

# Survey preparation checklist

## For prevocational training providers

Task	Due date
Review the <b>Guide to Survey Evidence</b> available under <i>Supporting Documents</i> in PMAP survey and commence uploading evidence.	3 months before survey
Provide a draft timetable to the <b>Program Coordinator</b> via email.  Note: <ul style="list-style-type: none"> <li>Use applicable sample timetable (virtual or face to face) provided under <i>Overview</i> section of PMAP</li> <li>Participation of trainees and term supervisors from provisional terms and offsite terms is essential</li> <li>'Facility tour' must include offsite terms.</li> </ul>	2 months before survey
Complete <b>PTP Self-Assessment</b> under each criteria on PMAP.  Note: <ul style="list-style-type: none"> <li>Add comments against each rating outlining how each criteria is met</li> </ul>	6 weeks before survey
Update <b>workforce staffing numbers</b> in PMAP.  This can be done by clicking through the provider's page and accessing the <i>Workforce</i> tab on PMAP.	6 weeks before survey

<p>Upload relevant documents for Evidence 1 – 43 in the <i>Evidence</i> tab in PMAP.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>Follow the <b>Guide to Survey Evidence</b>, available under <i>Supporting Documents</i> in PMAP, to ensure all required documentation is uploaded.</li> <li>In the comment section provide details of how the evidence demonstrates the criteria are met</li> <li>Term descriptions (evidence item 17) do not need to be uploaded</li> </ul>	6 weeks before survey
<p><b>Face to face survey</b></p> <p>If the survey is conducted face to face:</p> <ol style="list-style-type: none"> <li>book two meeting rooms</li> <li>organise the videoconferencing link for any attendees joining remotely</li> <li>catering (after confirming with HETI about food requirements for the team)</li> <li>arrange parking and building access. Provide information to HETI</li> <li>ensure WiFi access is available for survey team. Provide information to HETI</li> <li>prepare name tags for each surveyor. To be distributed on Day 1 of survey</li> <li>if required, organise travel for any offsite terms</li> <li>provide a mobile phone number of the ‘nominated contact’ for the survey team members.</li> </ol>	6 weeks before survey
<p><b>Virtual survey</b></p> <p>If the survey is conducted virtually:</p> <ol style="list-style-type: none"> <li>book two meeting rooms with Audio Visual Link (AVL) facilities (MS Teams or PEXIP)</li> <li>coordinate a test run AVL with HETI staff</li> </ol> <p>During the survey</p> <ul style="list-style-type: none"> <li>it is recommended that all participants are present in the meeting room, in person</li> <li>ensure additional support staff are available outside of the meeting room to facilitate entry/exit of participants.</li> </ul>	6 weeks before survey
<p>Circulate <b><u>‘Prevocational Accreditation Surveys – A Guide for Junior Doctors’</u></b> to all JMOs.</p>	1 month before survey
<p>Brief all <b>Term Supervisors</b> about the process and purpose of accreditation surveys.</p>	1 month before survey