



## Appendix 4 - Processes

### 4.1 Position gains provisional accreditation

#### Provisional accreditation can occur:

- *Upon the creation of a new position and a successful application for accreditation*

#### Process:

1. RACMA accreditation manager reviews the application and either the:
  - (a) Position is provisionally accredited by the Accreditation Manager. Letter to applying officer advising of accreditation status and review requirements.
  - (b) Further information is required either via email or teleconference. Email correspondence with training site to notify applying officer.
2. Email correspondence with applying officer to organise an accreditation site visit.
3. Site visit occurs
4. Report prepared by Accreditation Panel to advise of site visit outcome and accreditation status.

#### Approved report will advise that the position(s) have now gained either:

- Full accreditation
- Accreditation with recommendations
- Withdrawal of accreditation



## 4.2 Position gains accreditation with recommendations

### 4.2.1 Accreditation with recommendations can occur:

- *After a site inspection*

#### Process:

1. Report approved by Accreditation Panel who attended the site visit.
2. Report approved by the following:
  - Accreditation Review Panel
  - Education and Training Committee
  - Board of Directors
3. Letter to applying officer of the training post advising that the position at the training facility has accreditation with recommendations and that a review 1 is due at 2 months.
4. Letter to the training setting addressed to the applying officer after review 1 (2 month review) advising :
  - (a) **Recommendations complied with:** letter advises of new accreditation status of post. Letter to the health setting of the training post will be provided advising that the training post has gained full accreditation and that no reviews are due until accreditation expires, (unless the College is advised of changes in position, or any deficiencies or concerns). This letter will outline the requirements to be complied with to maintain accreditation. Noncompliance with these requirements may constitute a breach of accreditation standards.
  - (b) Recommendations **not** complied with: advising of 4 month teleconference and of recommendations that will be reviewed.
5. Letter to applying officer of the training post advising that the position at the training facility has accreditation with recommendations and that a review 2 is due at 4 months.



6. Letter to applying officer after review 2 (4 month review) advising:
  - (c) **Recommendations complied with:** letter advises of new accreditation status of post. Letter to the health setting of the training post will be provided advising that the training post has gained full accreditation and that no reviews are due until accreditation expires, (unless the College is advised of changes in position, or any deficiencies or concerns). This letter will outline the requirements to be complied with to maintain accreditation. Noncompliance with these requirements may constitute a breach of accreditation standards letter advises of new accreditation status of post.
  - (d) Recommendations **not** complied with: advising of 6 month site visit or teleconference and of recommendations that will be reviewed.
7. Letter to applying officer after review 3 (6 month review) advising:
  - (e) **Recommendations complied with:** letter advises of new accreditation status of post. Letter to the health setting of the training post will be provided advising that the training post has gained full accreditation and that no reviews are due until accreditation expires, (unless the College is advised of changes in position, or any deficiencies or concerns). This letter will outline the requirements to be complied with to maintain accreditation. Noncompliance with these requirements may constitute a breach of accreditation standards letter advises of new accreditation status of post.
  - (f) Recommendations **not** complied with: letter to training post advising withdrawal of accreditation.

## 4.3 Position gains full accreditation

### 4.3.1 Full accreditation occurs:

- i. *After a site inspection*



- ii. *After a review check of the training post that has been issued recommendations which have been satisfied*

#### 4.3.2 Process:

1. The Accreditation site-visit panel develops a report of the site-visit which is signed off by the Panel Chair
2. Report is to be approved by the following:
  - Accreditation Review Panel
  - Education and Training Committee
  - RACMA Board
3. Letter to the health setting of the training post will be provided advising that the training post has gained full accreditation and that no reviews are due until accreditation expires, (unless the College is advised of changes in position, or any deficiencies or concerns). This letter will outline the requirements to be complied with to maintain accreditation. Noncompliance with these requirements may constitute a breach of accreditation standards.
4. Maintain a list / record of Training posts that have been accredited on the RACMA accreditation database and appropriately recorded in the CMS.

#### 4.4 Position has accreditation withdrawn

##### 4.4.1 Withdrawal of accreditation can occur:

- *At the completion of an accreditation with recommendation period where recommendations were not met.*
- *At the completion of an unsatisfactory site visit.*

1. Report approved by Accreditation Panel who attended site visit.
2. Report approved by the following:
  - Accreditation Review Panel
  - Education and Training Committee



- Board of Directors
3. Letter to applying officer advising that position(s) at their training facility have had accreditation withdrawn.

#### **4.4.2 The training position(s) are no longer in existence.**