

1. Purpose

The purpose of the Notification and change in circumstance guideline is to outline the situations in which providers accredited to deliver prevocational medical training in Queensland, or those seeking accreditation to do so, are required to inform Prevocational Medical Accreditation Queensland (PMAQ) of changes to their prevocational training program (PTP). Further, this document will distinguish which types of changes require notification and which types require a formal change in circumstance application.

2. Scope

This guideline applies to all accredited PTPs in Queensland and includes all components of the program from governance arrangements to terms in which training is conducted.

3. Context

The providers of accredited PTPs are responsible for ensuring ongoing compliance with accreditation standards. These are outlined in the National Framework for Prevocational Medical Training (NFPMT).

Facilities that train prevocational doctors are dynamic and it is acknowledged that changes to training programs can occur regularly. These changes may be a result of forward planning for the PTP or they may be due to influences outside the control of those managing and governing the PTP.

Where changes are planned and meet the requirements of a formal change in circumstance request, irrespective of the anticipated consequences, approval by PMAQ is required **prior to the changes taking effect** or placement of a prevocational doctor in the relevant program or term following implementation of such changes.

Where changes occur because of external influences and are not planned, it is expected that notification to PMAQ occurs in a timely manner and that consequences for ongoing accreditation are mediated between the training provider and the PMAQ Accreditation Committee.

4. The Standard

Standard 1.4.2 of the Australian Medical Council's (AMC) National standards for prevocational (PGY1 and PGY2) training programs and terms states: *The prevocational training program documents and reports to the prevocational training accreditation authority on changes in the program, terms or rotations that may affect the program delivery meeting the national standards.*

PMAQ has provided the following table to assist providers in distinguishing between what type of changes require a formal change in circumstance request in contrast to those that only require that PMAQ is informed.

Table 1 provides examples of changes which may occur within an accredited program and methods of notification required for each type of change. This table provides examples of the most common changes, however, does not constitute an exhaustive list.

Table 1

Type of change	Details of change	Managed internally by provider	Requires notification to PMAQ	Requires change in circumstance request
Roster	Start/finish times within usual business hours are amended	✓		
	Access to supervision decreases or mode of supervision differs			✓
	Access to education is affected			✓
	Prevocational doctor wellbeing may be affected (e.g., increase in overtime hours)			✓
	Access to term content is reduced or affected			✓
Term level	Administrative changes only (no change to content of term): -specialty or subspecialty -term category -term name -number of min/max weeks -team based -service term		✓	
	Content or experience of prevocational doctor will change , for example supervision, location, term restructure, staffing shortages, increase or change to duties, scope of practice, etc.			✓

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Type of change	Details of change	Managed internally by provider	Requires notification to PMAQ	Requires change in circumstance request
PGY1 Number of posts in a term	Temporary increase for a term or less that does not affect content of term or experience of PGY1 doctor (supervision, education, support, etc.)		✓	
	Temporary increase or decrease that affects: -PGY1 role(s)/responsibilities -access to or model of supervision -term content -access to education			✓
	Permanent increase in numbers			✓
New Term -PGY1 -PGY2 -Both	New Term			✓
PGY2 Number of posts in a term	Temporary increase or decrease in number of posts that does not affect content of the term or experience of the PGY2 doctor (supervision, education, support, etc.)		✓	
	Permanent increase or decrease in number of posts that does not affect content of term or experience of PGY2 doctor (supervision, education, support, etc.)		✓	
	Temporary change that alters: -supervision -education -term content -clinical experience category -or other fundamental aspects of the term			✓
	Permanent change that alters: -supervision -education -term content -clinical experience category -or other fundamental aspects of the term			✓
Term supervisors	Like for like	✓		
	Requires restructure, change to supervision, term content, experience or support of prevocational doctors			✓

Type of change	Details of change	Managed internally by provider	Requires notification to PMAQ	Requires change in circumstance request
Governance	Decision making or program outcomes are not impacted	✓		
	Decision-making role is altered			✓
	Decision-making process is altered			✓
	Implementation of decisions made is altered			✓
Program level	Ability to achieve program goals and outcomes is not affected	✓		
	Ability to achieve program goals is affected			✓
Leave of key programmatic staff (e.g., MEU, DMS, EDMS, term supervisors)	Short term (1 to 5 weeks) and is backfilled	✓		
	Short term (1 to 5 weeks) and is not backfilled, and has no impact on program level decision making processes or outcomes	✓		
	Leave is long term (more than 5 weeks) with no impact to program	✓		
	Decision making processes require amendment (e.g., DCT leave requires DMS to manage decisions)		✓	
	Leave and/or backfill duration is unknown, and/or absence may have significant impact on program outcomes or decision-making processes			✓
New staff member in significant position (MEU, DMS, EDMS)	Change is like for like		✓	
	Requires restructuring of roles and/or responsibilities; results in change in reporting lines			✓
Secondment arrangements (for prevocational doctors)	Experience and/or support for prevocational doctors is not affected	✓		
	Experience and/or support for prevocational doctors is affected			✓
	New secondment arrangement			✓

Type of change	Details of change	Managed internally by provider	Requires notification to PMAQ	Requires change in circumstance request
Loss of specialty college accreditation	The experience, supervision, support and education of prevocational doctors in the department and/or term is not affected	✓		
	Change does alter experience, supervision, support, education of prevocational doctors in the department and/or term			✓
Other	Contact PMAQ for further guidance			

Informing PMAQ of any notification or change in circumstance is required via the *revised* Notification and Change in circumstance forms. These can be found on the PMAQ website: <https://pmaq.health.qld.gov.au/accreditation-process/change-in-circumstance/>

5. Assessment of change in circumstance

Providers of accredited programs are required to complete and submit the Notification and Change in circumstance (CIC) forms to PMAQ. If the change requires a formal review, assessors will be convened to examine the evidence against the standards in the National Framework for Prevocational (PGY1 and PGY2) Medical Training Framework (NFPMT). In certain circumstances, it may be deemed appropriate for the change to be assessed by PMAQ staff. An interview with training provider staff or a site visit may be required to assist in the evaluation of evidence against the affected standards. The requirement for these is at the discretion of the assessors. Following analysis of the evidence provided against the relevant standard/s the assessor team will report their findings and recommend an outcome to the Accreditation Committee for adjudication. Recommendations may include:

- The change is approved
- Further information is required for the change to be adequately assessed
- The change is approved with condition (general or monitoring)
- The change is not approved

Prevocational doctors placed in terms that have undergone changes which have not been reviewed and subsequently approved, will be deemed to have completed an unaccredited term. This applies to all types of terms and may impact the trainee's eligibility for general registration or a certificate of completion, as well as on prevocational doctor and patient safety.

The outcome of an accreditation decision prompted by this process is subject to the PMAQ internal review process in accordance with the National Law.

6. Timelines

Prior to preparing a CiC please contact PMAQ to discuss the timeline for submission, including the expected outcome date. Discussion allows PMAQ to secure an assessor/s, notify the provider and receive acknowledgement of assessor prior to the submission date. This ensures the CiC is made available to the assessor/s promptly following submission. Please be aware that the timeline from submission to Accreditation Committee outcome may take up to 3 - 4 months.

7. Supporting documents

- Notification and change in circumstance forms
- Prevocational Medical Accreditation – Department of Health Standard (under review)
- National Framework for Prevocational Medical Training (PGY1 and PGY2)

7. Version Control

Version	Date	Comments
0.1	December 2018	<i>Initial draft prepared by PMAQ</i>
0.1	13 December 2018	Reviewed by PMAQ Accreditation Committee
0.2	17 December 2018	Endorsed by PMAQ Governance Committee
0.3	6 February 2019	Presented to PMAQ Governance Committee -update to logo and wording to 'change in circumstance'
1.0	27 February 2020	Migrated to QH template and reviewed current information.
1.1	9 July 2020	Guideline reviewed by Accreditation Committee
2.0	28 October 2020	Endorsed by A/DDG & Chief Medical Officer
2.1	07 March 2024	Updated to align with NFPMT requirements and endorsed by the PMAQ Accreditation Committee
3.0	3 April 2024	Approved by delegate
3.1	13 May 2024	Separation of one point into two to provide clarity regarding changes to PGY2 terms