

KEY ACTIONS for accrediting agencies

Scheduling for short notice assessment

This fact sheet provides examples of schedules for short notice assessments, over an eight-year period.

A short notice assessment may occur once in a three-year accreditation cycle. Accrediting agencies must ensure assessments:

- Commence at least four months before the current accreditation expiry date
- Be completed before the current accreditation cycle expires
- Be conducted more than six months after the last assessment
- Occur no more than four years after the previous assessment.

Accreditation expiry date

An assessment occurs only once in an accreditation cycle. An accreditation cycle is three years. Once mandatory short notice assessments commence, your accreditation expiry date and month will remain unchanged and at the end of accreditation cycle, the expiry date will move forward three years, regardless of when the assessment occurs.

Please see [Fact Sheet 17: Short notice accreditation assessment for more information](#).

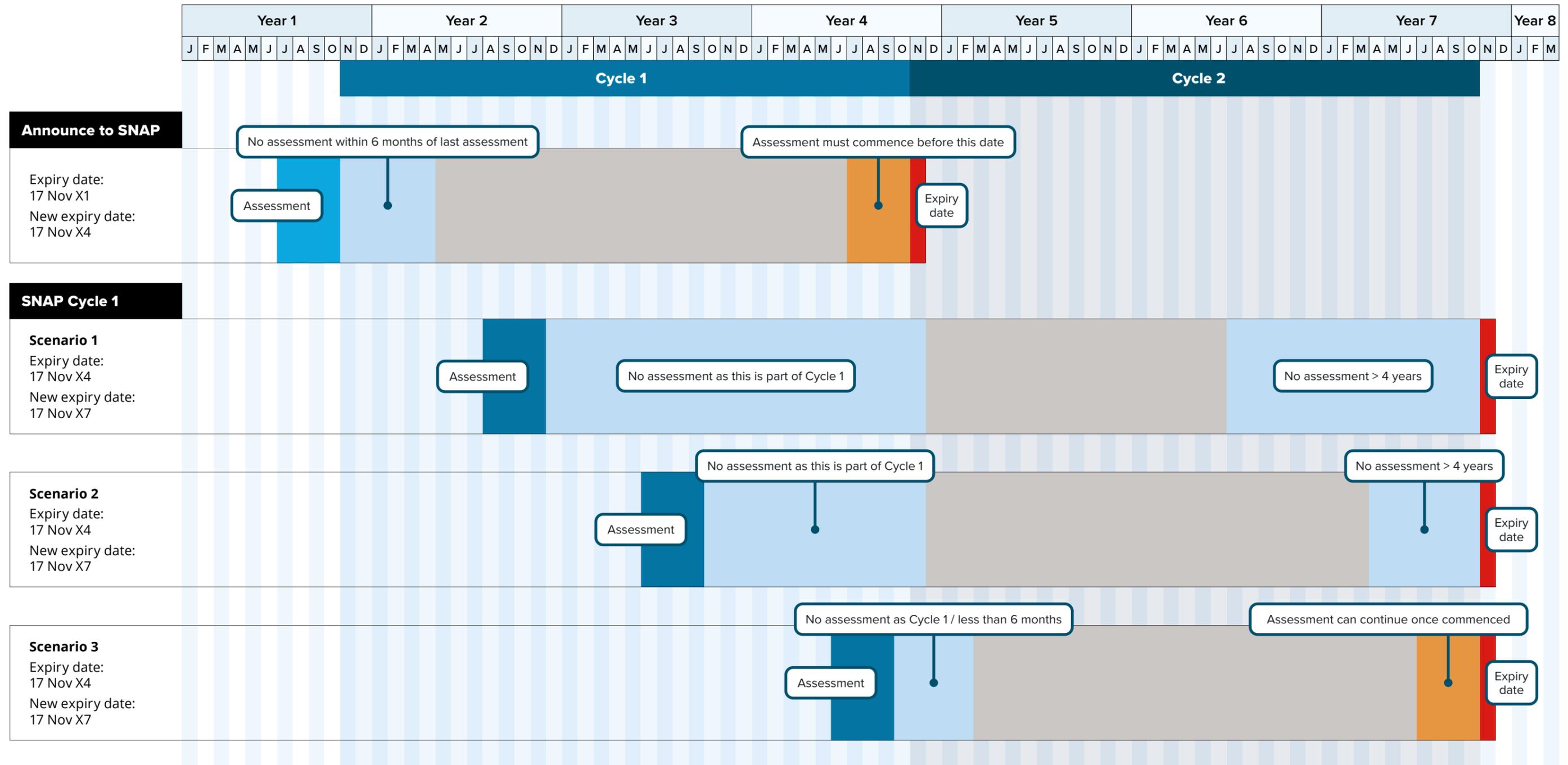
Example of short notice cycles

[Figure 1](#) applies the rules for the timing of assessments to three examples for scheduling a short notice assessment.

The example in Figure 1 has been colour coded in line with the short notice assessment scheduling rules:

- Once a short notice assessment has been completed, no further assessment can occur in the following six month-period, unless there is a requirement for an announced mandatory reassessment (see [Fact Sheet 3: Reassessment of health service organisations](#))
- An assessment can occur at any time during this period
- An assessment must commence at least four months before the accreditation expiry date. This is the last possible date an assessment can commence. However, if commenced before this date, the assessment may be conducted during this period.

Figure 1: Scheduling for short notice assessment



- Key**
- Last announced assessment completed and accreditation awarded on 1 November of Year 1
 - Accreditation expiry date - 1 November
 - No assessment can be conducted
 - Assessment could be conducted
 - Assessments may be conducted, but must be commenced at least four months from the accreditation expiry date
 - Assessment conducted

Scheduling short notice assessments

Figure 1 shows the last announced assessment was completed in November in Year 1 and this became the new accreditation expiry date. The first short notice assessment must be completed by the expiry date which is 17 November in Year 4. The following scenarios provide examples of how the timing rules apply to scheduling assessments for the next accreditation cycle.

Scenario 1

If the first short notice assessment commenced during August in Year 2, then:

- The second short notice assessment cannot occur before 17 November in Year 4 as this remains part of Cycle 1
- An assessment must be completed before August in Year 6 to ensure there is no more than four years between assessments.

Scenario 2

If the first short notice assessment occurs in the middle of the accreditation cycle, such as during June in Year 3, then:

- The second short notice assessment cannot commence until November in Year 4, which is the start of the new accreditation cycle
- The assessment must be complete before April in Year 7 to ensure there is no more than four years between assessments.

Scenario 3

If the first short notice assessment commences during July in Year 4, prior to the accreditation expiry date, then:

- The next assessment cannot occur between October and November in Year 4 as this is part of Cycle 1
- The assessment cannot occur between December and March in Year 5 as the assessment must commence more than six-months from the completion of the last assessment
- The assessment must be commenced by July in Year 7 as this is four months prior to the accreditation expiry date.

Questions?

For more information, please visit: safetyandquality.gov.au/standards/nsqhs-standards.

You can also email the Safety and Quality Advice Centre at AdviceCentre@safetyandquality.gov.au or call 1800 304 056.