RCGP EDUCATIONAL ACCREDITATION

A GUIDE FOR APPLICANTS

The aim of this Guide is to act as a ‘quick reference’ to the terms of Educational Accreditation and it must be read in conjunction with the RCGP Licence and Accreditation Agreement.

The RCGP Educational Accreditation process is intended to be applicable to all educational activities or programmes of activities, developed or supported by the RCGP, that demonstrate a high level of quality and confirm to the criteria established by the College.

Once granted, Educational Accreditation will demonstrate that an educational activity has been approved by the RCGP as having met its quality criteria. The RCGP does not allocate credits to the accredited educational activities; general practitioners are required to self-assess the number of credits which they can claim for undertaking a CPD activity. For more information please see the RCGP Guide to the Credit-Based System for CPD.

Applicants must note that Educational Accreditation does not include the issuing of a licence to use the RCGP logo. Instead a distinct Educational Accreditation mark will be issued for promotion of approved educational activities.

The accreditation granted must be applied in accordance with the terms and conditions of the Licence and Accreditation Agreement.
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QUALIFYING CRITERIA FOR EDUCATIONAL ACCREDITATION

An applicant is a group, company, organisation or individual that provides educational activities for general practitioners or other primary care professionals and has requested Educational Accreditation. This programme is intended to be used by those that have already developed an educational activity and also those that are in the process of developing educational activities.

- Prior to applying for Educational Accreditation for an activity, or programme of activities, applicants must be confident that they are able to deliver high quality educational activities in accordance with the criteria in the Licence and Accreditation Agreement;

- Applicants will be expected to provide information of their experience to deliver appropriate educational activities as part of their application;

- Where an applicant is a group, company or organisation, they must name an individual who agrees to take overall responsibility for ensuring that all RCGP accredited activities organised by an applicant are held in accordance with the Criteria in the Licence and Accreditation Agreement (the “Applicant”);

- Where an applicant is not a practising general practitioner, applicants must also name a practicing general practitioner who has been actively involved in the organisation and/or presentation of the RCGP accredited activities arranged by that applicant (the “Nominated General Practitioner”);

- In return for the license being granted by completion of the Licence and Accreditation Agreement, applicants will pay an agreed accreditation fee.

For information on fees for processing of applications and annual renewals, please see section 7.

1. HOW TO APPLY

Applicants should read through the detailed criteria to ensure that they understand what information is required from them in order to make an application:

Section A: Applicant Details
- General information about an applicant should be provided, including the organisation name, contact details, contact person and Nominated General Practitioner for the educational activity.
- Applicants must provide details of where funding is being received from.
- If you have received sponsorship for the educational activity, you must read the RCPG Sponsorship Guidelines and confirm that the terms of your sponsorship comply with the Guidelines, also declaring any specific sponsors.

Section B: Activity Submission Form

Applicants must complete an activity submission form for each activity they wish to have accredited. These must be submitted at least 4 weeks prior to the date of the activity taking place.

1. Educational Activity Details
• General information about the activity should include the title of the activity, the type of activity and the medium by which it will be delivered, the date of commencement and duration of the activity and how often the activity will be held.

2. Scope and Purpose

• Information about the scope and purpose should include topic area, target audience and a description of the activity (though this can be in the form of a copy of the content submitted as a supporting document).
• Learning objectives and a description of how the educational methods will enable the participants to achieve these objectives should be clearly stated.

Note: For sections “Target Audience” and “Learning Objectives” it is not sufficient to state “refer to attached documents”. If necessary, Applicants should copy and paste the information from attached documents into the application form.

3. Development

3.1 A GP Lead must be consulted on the educational activity and their name and contact details should be provided here.

3.2 Applicants must describe how (a list of references may be attached) the content is based on current evidence, is free from bias and copyright details have been made available to participants.

3.3 A list (which can be provided as a separate, supporting document) of all those involved in the development of the educational activity should be provided in this section.

4. Conflict of Interest Declaration

• A conflict of interest exists where an individual involved in the provision of CPD has an interest in a commercial or other organisation which may conflict with the individual’s duty to act independently.
• Applicants must declare any potential conflict of interest of individuals involved in developing and delivering the educational activity. The applicant must ensure that their accredited activity/programme of activities contains no promotional advertising as an integral part of the learning activity /programme of activities.
• It is important to note that the responsibility to ensure that the educational activity does not contain promotional material extends to presenters of the educational activity.
• Should a copy of a Conflict of Interest Statement and Speaker/Writer Declarations form be needed they can be requested from the RCGP Accreditation Team.

5. Clarity and presentation of the educational activity

Brief CVs can be attached or the table can be completed. It is not sufficient to state “available on request”.

6. Assessment

6.1 Information on what self-assessment provisions are available to participants (i.e. how a participant can assess their level of knowledge prior to the activity and then after, to determine the impact the activity has had on their knowledge) and how these have been developed should be included in the application form.

6.2 Details of the model(s) on which the assessments have been based must be provided.

7. Support for Learning

Information on what support materials are available to participants must be provided.
8. Quality Assurance

8.1 A detailed summary of the author recruitment process must be provided.

8.2 An inclusive summary of the internal quality assurance process must be provided. Applicants can provide the results of previously conducted evaluations and the description of the process used to analyse feedback in order to improve the educational activity.


9.1 Applicants must describe how the evaluation feedback will be collected from users/participants. If an example feedback form has not yet been developed please state this in the application.

9.2 Applicants must describe the process that will be used to analyse feedback so that it can be used to improve the educational activity. Details of how the educational activity will be evaluated and reviewed to ensure that content and delivery of it is up to date must be provided.

10. Confirmation of Activity

- You must confirm that the information you have provided is accurate and that you have appropriate authority from the applicant’s organisation to complete the application.

Completed application forms and supporting documents should be emailed to: accreditation@rcgp.org.uk

Please do not send hard copies of applications by post as these will not be accepted and will not be processed.

We will endeavour to acknowledge all applications within 7 working days. Processing of your application may take up to 4 weeks depending on the length and detail of the educational activity.

2. CRITERIA FOR ACCREDITATION

The application submitted will be assessed in the following areas:

- **Scope and purpose**
  - The target audience is clearly described and the educational activity is relevant to the CPD of GPs and/or primary care teams.
  - Clarity of educational aims and objectives: There must be a clear description of the learning objectives of the activity and as well as identifiable learning outcomes. Educational methods must be shown to achieve the stated learning objectives.

- **Stakeholder involvement**
  - The planning group/applicant and developers should have some relevant professional and/or clinical work experience.
  - At least one GP should have input into the development and responsibility for the quality of the educational content.

- **Development**
  - Educational content must be authoritative, accurate, based on published evidence and free from unjustifiable claims or bias.
- Applicants must show that the breadth, depth and volume of the content is suitable for the target audience.
- Content must be shown to match the learning objectives.
- The name and contact details of the publisher/copyright owner of the content, the country of publication and the date of production should be clearly identifiable.
- Applicants must provide copies of feedback and confirm that the evaluation record for previous events organised by the same provider is satisfactory, or reasons for previous unsatisfactory ratings have been addressed.

**Clarity and presentation of the learning programme**
- Details should be provided to the learner on the structure and outline of the educational activity.
- The learner should be provided with details of the anticipated learning hours input that might be required of them.
- Details should be provided of the professional profile of the providers of the educational activity.
- A ‘GP Lead’ must have been consulted on the educational activity and agreed this is appropriate for general practice.
- The educational activity should encourage reflection and application to practice.

**Assessments**
- There should be provisions for self assessment by the learner prior to and following the educational activity where appropriate.
- Any assessments should be devised using recognised and professional processes and be appropriate to the specified target audience and aims of the educational activity.
- Guidance should be provided to the learner on the type of assessments.

**Support for learning**
Support materials should be available to encourage reflection and aid implementation of learning.

**Evaluation, review and feedback**
- Applicants must provide details of the feedback mechanisms for learners and mechanisms for utilising feedback to inform any future development.
- There should be evidence of a robust and responsive process in place for the updating, ongoing maintenance and improving quality of the educational activity, its content and delivery mechanism (or a shelf-life/proposed date for review clearly stated).

**Funding**
- Applicants need to be transparent about the funding for the educational activity.

**Sponsorship**
- Ensure that any sponsorship is clearly stated and is in accordance with the RCGP Sponsorship Guidelines.
- No product advertising or promotional material should occur within the educational activity.

**Conflicts of interest**
- Applicants must state any potential conflicts of interest of individuals involved in developing and/or delivering the educational activity.

**Legislative and policy compliance**
- Organisers/facilitators should conform to all current legislation, particularly with regard to data protection and privacy.
There should be a process in place to show how content is reviewed to ensure it complies with the relevant legislation and policy on equal opportunities and anti-discrimination.

Clinical content should follow all appropriate patient consent and confidentiality policies and GMC guidelines.

- **Standards compliance (for online activities)**
  - Online activities should conform to accepted interoperability standards (e.g. SCORM compliance).
  - Activities should be compatible with the technical standards for browser/software and internet connectivity adopted by the NHS.
  - Online activities should have an effective mechanism in place to allow learners/users to obtain help with technical queries.
  - Details of development plans by the provider.

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### 3. FOLLOWING SUCCESSFUL APPLICATION

Successful applicants will be sent, by e-mail, all the necessary forms and logos to use for the accredited activity/activities. This will comprise:

- **Educational Accreditation Mark and Guidelines** - Applicants are entitled to use the Educational Accreditation name and Educational Accreditation Mark for advertising accredited activities in line with the provisions set out in the Licence and Accreditation Agreement.

- **RCGP Activity Evaluation Form** – Applicants must undertake a review of every RCGP accredited activity using the RCGP Activity Evaluation Form. The feedback received should then be collated and analysed, any negative feedback should be rectified.

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### 4. GUIDELINES FOR RUNNING AN RCGP ACCREDITED ACTIVITY

#### I. Prior to an RCGP accredited activity

- If the applicant is not a general practitioner, the Nominated General Practitioner must be actively involved in the development, organisation and/or planning and presentation of the RCGP accredited activity arranged;

- To ensure that the RCGP accredited activities delivered are relevant to participants, applicants may find it beneficial to conduct the following prior to the accredited activity taking place:
  - Undertake a needs analysis to determine what participants would like to learn from completing the activity;
  - Pre-course learning materials could be advantageous to help the participant prepare for the activity and increase their intake of the learning delivered;
  - Provide a clear and accurate programme clearly stating the learning aims and objectives to inform the participant what skills/knowledge they can gain by participating in the activity. This will also provide the Educational Accreditation Team with the information required to market the activity and can form the basis of the entry on the RCGP’s Events Diary.
• Applicants must ensure that the facilities are suitable for the type of accredited activity in line with the Licence and Accreditation Agreement (Clause 5.3).

II. During the RCGP accredited activity

• Applicants must ensure that a register of attendance is completed by all participants for every RCGP accredited activity and held in accordance with the Data Protection Act and current legislation relating to equality and diversity;

• Applicants must advise participants of the named individual responsible for the RCGP accredited activity i.e. Nominated General Practitioner;

• Participants must be provided with the opportunity for active participation in a learning activity in line with the Licence and Accreditation Agreement (Clause 5.4d)

• Applicants must ensure the RCGP accredited activities do not contain any promotional advertising as an integral part of the programme in line with the Licence and Accreditation Agreement (Clause 5.4e)

• Applicants must advise participants if the accredited activity has been randomly selected for assessment in line with the Licence and Accreditation Agreement (Clause 5.4f)

• As part of the RCGP Quality Assurance checks applicants must inform participants, either written or verbally, that they can provide anonymous feedback to the Accreditation Team in line with the Licence and Accreditation Agreement (Clause 5.4g)

• Feedback must be sought from participants at every RCGP accredited activity using the RCGP Activity Evaluation Form. This feedback must be collated and analysed and any negative feedback reviewed.

5. RCGP QUALITY ASSURANCE REVIEW METHODS

The main aim of Educational Accreditation is to ensure a robust quality assurance scheme of postgraduate educational activities for general practitioners and other primary care professionals.

Applicants must comply with the Quality Review conditions outlined in the Licence and Accreditation Agreement. The RCGP enforces the terms and conditions of the Licence and Accreditation Agreement and investigates any concerns raised by participants or colleagues with regard to the quality of an RCGP accredited activity.

When activities are accredited, an applicant agrees to adhere to an external review process as deemed necessary by RCGP. The Quality Assurance review can be conducted by either of the following methods:

I. Quality Assurance visit, or assessment for Online Providers, carried out by an Quality Assurance Assessor

II. Participant Quality Assurance Questionnaire – completed by participants at the accredited activity

NB – In addition to our two Quality Assurance methods above, participants can anonymously complete an Online Participant Quality Assurance Questionnaire, on any RCGP accredited activity at any time. Applicants must inform participants of this facility during every accredited activity. The Questionnaire is accessed via the RCGP website.
If an accredited activity has been randomly selected for a Quality Assurance review, The RCGP will notify applicants at least two weeks prior to the date, advising which of the two review methods will be used. The RCGP will continuously support applicants throughout the quality review process and will feedback the outcome within four weeks, advising of any recommendations or observations.

### 6. ANNUAL REACCREDITATION REQUIREMENTS

The initial period of accreditation will usually be for one year in the first instance. Reaccreditation, if requested, will require a new application to be submitted for the activity, further evaluation by the Panel and an additional fee will be charged for this purpose.

- Applicants must complete an Reaccreditation form at least 4 weeks before the current accreditation period expires. The form is available on the RCGP website;
- Applicants will be expected to provide information of their aims and objectives to deliver appropriate educational activities as part of their annual report submission;
- Applicants are encouraged to complete an Annual Report at the end of every accreditation year, which summarises their internal quality assurance process. This report should be submitted to the Accreditation Team, together with any supporting documents (i.e. Activity Evaluation forms). A template Annual Report form is available on the RCGP website;
- Should the results of the quality reviews (Quality Assurance assessment or Annual Report) fail to reach the standard expected of an RCGP Accredited activity, the RCGP reserves the right to refuse renewal of accreditation or continued use of the scheme.

### TOP TIPS

Typical content for RCGP Accredited Activities should:

- help the learner perform their job better;
- be primarily of educational value (e.g. references to a specific pharmaceutical drug are not acceptable in the body of the presentation);
- encourage the learner to undertake reflective learning;
- provide guidance around further learning options or ways in which the learning can impact their role/patients/practice;

Providers should make every effort not to cancel booked activities.
7. ACCREDITATION APPLICATION FEES

**Application Fees** are shown below and are payable at the time of submission of application form. Applications will only be processed once payment is submitted.

**Annual Renewal Fees** will be payable annually upon completion of a renewal form for educational activity that have been accredited for a period of 12 months.

<table>
<thead>
<tr>
<th><strong>External Applications</strong></th>
<th><strong>Standard Fee</strong></th>
<th><strong>Reduced Fee</strong></th>
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<tbody>
<tr>
<td></td>
<td><strong>Private or Commercial Organisations</strong></td>
<td><strong>NHS, Registered Charities</strong></td>
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<tr>
<td></td>
<td><strong>Year 1</strong></td>
<td><strong>Years 2&amp;3</strong></td>
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<tr>
<td>1 Activity</td>
<td>£1000</td>
<td>£700</td>
</tr>
<tr>
<td>2-4 Activities</td>
<td>£2000</td>
<td>£1400</td>
</tr>
<tr>
<td>5-10 Activities</td>
<td>£3000</td>
<td>£2100</td>
</tr>
<tr>
<td>11+ 100</td>
<td>£4000</td>
<td>£2800</td>
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<tr>
<td>100 +</td>
<td>Fees will be determined on a case by case basis</td>
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Further costs

**ADMINISTRATION FEE**

An administration/processing fee of £150 is payable with all applications and will be non-refundable in all circumstances including if the application is not successful. This will be a one off payment for the first year. Should an applicant wish to re-apply for accreditation following the three-year cycle, then a new application must be submitted and the admin/processing fee would be payable again then.

**EXTERNAL QUALITY REVIEW COSTS**

Should any complaints or causes for concern be raised by any of the participants or assessors over the quality of an activity, the College reserves the right to conduct an external quality review. By signing the Licence and Accreditation Agreement an applicant agrees to pay any cost involved in conducting this external quality review.

**Payments**

Payments can be made by cheque payable to **Royal College of General Practitioners** or an invoice can be generated following receipt of application.

Please note that applications will not be processed until payment is received.

**Refunds**

- Once an application has been submitted to an assessor for assessment, no refunds will be granted.
- Should the educational product not be accredited by the assessor, no refunds will be made.
- Prior to submission of the application form to the assessors, any refund requests will be considered on a case-by-case basis. Requests for refunds will only be considered where the provider has cancelled or discontinued the educational product and has submitted a detailed business case as to why a refund should be considered.

**Assessors Decision**

- The decision of the assessors is final. No appeals against the decision will be considered.