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11 January 2018

**Private and confidential
To be opened by addressee only**

Dr Dale Bramley
Chief Executive Officer
Waitemata District Health Board

Via email only: dale.bramley@waitematadhb.govt.nz

Dear Dr Bramley

Medical Council of New Zealand (Council) accreditation report

Waitemata District Health Board (DHB) recently underwent an accreditation assessment as a provider of prevocational medical training. Council's accreditation team has completed its review, taking into account information provided by Waitemata DHB as part of its self-assessment, as well as findings from the site visits to North Shore and Waitakere Hospital on 4 and 5 September 2018.

At its meeting on 4 and 5 December 2018, Council reviewed the draft *Prevocational medical training accreditation report: Waitemata District Health Board* and your response to the report.

Council's decision

Following consideration of your response to the draft *Prevocational medical training accreditation report: Waitemata District Health Board*, Council resolved to amend the outcome of Standard 3.4 Orientation from 'not met' to 'substantially met'.

Having made this amendment, Council resolved to endorse the *Prevocational medical training accreditation report: Waitemata District Health Board* and resolved that:

- the overall outcome of the assessment for accreditation is substantially met
- Waitemata DHB be accredited for a period of 3 years (until 31 December 2021) subject to it satisfactorily addressing the required actions below.

As above, Council resolved that it requires an interim report from Waitemata DHB that satisfies Council that the required actions specified below have been addressed by **14 June 2019**:

1. Waitemata DHB must ensure that the process of obtaining informed consent aligns with Council's statement on *Information, choice of treatment and informed consent* and is understood by all staff involved in patient care and enacted across all services. (Standard 3.1.10)
2. Waitemata DHB must ensure that interns commencing employment partway through the intern year receive appropriate orientation to the DHB. (Standard 3.4.1)

3. Waitemata DHB must ensure that formal orientation at the start of each clinical attachment occurs. (Standard 3.4.2)
4. Waitemata DHB must ensure that interns are clinically supervised at a level appropriate to their clinical experience and responsibilities at all times. (Standard 4.3.2)
5. Waitemata DHB must ensure that applications for annual leave are dealt with fairly and transparently. (Standard 6.2.7)

Please find enclosed a template for the interim report due **14 June 2019**. Please note, if, 12 months after accreditation has been granted, all the required actions have not satisfactorily been addressed, a further accreditation assessment will be required within 6 months of Council's decision.

The Education Committee will review the interim report at its meeting in August 2019.

Final report

Please find enclosed the report *Prevocational medical training accreditation report: Waitemata District Health Board*. Council will publish the enclosed report on its website on **12 February 2019**.

Feedback on prevocational medical training accreditation assessment process

Council would like to invite Waitemata DHB to provide feedback on its recent experience of Council's accreditation process. Please find enclosed a feedback form. Your feedback will inform quality improvement of our processes.

On behalf of the accreditation team, I would like to thank you and the staff at Waitemata DHB for all of the assistance we received organising and making arrangements for the visit.

Should you have any questions regarding the above, please do not hesitate to contact Hollie Bennett, Team leader, Education on 04 381 6786 or by email at hbennett@mcnz.org.nz.

Yours sincerely



Joan Simeon
Chief Executive Officer

cc Dr A Brant (Chief Medical Officer)
Dr I Wallace (Clinical Director of Training)
Drs N Ahmed, L Chapman, R, Desai, H Gardner, A Herd, P Insull, A Jenner, R Kalluru, V Ozorio, K Read, P Shapkov and V Singh (Prevocational Educational Supervisors)
Ms N Heap (Team Leader, Clinical Education and Training Unit)
Ms T Davis (Portfolio Manager Workforce Operations, NRA)

encl *Prevocational medical training accreditation report: Waitemata District Health Board*
Template for interim report due 14 June 2019
Feedback form