

Information for NSW Local Health Districts and Speciality Health Networks National Safety and Quality Health Service Standards Consideration for Short Notice Assessments

This information sheet has been developed by the NSW Ministry of Health and the Clinical Excellence Commission (CEC) to provide guidance to Local Health Districts and Speciality Health Networks (LHD/SHNs) in the requesting and endorsement process of short notice assessments.

Short notice assessments were introduced in 2019 as an alternative to announced assessments for accreditation to the National Safety and Quality Health Service (NSQHS) Standards under the 2018 Australian Health Service Safety and Quality Accreditation (AHSSQA) Scheme reforms. These assessments were piloted at two clinical sites in Queensland between 2016 and 2018 with positive feedback relating to both outcomes and processes.

Short notice assessments are an alternative pathway for accreditation against the National Safety and Quality Health Service (NSQHS) Standards and are conducted three times over the accreditation cycle (3 years) with a minimum of 48 hours notice. Each assessment will cover three to four standards with all standards assessed at least once in the accreditation cycle.

Participation in short notice assessments is voluntary for NSW public health service organisations.

Applying to transition to short notice assessments

LHD/SHNs wishing to transition to short notice assessments require approval from the Ministry of Health. Following initial discussions with their accrediting agency, LHD/SHNs may contact the CEC to progress an application to transition to short notice assessments.

All requests to transition to short notice assessments should be via formal correspondence to the NSW Ministry of Health through the Patient Experience and System Performance Division by writing to Executive Director System Management.

The request should include:

- The most recent accreditation assessment report(s),
- Evidence of performance against the safety and quality key performance indicators (KPIs) as described in the LHD/SHNs Service Agreement,
- The latest attestation statement for the LHD/SHN, and
- The latest Safety and Quality Account demonstrating a commitment to safe quality care and continuous improvement.

Consideration for short notice assessments

The Patient Safety First Unit within the Ministry of Health will review the information and provide a formal response regarding the outcome to the LHD/SHN Chief Executive.

Factors influencing the decision to support short notice assessments will be based on the following.

- Strong and robust clinical governance systems and processes that align with the Clinical Governance Standard and engages all managers and clinicians in clinical governance.
- Transparent access to audit data within the LHD/SHN to support the NSQHS Standards.
- Current accreditation status (not expired)

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- The latest accreditation assessment demonstrates robust clinical quality and safety practices.
- Strong performance against safety and quality KPIs.

Further information on short notice assessments

The Australian Commission on Safety and Quality in Health Care (ACSQHC) has published a number of Fact Sheets relating to the accreditation scheme reform. [Fact Sheet 6: Short Notice Assessments](#) provides a detailed outline of the short notice assessment process and includes information relating to:

- the short notice assessment process,
- transitioning from an announced to a short notice assessment pathway,
- transitioning from a short notice assessment to an announced assessment pathway,
- the roles and responsibilities for accrediting agencies, the ACSQHC, regulators, assessors and health service organisations.

For further information on short notice assessments, or other information regarding the accreditation process within NSW, please contact the CEC via email CEC-Quality@health.nsw.gov.au