Application Form for Accreditation of a **Single Speciality Centre Level**

General Rules

Accreditation documentation must be written in English.

NASCE accepts no responsibility for accrediting specific skills courses or content per se. NASCE accredits the administering unit.

Accreditation is an ongoing process of development and yearly membership of NASCE is required if accredited status is used in any documents related to the centre.

Accredited units must be in good standing in order to use the resources of NASCE.

The criteria outlined in this document represent a minimum standard to achieve the Single Speciality Centre Accreditation Level

Application should be sent by e-mail to:

A. The chairman of the NASCE Accreditation and Review Board:
   isabelle.vanherzeele@ugent.be
B. NASCE secretary:
   secretariat@uems.eu
C. By surface e-mail to:
   Secretary of NASCE
   c/o UEMS
   24 Rue de l'Industrie
   1040 Brussels
   Belgium

General Applicant Information

Name of institution applying for accreditation

What type of institution is your skills centre affiliated to?

- □ Medical School
- □ University Hospital
- □ Regional Hospital
- □ Commercial Skills Centre

Contact details for institution

Name:

Address:

VAT number:

(If the applicant centre is a charity, the VAT is not applicable. In this case, a document should be provided acknowledging and certifying that the VAT does not apply with details of any relevant registration numbers for the record. There should be text in the application documents explaining this point)

Telephone Number:

Email address:

Website

Contact details for CEO/Dean of parent organisation

Name:

Address:

Telephone Number:

Email address:

Contact details for Centre Director

Name:

Address:

Telephone Number:

Email address:

Contact details for chief administrator

Name:

Address:

Telephone Number:

Email address:

Summary Document

Please provide a summary document (no more than 2,500 words). This must include.

1) A history of the skills centre
2) Definition of centre's mission statement/objectives
3) Description of the management structure (including an organogram of the skills centre)
4) Summary of teaching faculty and facilities
5) Description of how the institution is funded
6) Summary of the centres strengths and areas for improvement (please included plans of how you intend to address theses areas of improvement)
7) Future plans for the skills centre

Standard I – Governance

Please fill in the contact details of the managerial staff in the contacts section on page 2 of the form.

Please supply the CVs of all members of the steering committee and the centre director

1.1 Centre Director

Please complete the below to confirm that the centre director meets the following requirements

- □ An appointment for at least 2 years, with dedicated funding for at least one further year
- □ Has a contractually dedicated 0.2 whole time equivalent (WTE) identifiable to the centre if has other roles
- □ Have fellowship of regional college or equivalent

  Please insert details
- □ Has higher qualification or established research portfolio in skills education

  Please insert details
- □ Has direct responsibility for the administration of budget/ appointed financial officer
- □ Chairs the steering board
- □ Is responsible for ensuring quality in courses offered by the centre

1.2 Steering Board

Please complete the below to confirm that the steering board meets the following requirements

- □ Is made up of a least 3 persons, the majority of whom have clinical qualifications commensurate with their post

  Please insert details of individuals and their relevant qualifications
- □ Has minuted meetings at least twice per academic year

- □ Has a robust affiliation/direct governance relationship with the associated clinical/academic institution
- □ Is involved in strategic decision making involving all areas of the centres operation

  Please insert a narrative describing how the steering board functions.

1.3 Governance structure of the skills centre

Please complete the below to confirm that the skills centre meets the following requirements

- □ Has an agreed organogram representing the governance structure (this must be presented in within the summary document)
- □ Has a clearly defined mission statement/objectives

  Please insert narrative
- □ Has statutes clearly defining adherence to local and national ethical and relevant legal frameworks including the Helsinki Declaration (Please provide in supporting documentation)
- □ Have clearly defined written Standard Operating Procedures (SOPs) for governance related matters (Please provide in supporting documentation)

Standard II – Administration

Please complete the below confirm that the centre administration meets the following requirements

- □ Has dedicated administrative staff of at least 0.5 WTE involved solely in pure administrative activities (please provide documentary evidence in supporting documentation)
- □ The (lead) administrator sit on steering committee meetings
- □ Centrally held inventory including high fidelity models updated bi-yearly (Please provide in supporting documentation)
- □ Annual accounts with budget predictions for the following fiscal year (Please provide most recent accounts in supporting documentation, in addition also provide a letter(s) of commitment documenting affirmation of the budget from the most senior person who is responsible for the support of this budget)
- □ Robust audit mechanisms in place
- □ The location of the centre should be fit for purpose and accessible to learners
- □ The centre should has a website that is updated at least bi-monthly detailing courses, structure and objectives

  Please insert web address

Standard III – Teachers

Please complete the below to confirm that the teaching meets the following requirements

- □ All teachers should have specific relevant training and have clinical and scientific legitimacy

  Please insert list detailing faculty and the training they have received
- □ At least 2 WTE should dedicated in a teaching role with specific relevant training in teaching according to the standards of the country (please provide documentary evidence in supporting documentation)
- □ At least 1 WTE should have higher qualifications in their speciality (please provide documentary evidence in supporting documentation)
- □ The wide experience of the teachers should reflect the curriculum based on stated aims and objectives of the unit

  Please insert narrative to explain how this has been achieved
- □ The unit must from the point of application keep records of feedback for 4 years.

Standard IV – Learners

4.1 How many individual training opportunities are offered to learners a year?

Please insert total number here (Please provide evidence of this in supporting documentation)

4.2 Please complete the below to confirm that the centre meets the following requirements for learners

□ Training to undergraduate and postgraduate learners or equivalents of at least one speciality (mark below group(s) to whom training is offered)

- □ Surgeons in practice (*please insert number trained per year*)
- □ Physicians (*please insert number trained per year*)
- □ Surgical trainees (*please insert number trained per year*)
- □ Trainees from other medical disciplines (*please insert number trained per year*)
- □ Medical students (*please insert number trained per year*)
- □ Allied health professionals (*please insert number trained per year*)
- □ Nurses (*please insert number trained per year*)
- □ Others (please list)

  ……

□ Single and group training modules available

Please insert details of training modules available and the frequency at which they are offered

Please indicate which of the modalities below the centre offers, with at least one example of each

- □ Specific task trainers

  Please insert example(s)
- □ High Fidelity simulation

  Please insert example(s)
- □ e-learning

  Please insert example(s)
- □ Simulated and standardised patient scenarios

  Please insert example(s)

- □ Others

Please expand and insert example(s)

Please insert and explanation for the process by which the centre selects new technologies and devices for curricula

- □ Access to facilities for technical skills training of at least 20 or more learners at any time
- □ Access to seminar rooms as well as technical skills areas
- □ Access to internet

Please provide a floor plan of the learning space and a CD of photos documenting this space

Standard V – Competencies

Please complete the below to confirm that the centre meets the following requirements

- □ Training for technical and relevant non technical skills is offered

  Please list specific training opportunities/courses

  Training for a variety of roles is available/potentially be available

  - □ Communication

    Please list specific training opportunities/courses

  - □ Decision Making

    Please list specific training opportunities/courses

  - □ Management

    Please list specific training opportunities/courses

  - □ Professionalism

    Please list specific training opportunities/courses

  - □ Scholar

    Please list specific training opportunities/courses

  - □ Crisis resource management

    Please list specific training opportunities/courses

Standard VI – Research and development

Centres will be expected to submit comprehensive and to participate in NASCE sponsored meetings yearly

Please complete the below to confirm that the centre meets the following requirements

- □ Demonstrated scientific (original research) publications in the area of clinical skills delivery/acquisition/performance
  Please insert a list of relevant publications in the last 24 months

  Please outline the unit's research plans for the next 3-5 years
- □ Formalised documented feedback structures for course and content and teacher ability should be routinely used for each module. Feedback outcomes are evaluated and available for teachers/trainers to review and form part of a formal audit process. (Please provide summary of unit feedback for the last 18 months in supporting documentation)
- □ Development of novel curricula/modalities of training

  Please insert narrative and any relevant publications demonstrating how this has been achieved
- □ Complete a SWOT analysis of operations *(Please provide evidence of this in supporting documentation)*
- □ Have a 4 year mission plan
- □ Narrative expressing mission plan