National Safety & Quality Health Service Standards

How to prepare for accreditation

This table details the steps you need to take to be ready for a short notice assessment – also known as a 'SNAP' – which is an important step in the implementation of the NSQHS Standards.

We've also included a list of evidence you'll need to provide the assessors when the time comes.

Action item		Detail	Evidence required
1.	**Review active trial**	• Ensure you know the status of all clinical trials in your department. • Update and maintain documentation for each project, including Ethics and Governance approvals. • Close inactive trials and review performance against recruitment targets.	• List of active trials with recruitment data and final reports for closed studies.
2.	**Verify trial documentation**	• Ensure your **Investigator Site File (ISF)** is up-to-date and stored securely (e.g., SiteDocs, SharePoint). • Maintain complete records for Clinical Trial Notifications (CTN), ethics approvals, and current protocols.	• Current delegation logs, consent forms, participant information, and agreements.
3.	**Confirm consent process compliance**	• Verify that all consent processes align with **Good Clinical Practice (GCP)** and HREC-approved protocols. • Ensure documentation of the consent process, including use of interpreters and participant engagement.	• Signed Participant Information and Consent Forms (PICFs) and medical record entries for consent discussions.
4.	**Ensure study team training**	• Ensure all team members have completed required training (GCP, Open	• Training logs with documented completion of mandatory and study-specific training.

Action item		Detail	Evidence required
		Disclosure, Statutory Duty of Candour). • Store certificates in both personal files and site files.	
5.	**Update policy awareness and incident reporting**	• Familiarise your team with current Austin Health policies and ensure everyone knows how to report incidents via **RiskMan**.	• Documented incident reports and adherence to clinical trial adverse event policies.
6.	**Demonstrate consumer involvement**	• Document consumer engagement in trial design, ensuring fair and equitable access for all populations, including CALD and Indigenous communities.	• Notes on consumer engagement and efforts to ensure equitable trial participation.
7.	**Assess facilities and equipment**	• Ensure that trial equipment is operational, tagged, and that unused equipment is removed. • Evaluate the appropriateness of clinical trial spaces and storage areas.	• Documentation of equipment maintenance and facility readiness. • Completed risk register templates and evidence of risk mitigation actions.

We're here to help
If you have any questions about how to prepare for the SNAP, please contact the Discovery & Innovation Unit on +61 (3) 9496 4090 or email research@victri.org.au for some more tips and guidance.