



BRITISH ASSOCIATION OF CRITICAL CARE NURSES INFORMATION FOR ACCREDITATION OF EVENTS AND SHORT COURSES

TERMS AND CONDITIONS

BACCN Continuing Professional Development Guide for CPD hours

We are delighted that you are considering BACCN CPD hours for your event or short course.

BACCN CPD hours have been benchmarked to the Nursing & Midwifery Council (NMC) revalidation standards and will provide your delegate with evidence of attendance at a quality event approved by the leading national organisation for critical care nurses. The BACCN has been established for over 30 years and has over 2000 members and 13 regions. The BACCN is committed to promotion of excellence in the provision and delivery of critical care nursing through mutual support, education, research and multi-disciplinary collaboration. Here at the BACCN we have an outstanding record for providing quality educational events. BACCN CPD hours provide nurses with tangible evidence of their CPD activities which is vital for maintaining revalidation and registration with the NMC and for determining individual performance review with employers. BACCN CPD accreditation have been benchmarked to the NMC revalidation standards.

The BACCN does not award Credit Accumulation and Transfer Scheme Points (CATS points) - see section 4.

BACCN CPD hours can be provided for:

- BACCN study events and conferences
- Events and conferences (up to 8 CPD learning hours) organised by other providers (Non- BACCN events)
- Short courses (above 8 CPD learning hours) organised by other providers (Non-BACCN short courses)

SECTION 1 How to apply for BACCN CPD Hours

BACCN Study event and conferences

Regional BACCN committees are encouraged to apply for CPD hours for their study events. This is free of charge and certificates are provided for your delegates. Go to the BACCN website at www.baccn.org.uk and download the CPD hours application form. You will need to send your completed application form together with a programme specifying number of educational hours per session, speakers and your evaluation form to support@baccn.org

You are asked to make your application at least 6 weeks before your event although we will endeavour to process late applications. Your application will be reviewed by our expert

professional advisors. You are advised to ask your delegates to reflect upon the education event using the NMC reflection template which is provided with the certificate to meet revalidation standards. Your BACCN event will be advertised through BACCN social media, newsletter and other communication methods as deemed appropriate by the BACCN board.

Events and conferences organised by other providers (Non-BACCN events)

The BACCN are delighted to invite applications for CPD hours for events organised by other providers this may include commercial organisations. BACCN CPD hours will ensure that your event is attractive and relevant to critical care nurses and the wider critical care workforce. This will also be attractive for nurses as the event could be used for NMC evidence for professional nurse revalidation.

Go to the BACCN website at www.baccn.org.uk and download the CPD hours application form. You will need to send your completed application form together with the fee to BACCN support@baccn.org at BACCN c/o Echo, 14 Blandford Square, Newcastle upon Tyne, NE1 4HZ. Please ensure you have enclosed all the necessary evidence required. Please see criteria below. You are asked to submit your application at least 4 weeks before your event although we will endeavour to process late applications. Your application will be reviewed by our expert professional advisors who are nationally recognised for their expertise in education and critical care nursing. You are also advised to encourage your delegates to reflect on the event and a template is also provided with the certificate which is benchmarked to NMC standards. Once you have applied for BACCN CPD points you will be able to advertise this in your promotional material for your event.

You can use the BACCN logo but it can only be used for the course material that has been granted CPD accreditation for. Any breach of this would involve removal of accreditation for your course. The accreditation will allow the opportunity of your course to be advertised through the BACCN media and communication newsletters. You will receive confirmation of receipt of your application and our professional advisors will assess your application based on the criteria below within 4 weeks. You will be informed of our decision and certificates and NMC reflection tool will be sent to you. If we are unable to provide accreditation you will be informed of this and you should remove reference to BACCN accreditation from your materials. Once accreditation has ceased all reference to BACCN accreditation must be removed from your materials.

BACCN reserve the right to withdraw accreditation at any time.

Events & Short Courses

We welcome applications for events/conferences defined as below 8 CPD learning hours and short courses defined above 8 CPD learning hours. As with other events BACCN CPD points for your short course will ensure it is relevant and attractive to your students/delegates. You will need to send your completed application form together with the fee to BACCN support@baccn.org or to BACCN c/o Echo, 14 Blandford Square, Newcastle upon Tyne, NE1 4HZ. Please ensure you have enclosed all the necessary evidence required. Please see criteria below. You are asked to submit your application at least 4 weeks before your event although we will endeavour to process late applications. At BACCN we will ensure your application is reviewed by suitably qualified professional advisors with experience of validation and delivery of critical care courses, and expertise in the subject area. Once you have applied for BACCN CPD points you will be able to advertise this in your promotional material for your event.

You can use the BACCN logo but it can only be used for the course material that has been granted CPD accreditation for. Any breach of this would involve removal of accreditation for your course. The accreditation will allow the opportunity of your course to be advertised through the BACCN media and communication newsletters. You will receive confirmation of receipt of your application within 10 working days. You will be informed of our decision and certificates will be designed and delivered in time for your event. If we are unable to provide accreditation you will be informed of this and you should remove reference to BACCN accreditation from your materials. Once accreditation has ceased all reference to BACCN accreditation must be removed from your materials.

BACCN reserve the right to withdraw accreditation.

Points to Consider Before Submitting Your Application

There are several things you must consider before submitting your application.

Event/conference: The BACCN defines an event/conference which consists an event which lasts less than 8 CPD learning hours.

Short Courses/conferences: The BACCN defines a short course as one which lasts above 8 CPD learning hours.

Events/Courses per year: Please see the section on course fees below. If you run one or two identical events or short courses per year a standard fee will be charged. However, if you wish to run several deliveries of the same course per year an enhanced fee will be charged.

Renewal of accreditation: Events, short courses can be accredited for 3 years on annual renewal of the fee. Should you wish to run the event or short course again after three years we would require an updated application and an evaluation of your programme to date. This is part of our quality assurance cycle to ensure that programmes are contemporary and relevant to critical care nursing.

Speakers/Course organiser profile: Applications for short courses should include a brief CV of the individual taking the lead for the planning, delivery and evaluation of the programme. This does not need to be a CV of that individual's whole career but should outline their relevant qualifications and expertise in delivering educational programmes.

Short speaker profiles should also be provided in a similar format to biographies provided for conferences (Max 300 words) for contributors to your short course.

Payment of fees: You should include payment of your fees on application. BACS details and invoices are available on request to support@baccn.org. Should you decide not to go ahead with your application an administration charge will be applied commensurate with the amount of work already undertaken on the application and at the discretion of BACCN. The remaining fee will be refunded.

Accreditation by other professional organisations: You may wish to seek accreditation from other professional bodies for your event or short course. Indeed this might be advisable if your

programme needs to appeal to a multi-disciplinary audience. You should clearly indicate on your application if your event or short course is accredited by another professional organisation.

Franchising: Once you have obtained accreditation from BACCN it applies solely to your organisation. You cannot therefore franchise your event or short course to another organisation with the BACCN accreditation attached.

Events outside of the UK: The BACCN is the leading UK Critical Care Nurses Association. It is possible to gain accreditation for courses/events that are being held outside of the UK as long as they meet the terms and conditions of accreditation set out in this document.

Logo: The BACCN logo can only be used with accredited course material. Any misuse of the BACCN logo, will involve in the accreditation being revoked.

Advertisement of your event: Accredited events/courses will include advertisement in BACCN newsletter, website and social media. The nature & frequency of this advertisement will be decided by the BACCN.

SECTION 2: Fees for Non-BACCN events

BACCN are committed to providing a quality service to our members for free. However, in order to cover administration costs a fee will be charged to non- BACCN organisations who wish to apply for CPD hours

Educational Events and conferences less than 8 CPD learning hours involving one or two deliveries of identical events in a 12 month period	£500 (+VAT) commercial organisations £200 (+VAT) NHS and charities etc (Inclusive of electronic certificate template per annum)
Educational Events and conferences less than 8 CPD learning hours involving more than 2 deliveries of identical educational events in a 12 month period	£800 (+VAT)commercial organizations £400 (+VAT) NHS and charities etc (Inclusive of electronic certificate template per annum)
Hard copy certificates*	£50 per 100
Short Course or conference above 8 CPD learning hours involving one or two deliveries of identical courses in a 12 month period	£1000 (+ VAT) commercial organizations. An additional fee of £250 is payable for annual renewal with full re-accreditation due after 3 years. £750 (+ VAT) NHS and charities etc. An additional fee of £125 is payable for annual renewal with full re-accreditation due after 3 years.

<p>Short Course or conference above 8 CPD learning hours involving more than two deliveries of identical courses in a 12 month period</p>	<p>£3000 (+VAT) commercial organizations. An additional fee of £500 is payable for annual renewal with full re-accreditation due after 3 years.</p> <p>£1500 (+VAT) NHS and charities. An additional fee of £250 is payable for annual renewal with full re- accreditation due after 3 years.</p>
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*Electronic CPD Certificates will be provided free of charge

SECTION 3: BACCN Criteria for awarding CPD hours to events & short courses:

Our professional advisors will assess your application based on the following criteria:

1. The event should be relevant to contemporary critical care nursing and/or professional practice.
2. Learning outcomes/objectives are clearly stated.
3. Learning outcomes/objectives are achievable.
4. A copy of the programme is included with the application.
5. Speakers/presenters are identified and are of suitable professional standing.
6. If the event is being sponsored by commercial companies the professional advisors will assess the programme to ensure the event is not overly promotional of any product or device and that the majority of the programme is educational.
7. A copy of the evaluation is included with the application
8. The number of CPD hours applied for are appropriate in terms of the number of educational hours (these hours should exclude breaks).
9. A suitably qualified individual is identified who will lead planning, delivery and evaluation of the course and a brief CV is attached outlining their experience in providing educational programmes.
10. Brief biographies of speakers/presenters is attached in the style of those used for conferences. (Max 300 words).
11. Evidence that your organisation has the necessary infrastructure to support the event is included. This will include materials delivered face to face as well as web-based materials. Classroom space, IT support, access to internet etc.
12. Estimation of student and tutor workload.
13. Evidence that you have obtained copyright permission for use of any materials which are not your own.
14. Overview of assessment strategy.
15. Provide up to 5 key references which underpin the content of your course.

SECTION 4: Quality Issues:

The BACCN does not award credit Accumulation and Transfer Scheme Points (CATS Points). The CPD hours are not academic points but are evidence of professional development approved by the leading organisation for critical care nursing in the UK. The BACCN CPD accreditation has been

benchmarked to the NMC revalidation standards. The certificate will include NMC terminology for revalidation and will include the NMC revalidation reflection template. This does not prevent individual students/delegates from submitting evidence of their professional development to a Higher Education Institute (HEI) for consideration of Accreditation of Prior Experiential Learning (APEL). However, student/delegate should be aware that some HEIs may charge a fee for this.

The BACCN are not responsible for assessment of students on your course. If your course is designed with an element of assessment, either formative or summative, it is your responsibility to set, mark and provide feedback to students. Some advice is given for setting assessments in Appendix 1. You should carefully consider student workload when designing assessments. We will require details of your assessment strategy for the purpose of evaluating the quality and feasibility of your course.

Attendance records: BACCN require you to keep attendance records. You should inform your students/delegates that you are collecting this data and may share it with the BACCN.

Evaluation forms: The BACCN may ask to see your evaluation forms at any time.

Copyright regulations and web-based materials: It is imperative that you comply with any copyright regulations regarding material utilised on your events or short courses. This applies to all written and visual materials including web based materials. BACCN will not accept any responsibility for copyrighted materials and it is your responsibility to obtain copyright permission for any materials used in your events and short courses. You should seek guidance on the design and delivery of any web-based materials you wish to use. Guidelines are available from organisations such as World Wide Web consortium Standards (W3C)

Quality inspections: From time to time BACCN may wish to inspect your event or short course as part of our quality assurance cycle. This will involve one of our BACCN board members visiting you on site and observation of part, or all of your short course/event.

Refinements or amendments to the course: Any amendments or refinements to the accredited event/course need to be notified to the BACCN.

Problems with delivery: BACCN can not be held accountable for any problem that arises with delivery or your event or short course. In providing CPD hours BACCN has made every effort to ensure that your event or short course meets our standards on application. It is your responsibility to ensure that you have the necessary personnel and infrastructure to ensure a quality delivery. BACCN strongly advises that in planning your event you consider contingency arrangements for any problems that might arise.

Student/delegate work load: In designing your short course you should carefully consider the student workload. You should accurately estimate the number of hours involved for the student or delegate. You should pay attention to the time taken to complete web-based tasks, or any pre-course or essential course reading. If your course contains an assessment strategy, either formative or summative, you need to accurately estimate the time needed to complete this task. The estimated student workload should be published as part of your course materials to ensure the student is aware of the workload involved.

Applications which are not successful or cannot be considered for accreditation: BACCN retain the right to refuse applications. BACCN will inform you if we are unable to consider your application. If applications do not meet the criteria you will be given feedback and an opportunity to submit any additional requested material. Some areas of practice will not be considered, for example patient moving and handling or where BACCN do not feel they have the relevant expertise to judge the application.

Use of BACCN Accreditation logo: All BACCN accredited materials containing the BACCN logo should be submitted to the BACCN for approval prior to sign off publication. The BACCN logo can only be used must only be used in accredited education learning and development material that has been approved. If used on website the BACCN logo can only be used in relation to the approved course/event. You must only use the BACCN accreditation logo with your corporate name and not any other name or affiliation. You must not use the BACCN accreditation logo on any advertisements for pharmaceutical/medical device or other healthcare products. You must not misuse the BACCN name to infer that the BACCN is accountable or responsible for your event. For example “A BACCN learning event provided by *Your Organisation(name)*”. Please use “*Your Organisation(name) learning event that has been accredited by the BACCN*”

Any breach in terms and conditions may result in removal of accreditation. The BACCN reserve the right at anytime to remove accreditation to any course or event.

APPENDIX 1: Assessments and estimating workload for short courses.

If you intend to include an assessment strategy in your short course you should clearly outline the type and purpose of the assessment. If students are not receiving HEI recognition in terms of CATS points they may question the value in completing an assessment. In designing your assessment strategy you should ensure:

- It is fit for purpose. Consider exactly what it is you want to assess.
- It is consistent with the course content
- It assesses the aims and learning outcomes of the course
- A maximum word count is made explicit for written assignments.
- A maximum timeframe is made explicit for exams.
- Pass/fail or marking criteria are made available to the student.
- Contact details of where the student can find support are made available.
- Specify when and where the student should submit work.
- Specify what arrangements are in place regarding re-submission should the student be unsuccessful in passing the assignment.
- Specify if any terms or conditions are attached to completing the assignment successfully. For instance, undertaking a certain role in the workplace or promotion etc.
- When will marks/feedback be available.
- An estimated student workload is made explicit.
- If the assessment is online, do the tutor and students have the necessary IT skills, IT access and support?

A lot of students/delegates may fail to complete the assessment strategy for individual courses because of the workload and time involved. Many people will underestimate the time involved to complete an assignment and therefore it is imperative that your students are given clear guidance on how long any assignment will take them. This should include preparation and revision time. For instance an exam might take one hour to complete but how many hours would you anticipate the student will need to prepare for the exam. Make sure the workload is feasible.

If there is a clinical component to the assessment, such as competencies or supervision, you need to consider the workload involved in this for both the student and supervisor.

If you have included an assessment strategy in your short course you need also to consider the following in terms of tutor workload:

- Is help/time available to provide support for students?
- Will this support be given online or by direct contact with students?
- Will students be given an individual amount of time each (e.g. one hour individual tutorial) or group tutorials?
- Is the choice of support appropriate for the assessment task?
- Does the tutor have the necessary experience in marking and giving feedback to students?
- How long will each assignment take to mark and write up?
- How will feedback be delivered to students?