

## **BRITISH ASSOCIATION OF CRITICAL CARE NURSES**

### **TERMS AND CONDITIONS FOR THE ACCREDITATION OF EVENTS AND SHORT COURSES**

#### ***BACCN Continuing Professional Development Guide for CPD Participative Learning hours***

We are delighted that you are considering BACCN CPD participative learning hours for your event or short course. BACCN CPD participative learning hours have been benchmarked to the Nursing & Midwifery Council (NMC) re-validation standards and will provide your delegate with evidence of attendance at a good quality event approved by the leading national organisation for critical care nurses.

The BACCN has been established for over 30 years. 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 good quality educational events. BACCN CPD participative learning 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 participative learning hours may be provided for:

- BACCN study events and conference days
- Study events and conference days (up to 8 CPD participative learning hours) organised by other providers (Non- BACCN events)
- Short courses (above 8 CPD participative learning hours) organised by other providers (Non-BACCN short courses)

Please note, the BACCN does not award Credit Accumulation and Transfer Scheme Points (CATS points)

#### ***How to apply for BACCN CPD Participative Learning Hours***

##### ***1. BACCN Study event and conference days***

Regional BACCN committees are encouraged to apply for CPD participative learning 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](http://www.baccn.org.uk) and download the CPD hours application form. You will need to send your completed application form together with a timetable specifying the number of educational hours per session, confirmed speakers and the study event evaluation form to [support@baccn.org](mailto: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 the professional advisory team. 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.

## **2. Study events and conference days organised by other providers (Non-BACCN events)**

The BACCN are delighted to invite applications for CPD participative learning hours for events organised by other providers this may include commercial organisations. Study events and conference days will only be awarded a maximum of 8 CPD participative learning hours. BACCN CPD participative learning 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](http://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](mailto:support@baccn.org) at BACCN c/o Echo, Dobson house, The Grainger Suite, Newcastle upon Tyne NE3 3PF. Please ensure you have enclosed all the necessary evidence required. Please see criteria below.

You are asked to submit your application at least 6 weeks before your event although we will endeavour to process late applications. Your application will be reviewed by the professional advisory team 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 participative learning hours you will be able to advertise this in your promotional material for your event.

You may use the BACCN logo, however, it may only be used for the course material for which you have received CPD accreditation. 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 the 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. BACCN reserve the right to withdraw accreditation at any time.

## **3. Short Courses organised by other providers (Non-BACCN short courses)**

We welcome applications for short courses which are defined as courses requiring more than 8 CPD participative learning hours. As with other events, BACCN CPD participative learning 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](http://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](mailto:support@baccn.org) at BACCN c/o Echo, Dobson house, The Grainger Suite, Newcastle upon Tyne NE3 3PF. Please ensure you have enclosed all the necessary evidence required. Please see criteria below.

You are asked to submit your application at least 6 weeks before your event although we will endeavour to process late applications. Your application will be reviewed by the professional advisory team 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 may use the BACCN logo, however, it may only be used for the course material for which you have received CPD accreditation. 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 the 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. BACCN reserve the right to withdraw accreditation at any time.

### ***Points to Consider Before Submitting Your Application***

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

- **Study event/conference day:** The BACCN defines a study event/conference day as an event which lasts less than 8 CPD participative learning hours.
- **Short Courses/conferences:** The BACCN defines a short course as one which lasts over 8 CPD participative 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 more than two 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.
- **Short course speakers and course organiser profiles:** 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 course 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.
- **BACCN 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.

## Prices for Non-BACCN events

<b>Study Events and conference days</b> One or two deliveries of identical events in a 12-month period	<b>£500 (+VAT)</b> commercial organizations <b>£200 (+VAT)</b> NHS and charities Inclusive of 200 certificates per annum
<b>Study Events and conference days</b> More than two deliveries of identical educational events in a 12-month period	<b>£800 (+VAT)</b> commercial organizations <b>£400 (+VAT)</b> NHS and charities Inclusive of 200 certificates per annum
<b>Additional certificates</b>	<b>£30 per 100 certificates</b>
<b>Short Course (5 days or under)</b> One or two deliveries of identical courses in a 12-month period	<b>£1000 (+VAT)</b> commercial organizations. An additional fee of £250 is payable for annual renewal with full re-accreditation due after 3 years. <b>£750 (+VAT)</b> NHS and charities. An additional fee of £125 is payable for annual renewal with full re-accreditation due after 3 years.
<b>Short Course (5 days or under)</b> More than two deliveries of identical courses in a 12-month period	<b>£3000 (+VAT)</b> commercial organizations. An additional fee of £500 is payable for annual renewal with full re-accreditation due after 3 years. <b>£1500 (+VAT)</b> NHS and charities. An additional fee of £250 is payable for annual renewal with full re-accreditation due after 3 years.