



Timeframes for submission of accreditation information and reporting to LARU - Quick reference guide

The Licensing and Accreditation Regulatory Unit (LARU) is the state regulator responsible for regulating accreditation of all public and private hospitals and private day hospitals (Class A) in Western Australia. To aid compliance, a summary of the notification 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.

Requirement	Completed by	Time frame
Request to change accrediting agency for consideration	Health service	Prior to contract with new agency
Annual update of accreditation details with LARU	Health service	Annually by 31 October ¹
Update of accreditation details with LARU	Health service	When details change
LARU approval to defer a scheduled assessment	Accrediting agency	When rescheduling is considered
LARU approval for transition to other National Safety and Quality Standards	Health Service CE or Licence holder	When considering transition to other National Safety and Quality Standards
Notify LARU of Interim accreditation assessment date	Health service	When scheduled
Notify LARU of Interim accreditation 12 month follow up assessment date	Health service	When scheduled
Notify LARU when a significant risk/s identified at assessment	Accrediting agency	Verbal within 48 hours of this finding. Provide remedial action plan when available
Notify LARU of final assessment date and type (onsite or desktop) when actions rated <i>met with recommendation</i> or <i>not met</i> at initial assessment	Health service	When scheduled
Notify LARU when a mandatory reassessment is required	Health service	Verbal within 48 hours of initial assessment
Notify LARU when accreditation is not awarded and withdrawn	Health service	Within 48 hours of assessment
Submit accreditation assessment ratings report to LARU	Health service	5 business days post assessment
All finalised assessment outcome reports to LARU	Health service	Immediately when received by the HSP
Notify LARU of potential failure to achieve or maintain accreditation	Health service	When evident
LARU approval to extend accreditation expiry date	Health service CE or Licence Holder	When an extension is being considered approval must be sought before the current expiry date

¹ Private hospitals via Licence renewal form, Public hospitals via LARU Accreditation Registration Form