 AMC Notice of Intent

Logo placement area

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| --- | --- |
| **Provider name:** |  |
| **Date of notice:** |  |
| **Contact (name and position):** |  |
| **Email** |  |
| **Phone:** |  |

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| **Notice of Intent to become an AMC-Accredited WBA provider** | | |
| **Permissions** | *Evidence of permission to engage in the provision of a WBA program in the relevant health service(s)* | This may be evidenced by a signed letter from the relevant health service **ATTACHED.** |
| **Program lead and support** | *The program lead and administrative support* |  |
| **Sites** | *The planned location/s of the WBA program* |  |
| **Duration of the program** | *The duration of the program (the AMC recommends a 12-month program for new providers)* |  |
| **Size of initial cohort** | *The planned size of the initial cohort* |  |
| **Employed positions of candidates** | *The employed positions of candidates (e.g. PGY1, registrar)* |  |
| **Number of assessors** | *The planned number of assessors for the initial cohort* |  |
| **Assessment plan** | *The intended mix of assessment methods.* |  |
| **Planned rotations** | *The planned candidate rotations and supervision* |  |

**Steps for organisations seeking accreditation**

**Notice of intent**

An organisation wishing to make an application for accreditation as a WBA provider should register a notice of intent with the AMC so that the AMC can advise on the timing of the application process and schedule review of the application.

It is best to do this early, in the planning stage. The Notice of Intent form is available here.

**Application for initial accreditation**

Applicants must make a submission to the AMC addressing how the proposed program will meet the accreditation standards.

The accreditation standards and procedures are available on the AMC website.

The submission template is available on the AMC website.

Applicants are advised to engage with established AMC-accredited WBA Programs in advance of their submission. The list and contact details for AMC-accredited WBA providers is on the AMC website

There is also a WBA Resource Guide which is available online at <http://wbaonline.amc.org.au/> and which provides relevant information and advice on how to set-up a WBA program.

Key things to consider:

- has the proposed WBA program the formal support of health service management?

- will there be administrative support for the program?

This includes, the selection process, coordination of training for assessors, coordination of assessments, the monitoring and evaluation of the program.

- are there adequate candidate employment opportunities?

WBA candidates must be able to be assessed in the performance of work across a range of clinical areas. If the program is proposing to take candidates with an employment contract in a single post/setting additional arrangements may need to be made for the candidate to work and be assessed in the full range of clinical areas. It is necessary to demonstrate the breadth of work required and the health service’s support for special arrangements.

A health service may apply for accreditation individually, or as part of an arrangement with other local hospitals and/or general practices.

All WBA programs must include Mini-Clinical Evaluation exercises, Case-based Discussions, and multisource feedback. Most providers also include other assessment methods to ensure all clinical areas and assessment domains are appropriately assessed, such as direct observation of procedural skills (DOPS), in-training assessments (ITAs), and logbooks.

The mandatory national assessment forms for Mini-Clinical Evaluation exercises, Case-based Discussions, and multisource feedback are available These forms are available via the WBAOnline website: <http://wbaonline.amc.org.au/forms/>

**Consideration of the application**

The AMC Prevocational Standards Accreditation Committee will assess the submission against the standards and will consider feedback on the provider’s assessment plan and blueprint from the AMC Assessment Committee Chair. The Prevocational Standards Accreditation Committee will make a recommendation to the AMC Directors on initial accreditation. AMC Directors will then make an accreditation decision based on this recommendation.

There is a fee for consideration of a new WBA application (currently $2500 excluding GST) and an ongoing annual fee for AMC monitoring of the program (currently $1000 excluding GST).

The AMC recommend that potential providers consider the viability of their health service for the WBA.

The Australian Medical Council Accreditation of Workplace Based Assessment Providers: Standards and Procedures are available on the AMC website. This document provides information about WBA and the processes involved in accreditation. Specifically, section B9 of the standards and procedures describes the AMC accreditation process for WBA, including for new providers.

**AMC website** - <https://www.amc.org.au/assessment/pathways/overview/standard/wba-standard-pathway/>

| Method | Requirements |
| --- | --- |
| Mini Clinical Evaluation exercises (Mini-CEX) | *Number and details:*   * twelve (12) Mini-CEXs must be completed throughout the program in total * must cover two (2) in each clinical area   *Passing requirements:*   * nine out of twelve (9/12); and * at least one in each clinical area |
| Case-based discussion (CBD) | *Number and details:*   * six (6) CBDs must be completed throughout the program in total * must cover at least three (3) clinical areas   *Passing requirements:*   * five out of six (5/6) |
| Multisource feedback (MSF) | *Number and details:*   * As a guide, two rounds of MSF should be completed; the first round being formative and the second round being summative. * It is recommended that a minimum of six and up to twelve suitable assessors in each category of assessor should complete the feedback for each candidate in each group, for example, six medical colleagues and six co-workers. Greater numbers are required when using patients. |