditation Committee – Terms of Reference

Document:	Terms of Reference	Version 3
Committee:	Health Education and Training Institute Prevocational Accreditation Committee	Date: 30.08.22
Effective from:	May 2017	
Approved by:	Adjunct Professor Annette Solman Chief Executive	
Modifications:	Update approved 30 August 2022	
Review Due Date:	1 November 2023	

I, Annette Solman, Chief Executive of the Health Education and Training Institute (HETI), do hereby establish the HETI Prevocational Accreditation Committee (PAC) under section 52E of the *Health Services Act 1997* with functions as follows:

Role

The HETI PAC provides oversight and advice to HETI for the efficient and effective delivery of a robust accreditation program for medical prevocational training for years one and two (PGY1 and PGY2) in NSW in accordance with the national internship standards and accreditation framework and requirements as authorised by the Australian Medical Council (AMC).

Functions

The functions of the HETI PAC will include:

1. Reviewing prevocational training provider's accreditation survey reports and make decisions regarding the accreditation status of the provider and terms for prevocational training.
2. Overseeing, advising and supporting the requirements and processes for the accreditation of all NSW prevocational training terms and facilities.
3. Managing, overseeing, evaluating and improving a site surveying system to accredit facilities and training terms according to the standards set by the AMC.
4. Ensuring that over the duration of an accreditation cycle an appropriate mix of methods is used to assess whether an intern training program is continuing to meet the NSW prevocational accreditation standards.
5. Managing, overseeing, evaluating and improving the recruitment and training of surveyors and team leaders and facilitating their continuing education for those roles.
6. Developing, revising and implementing NSW prevocational accreditation standards and procedures to ensure adherence with the AMC requirements for medical intern training including contributing to quality improvement of intern training programs.
7. Establishing committees or working groups as required to support implementation of the accreditation program. These committees may be standing committees or for specific timeframes.



Accountability

The HETI PAC reports to the Chief Executive of HETI (as the statutory established governing authority), who in turn reports to the Secretary of the NSW Ministry of Health. The HETI PAC will provide reports and make recommendations to the HETI Chief Executive and NSW Ministry of Health in relation to the management and performance of the HETI medical intern accreditation functions.

The HETI PAC will advise the HETI Chief Executive if it becomes aware of any significant concerns about prevocational doctor wellbeing or environments that are unsuitable for junior doctors.

Composition

The HETI PAC will comprise:

- An independent Chair who will be appointed by the HETI Chief Executive in accordance with the Appointment, Credentialing, Contracting and Payment of HETI Clinical Chairs Procedure. The Chair will be appointed for a period of three years, renewable once.
- An independent Deputy Chair who will be appointed by the HETI Chief Executive through expressions of interest from serving ordinary members of the committee. The Deputy Chair will be appointed to a term equivalent to the remainder of their term as an ordinary member of the committee. The Deputy Chair will perform the duties of Chair when the Chair is unavailable or has a conflict of interest.
- A minimum of 10 and a maximum of 20 members. Members will be appointed by the HETI Chief Executive for a term of up to three years, renewable at the discretion of the Chair.
- Appointments that ensure a balance of experience, qualifications and representation from Local Health Districts and Specialty Health Networks including:
 - Medical staff comprising a balanced mix of Medical Administrators (MA), Directors of Prevocational Education and Training (DPETs), Senior Clinicians, Vocational and Prevocational trainees.
 - Relevant administrative staff (e.g., Junior Medical Officer Manager or Education Support Officer).
 - Rural and metropolitan representatives.
- A representative of the JMO Forum Executive.
- A community representative.
- A consumer representative.
- The chair of the HETI Prevocational Training Council.
- A second representative nominated by the HETI Prevocational Training Council.

Standing members include the HETI Medical Director (or delegate) (ex officio) and the HETI Medical Administration Trainee during their appointment in these roles at HETI.

HETI may appoint additional technical experts with expertise in prevocational medical education and/or assessment, or persons whose work brings benefit, on the recommendation of the committee.

Committee members may be granted leave from their committee duties for a period of time. These members will not be considered part of the HETI PAC at this time. It will be at the Chair's discretion that the HETI PAC may temporarily recruit a replacement to cover



the vacant position. Periods of leave up to six months may be granted by the Chair and periods of leave greater than six months require approval from the HETI PAC.

Secretariat support will be provided by the HETI Medical Portfolio.

Ex officio members have full voting rights, including the right to abstain if they choose, and may nominate a representative to attend in their place.

Standing Orders

- The HETI PAC is to meet at least nine times per year. Urgent matters can be dealt with in between meetings by means approved by the HETI PAC.
- Members are expected to attend 70% of meetings yearly.
- A quorum consists of eight voting committee members (from a range of backgrounds) plus either the Chair or Deputy Chair or delegate.
- Members may attend meetings via teleconference or videoconference.
- In voting to determine a matter an absolute majority is required. In the event of a tied vote, the matter can be further discussed, at the discretion of the Chair. If a further vote is also tied, the Chair has a casting vote.
- At each meeting attendees must declare any actual, potential or perceived conflict of interest prior to any discussion where the conflict is relevant.
- Disputes between members will be mediated in the first instance by the Chair. If mediation is not possible the Chair will decide the outcome. If the dispute involves the Chair, the matter will be referred to the HETI Chief Executive.

Role of Chair

Responsibilities

The Chair provides professional leadership to the PAC as Chair and expert advice to HETI and promotes a cohesive and effective environment. Key roles and responsibilities of the Chair include:

- To demonstrate and role model the NSW Health CORE values of Collaboration, Openness, Respect and Empowerment.
- Lead and facilitate discussion of the items on the agenda in such a manner as to ensure that the views of all stakeholders are heard and respected.
- Ensure that the decisions made about items discussed are clear and recorded transparently.
- Ensure that real or perceived conflicts of interest are managed appropriately.
- Provide recommendations and advice to the HETI Chief Executive and Medical Director.
- Refer to the Prevocational Training Council any systemic issues arising from surveys or significant changes to the accreditation standards.
- Manage low risk items out of session and report decisions back to the HETI PAC.
- Assist staff and committee members to understand their role, responsibilities and accountability.
- Authorise operational matters in accordance with HETI Prevocational Accreditation Procedures.



- Disclose interests, which may impinge upon the exercise of his or her duties as Chair of the HETI PAC.
- Notify HETI Medical Director of emerging risks.
- All additional duties listed in the PAC Chair's position description.

Role of Deputy Chair

The Deputy Chair is appointed by the HETI Chief Executive through expressions of interest received from serving PAC members.

The Deputy Chair will perform the duties of Chair when the serving PAC Chair has a conflict of interest or is unavailable.

Role of Members

- Members in accepting their position acknowledge they are working on the behalf of HETI to improve the safety and welfare of patients and doctors in the NSW Health system.
- Members must abide by HETI and NSW Health policies and procedures including:
 - Conflict of interest
 - Confidentiality
- All members should be surveyors or undertake surveyor training in their first 12 months on the HETI PAC.
- All members will be requested to review and lead on action items for the meetings.

Review of Terms of Reference

The HETI PAC will review its membership and performance against this Terms of Reference on an annual basis. The next review will take place late 2023 to accommodate the implementation of the new AMC National Framework for Prevocational Training.