



LARU Accreditation Notification, Authorisation and/or Reporting Schedule

To aid compliance, a summary of the notification, authorisation and reporting requirements and timelines referenced in MP 0134/20 *National Safety and Quality Health Service Standards Accreditation Policy* is outlined in the table below.

Policy reference	Notification, Authorisation and/or Reporting Requirement	Completed by	Reported/ Request to	Time frame
3.1.1.2	Request to commence SNA	Public Health Service Facility	LARU (authorised on a case by case basis)	Written request to LARU on or before six months from accreditation expiry date.
3.1.1.2	SNA standards to be assessed at each cycle	LARU	Accrediting Agency	48 hours' notice prior for each SNA.
3.1.2	Interim Accreditation	Public Health Service Facility	LARU	Notify LARU when a date has been determined with an accrediting agency. Note: Interim Assessments are to be scheduled within 10 working days from the commencement of service provision.
3.1.2	Follow up accreditation date post interim accreditation	Public Health Service Facility	LARU	Notification of scheduled accreditation when booked post interim assessment (date scheduled to be within 12 months of the interim assessment date).
3.2.2	Change of Accrediting Agency	Health Service Provider	LARU	Health Service Providers which wish to change their accrediting agency must submit the request in writing to LARU.
3.2.3	Accreditation Registration (using Public Health Service Facility Accreditation Registration form)	Public Health Service Facility	LARU	Annually (by 31 January each year) and as necessary to reflect any changes.

3.2.4	Accreditation cycle schedule request for time period extension.	Health Service Provider	LARU	Written request as soon as change to schedule apparent and prior to accreditation expiry date.
3.2.6	Final Accreditation Outcome Report	Public Health Service Facility	LARU	30 working days of the assessment date.
3.2.7 and 3.2.8	Initial Accreditation Assessment significant risk, large number of not met ratings	Accrediting Agency	LARU	Verbal confirmation, two working days post initial assessment (includes large number of not met rating) including final assessment schedule date.
3.2.7 and 3.2.8	Initial Accreditation not met ratings small number of not met ratings.	Public Health Service Facility	LARU	Verbal confirmation, five working days post initial assessment including final assessment schedule date.
3.2.7	Initial Accreditation Assessment – Not met report	Public Health Service Facility	LARU	Forward when to hand.
3.2.8	Remediation period and date and type of final assessment planned	Public Health Service Facility	LARU	Verbal confirmation, five working days post initial assessment including final assessment schedule date.
3.2.6	Final Assessment Report	Public Health Service Facility	LARU	30 working days post initial assessment.
3.2.11	Pending failure or failure to achieve accreditation	Health Service Provider	LARU	Verbal notification within two working days.