National Safety and Quality Health Service Standards accreditation (second edition)

Application process and scheduling of short notice accreditation

Assessment pathway

*The application process and scheduling of short notice accreditation assessments applies to all public health service organisations within scope of the Accreditation Policy for Victorian public health service organisations – National Safety and Quality Health Service Standards (the policy) and aligns with the Department of Health and Human Services’ (the department) regulatory policy for accreditation.*

*The short notice assessment pathway requires health service organisations to comply with the requirements of the NSQHS Standards (second edition) and have in place processes to demonstrate compliance at any time.*

1. **Application process and scheduling of short notice accreditation assessments**
   1. Participation in the short notice assessment pathway is voluntary for health service organisations
   2. Health service organisations wishing to commence short notice assessments should seek approval from the department at least **6 months**before their current accreditation award expires. This is to allow sufficient time for the department to consider and consult with the Commission as to the standards selected for the initial assessment
   3. Requests to participate in the short notice pathway are to be made in writing by the Chief Executive Officer of the health service, directly to the department. Please refer to Appendix 3: Accreditation notification contacts and timelines, via <<https://www2.health.vic.gov.au/hospitals-and-health-services/quality-safety-service/hospital-accreditation/policy-on-accreditation>> for applicable contact details
   4. Health service organisations contemplating short notice assessments should ensure their safety and quality systems are well embedded, and routine processes are in place to monitor safety and quality performance against the NSQHS Standards (second edition)
   5. The request should demonstrate that they have considered;
      1. Potential risks and appropriation of the mitigation strategies for the short notice assessment pathway
      2. Advice obtained from the Commission, the accrediting agency, and/or any other external organisation’s recommendations regarding the intention to transition to the short notice pathway
   6. In making a determination, the department will consider the following;
      1. The level of risks and mitigation strategies outlined in the request
      2. The previous accreditation achievements of the health service organisation, their performance track record, and any ongoing quality and safety issues
      3. Advice from Safer Care Victoria, the Office of the Chief Psychiatrist, and other relevant agencies and organisations including the Commission
   7. The department will provide a response in writing to the Chief Executive officer of the health service within **28 days** of receipt of the request to transition to the short notice assessment pathway
2. **Questions and further information**

For all questions or further information about the *Extension process for public health service organisations in Victoria* or the *Accreditation policy for Victorian public health service organisations – National Safety and Quality Health Service Standards (second edition) ,* visit <https://www2.health.vic.gov.au/hospitals-and-health-services/quality-safety-service/hospital-accreditation/policy-on-accreditation> or contact [accreditation@dhhs.vic.gov.au](mailto:accreditation@dhhs.vic.gov.au)

