



Appendix 2 - Definitions of Reviews for Positions

2.1 Provisional Accreditation

Review 1	At time of initial application - table top review of application, possible communication with post to clarify application information
Review 2	within 6 months – accreditation site visit

Review 1

A table top review of the application will be conducted by the Accreditation Manager at the College. If required communication via email or teleconference may be arranged with the post to clarify application information.

If a teleconference is required we may speak to the following people:

- A member of the Executive Management team
- The Supervisor of Training
- A HR representative
- The current candidate
- The candidate's Preceptor
- The RAMCA Jurisdictional Coordinator of Training
- Any other person(s) involved with the position or training at the training facility.

Review 2

A site inspection will be arranged and an Accreditation Panel will conduct a site visit. The Accreditation Panel will attend the training facility and ask questions/conduct interviews based on the Standards and Criteria listed in above the Regulation for Accreditation of Training Positions.

During the site review the inspection team may interview the following people:

- A member of the Executive Management team
- The Supervisor of Training



- A HR representative
- The current candidate
- The candidate's Preceptor
- The RAMCA Jurisdictional Coordinator of Training
- Any other person(s) involved with the position or training at the training facility.

A site visit report will be produced and distributed.

If, at the completion of both reviews, the training facility **satisfies** the Accreditation Panel that the minimum requirements for accreditation are continuing to be met, the Accreditation Panel have the discretion to reassess the position and change the accreditation outcome of the position to full accreditation.

If, at the completion of both reviews, the training facility **does not satisfy** the Accreditation Panel that the minimum requirements for accreditation are continuing to be met, the Accreditation Panel have the discretion to reassess the position and change the accreditation outcome of the position to accreditation with recommendations, or withdraw accreditation.

2.2 Accreditation with Recommendations

Reviews (arising from accreditation with recommendations)

Review 1	2 months	Correspondence with post to see how recommendations are being implemented
Review 2	4 months	Teleconference with post to see how recommendations are being implemented (if required)
Review 3	6 months	Teleconference or site inspection to confirm or withdraw accreditation (as determined by the Accreditation Panel)

Review 1

Correspondence via email or teleconference will be arranged with the officer who applied for accreditation and/or the candidate's supervisor (by the Accreditation Manager at the College) for discussion on the recommendations and how they are being implemented.

If recommendations have been complied with, the Accreditation Manager will report this to the Accreditation Panel who have the discretion to reassess the position and change the



accreditation outcome of the position to full accreditation.

If recommendations have not been complied with, the training facility is advised, and the position will move onto the next review, being review 2 at 4 months.

Review 2

If the Accreditation Panel determines during review 1, that recommendations are not satisfactorily being complied with, a teleconference will then be conducted with the Accreditation Panel site visit team and other relevant stakeholders.

During the teleconference the site visit team may interview the following people:

- A member of the Executive Management team
- The Supervisor of Training
- A HR representative
- The current candidate
- The candidate's Preceptor
- The RAMCA Jurisdictional Coordinator of Training
- Any other person(s) involved with the position or training at the training facility.

A Report of the teleconference will be produced and distributed.

If recommendations have been complied with, the Accreditation Manager will report this to the Accreditation Panel who have the discretion to reassess the position and change the accreditation outcome of the position to full accreditation.

If recommendations have not been complied with, the training facility is advised, and the position will move onto the next review, being review 3 at 6 months.

Review 3

If the Accreditation Panel determines during review 2, that recommendations are not satisfactorily being complied with, a further teleconference or site visit will then be conducted with the Accreditation Panel site visit team and other relevant stakeholders.

Once the teleconference or further site visit has been concluded, a new site visit report will be completed and sent to all relevant parties.

During the teleconference or site visit the site visit team may interview the following people:



- A member of the Executive Management team
- The Supervisor of Training
- A HR representative
- The current candidate
- The candidate's Preceptor
- The RAMCA Jurisdictional Coordinator of Training
- Any other person(s) involved with the position or training at the training facility.

If recommendations have been complied with, the Accreditation Panel who have the discretion to reassess the position and change the accreditation outcome of the position to full accreditation.

If recommendations have not been complied with, the training facility is advised, and accreditation may be withdrawn.