



AMC accreditation requirements for Workplace Based Assessment providers and programs in 2020 in response to COVID-19

This statement provides advice on AMC actions to apply flexible accreditation requirements while workplace based assessment (WBA) program providers are dealing with the impacts of COVID-19 on patients, clinicians and systems, as well as on their capacity to run their accredited WBA program.

The accreditation of programs and the confirmation of candidate results are high stakes for the AMC and for the community. The AMC accredits WBA program providers to deliver a specific program of assessments to international medical graduates admitted to the program. Successful WBA candidates are awarded the AMC Certificate which, under the *Health Practitioner Regulation National Law Act 2009* (the National Law), the Medical Board of Australia accepts for the purposes of eligibility for general registration.

The AMC has introduced some additional flexibility to its accreditation processes for WBA providers/programs, in line with the objectives of the National Law, specifically

- (a) to provide for the protection of the public by ensuring that only health practitioners who are suitably trained and qualified to practise in a competent and ethical manner are registered;
- (d) to facilitate the rigorous and responsive assessment of overseas-trained health practitioners;
- (e) to facilitate access to services provided by health practitioners in accordance with the public interest.

Monitoring of accredited workplace based assessment providers/programs through progress reports

The AMC monitors that accredited WBA providers/programs continue to meet the approved accreditation standards through structured annual progress reports. A few WBA program providers have already or are in the process of submitting progress reports for 2020. The AMC will consider and respond to these. The AMC is open to waiving progress reports from providers with routine reports due later in the year. The AMC staff will contact providers to confirm intentions within the next 2 weeks.

Expectation of program changes in 2020

The AMC recognises WBA providers may need to vary approaches in areas relevant to the accreditation standards including: resourcing, site/locations for WBA programs, changes to the accredited assessment plan. The AMC's focus is on being assured that each WBA program has the capacity to implement the approved assessment plan, or an educationally equivalent plan, so that the AMC can grant successful candidates the AMC certificate.

Advising the AMC of changes

Normally WBA providers advise the AMC of changes to their accredited program by letter or through progress reports. The AMC Prevocational Standards Accreditation Committee reviews the proposals and recommends an accreditation decision to AMC Directors.

In the context of the COVID-19 response, the AMC will focus on prospective assessment of material changes such as those listed above. This will allow the AMC to continue to grant AMC certificates to eligible candidates in 2020. The AMC acknowledges that WBA providers may make other changes to their programs, e.g. selection processes, but these need only be recorded internally for reporting to the AMC in 2021.

The AMC requests that WBA providers advise of material changes¹ to programs for 2020 in response to COVID 19 using the attached proforma. Note: If the provider decides on a longer-term innovation, the AMC will need to consider separately.

¹ See definition on the next page.

Notifying the AMC of short-term material changes to an accredited WBA program in response to COVID 19

When to use this form

When you are making a material change to your AMC-accredited WBA program in response to COVID 19 developments, you need to inform the AMC.

This form is not for advising the AMC about long-term material changes to accredited programs.

The AMC defines a material change as:

- a change in capacity to manage the WBA program such as decreased resources and staff, or increased cohort size
- a change in the program such as addition of, or change to, location, or change in the program length or
- a substantial change to an existing element of the accredited assessment plan such as removal or addition of an assessment instrument to the accredited program or change in assessment method.

Prospective information: The AMC's focus is on changes being made in 2020, and on assurance that providers will implement the approved assessment plan or an equivalent plan. WBA providers should advise the AMC prospectively of these changes. The AMC accepts that plans and changes will evolve, and is open to receiving multiple forms across the year.

Retrospective information: WBA providers will need to inform the AMC in 2021 of other changes relevant to the accreditation standards and to confirm the return to the accredited assessment plan, or any further changes proposed to it.

AMC process for consideration of changes

The AMC will consider notifications of changes in the following way:

- Provider lodges *WBA Notification of Changes Form* and AMC acknowledges receipt. If you are planning changes to the accredited assessment plan, **please mark-up changes in track changes on the copy of your approved plan attached.**
- AMC staff review the information provided and decide whether the change meets the threshold for a material change. Staff will provide the form and a summary for the Chair of the Prevocational Accreditation Committee covering:
 - Current accreditation status of the program
 - Standards related to the change and whether the program currently meets the relevant standards related to the change proposed
- The Chair will either make a decision or refer the matter to the Prevocational Accreditation Committee.
- Changes to assessment plan will be reviewed by both accreditation and assessment committee chairs.
- The AMC will advise the provider of the outcome. If changes to the assessment plan are accepted, the AMC will reissue the revised approved plan.

Instructions for form submission

Complete the form, providing details of the change, and the impact on the program. Send the completed form to prevac@amc.org.au.

Questions/advice?

If you have questions or need advice, you are welcome to contact the Prevocational Standards Accreditation section via the above email, or by phoning the AMC on 02 6270 9734.