



Terms and Conditions for Course Endorsement

Endorsement

Endorsement of courses by the Faculty of Pre-Hospital Care (the Faculty) is a mark of educational quality. Achieving endorsement will be acknowledged through a 'Statement of Endorsement' from the Faculty. This means that the course complies fully with the teaching and educational standards required by the Faculty.

The Faculty of Pre-Hospital Care assess courses at three levels:

- 1) The FPHC is pleased to support the organisation's endeavours in Pre-Hospital training. (This is not Endorsement of the Course).
- 2) The FPHC endorse the course content.
- 3) The FPHC endorse both the course content and its delivery.

Reviews of Endorsed Courses

Endorsed Courses are reviewed on a 4-yearly cycle to ensure that their content, delivery, instructing faculty and feedback processes are in line with those required for FPHC Endorsement.

In addition, reviews may occur when issues are identified by the Faculty or when issues are brought to the attention of the Faculty by participants, members of the public or other sources.

In the event that an FPHC review determines that a course is no longer achieving the standards required by the FPHC, the reviewer may advise suspension or withdrawal of endorsement. A report will be made and submitted by the reviewer to the Faculty detailing the situation and the action taken. This report will be submitted to the Faculty of Pre-Hospital Care, Training and Standards Committee for review and a decision on whether further action is required.

A review at the initial endorsement and at the 4-year endorsement stage is included in the relevant fee. Reviews that are outside these timeframes will incur additional charges.

Newly Endorsed Courses

All courses submitted for initial endorsement will require an on-site visit to be conducted by representatives from the Faculty of Pre-Hospital Care, Training and Standards Committee.



Providers are expected to liaise with the Faculty office via fphc-endorsement@rcsed.ac.uk and advise on dates when the course is being conducted in order to enable reviewers to attend.

Re-Endorsement of Courses

Every 4 years, Providers are required to submit an application and supporting paperwork for each of the courses that they wish to have re-endorsed. Providers are to liaise with the Faculty office to receive a link to upload their coursework materials.

Failure to submit the required documentation and paperwork will result in the course having its endorsement removed and an initial endorsement application may be required together with the relevant fee.

Response to Feedback

Providers are expected to respond to feedback from the Faculty following a review of endorsement applications/on-site visits within 3 months.

Failure to respond to feedback within this timeframe will result in the termination of the course endorsement process. Should a provider wish to continue to seek endorsement of their course after this timeframe, a new application will need to be submitted together with a further payment.

Course Director and Course Reports

It is a requirement for Course Directors to submit reports following completion of endorsed courses. A template is provided and it is to be completed and sent to the Faculty office via fphc-endorsement@rcsed.ac.uk.

Failure to submit Course Director Reports will be reported to the Faculty of Pre-Hospital Care, Training and Standards Committee.

Removal of Endorsement

Removal of endorsement of the course will occur under the following circumstances:

- The course has not been conducted for 4 years.
- The course no longer complies with the requirements for Faculty course endorsement.
- The Faculty of Pre-Hospital Care, Training and Standards Committee deem it necessary to remove Faculty endorsement of the course.

Statement of Endorsement

Achieving endorsement will be acknowledged through a 'Statement of Endorsement' from the Faculty. This means that the course complies fully with the teaching and educational standards required by the Faculty.

The following wording is to be used on all marketing materials where reference is made to the endorsement by the Faculty:

“This Course has been endorsed by the Faculty of Pre-Hospital Care of the Royal College of Surgeons of Edinburgh. The Course complies with the teaching and educational standards of the Faculty of Pre-Hospital Care. ”

Financial

Providers are to ensure that all financial requirements are paid with no outstanding balances in accordance with the terms and conditions of the Faculty.

Use of Third Parties to Deliver Courses

If a Provider intends to enter into an agreement with a third party on the delivery of an endorsed course, the Provider must submit a request for permission to enter into the agreement. The onus is on the Provider to submit evidence that the delivery organisation has quality assurance processes/systems in place to ensure the Faculty’s endorsement requirements will be met in the delivery and management of contents for the course.

In addition, documentation must be submitted on how the subcontracting arrangements meet the quality requirements of the Faculty.

The Faculty endorsement of a course only covers the course provider who holds the agreed endorsement for the course.

A list of third parties who deliver the course is required to be provided to the Faculty to ensure the courses endorsed by the Faculty are being maintained to the standard required by the Faculty.

Certificates

Requested certificates will bear the Faculty of Pre-Hospital Care Logo and the following words:-

“Content and delivery of the Name of Course was in accordance with standards endorsed by The Faculty of Pre-Hospital Care, Royal College of Surgeons of Edinburgh” and

“This certificate indicates completion of an educational course and does not infer ability to practice. It may not be used to indicate a Professional qualification or a licence to perform a specific procedure. Individual accountability for any action subsequently taken by the holder must be governed according to his or her particular professional rules of codes of practice.”

The certificates will be signed, numbered and a register of certificates issued kept by the Faculty until the expiry date of the certificate.

Providers are to submit a list of participants who have successfully completed their course to fphc-endorsement@rcsed.ac.uk

Fraudulent Certificates

Providers are to immediately notify the Faculty via fphc-endorsement@rcsed.ac.uk if they become aware of their certificates being used in a fraudulent manner.

Use of the Faculty of Pre-Hospital Care Logo

The Faculty of Pre-Hospital Care logo, referred to as 'the Logo', is the intellectual property of the Royal College of Surgeons of Edinburgh, Faculty of Pre-Hospital Care.

It is essential that the Logo is used correctly and consistently in any marketing or promotional material.

In order to assist providers of endorsed courses to meet the requirements for the use of the Logo, the following guidance has been developed.

Failure to adhere to the guidance below may result in the endorsed status of a course being removed and further action being taken at the discretion of the Faculty and/or the Royal College of Surgeons of Edinburgh.

The Logo must only be used in conjunction with the endorsed course. It must not be used in a way which implies the organisation conducting the course is endorsed by the Faculty and/or the College.

a) Original Digital Logo File

Providers are to ensure the Logo is displayed in full without alteration of shape or colour. The size of the logo may be reduced; however, it is to be easily identifiable with all associated wording being fully displayed in a clear manner.

b) Colour

The colour of the Logo is to be the original colour.

c) Exclusion Zone

The area around the Logo is to be clear with no text or other branding being located directly next to the logo.

d) Positioning

The Logo should be positioned in such a way that there is no confusion about which course has been endorsed by the Faculty.

Signed Agreement

All providers are required to sign an agreement that they will adhere to the above conditions when using the Faculty Logo for any marketing of the endorsed course.

FPHC PHEM Competency Framework

Providers are strongly encouraged to map their course to the FPHC PHEM Competency Framework.

The FPHC PHEM Competency Framework is used to map a course against a level on this framework. The level of training and assessment on the course must cover every competence at the selected framework level. Many organisations may choose to include elements from higher tiers as appropriate to their scope of practice and covered by the course, but the endorsed tier remains the one at which all competencies are achieved. Please submit your mapping with evidence to the FPHC and this will form part of the course Endorsement process. The Endorsement will advise on the agreed level of competency.

Changes to the Course Material, Name or Delivery

Any changes to be made to the course after endorsement must be notified to, and agreed by, the Faculty before implementation if endorsement is to be retained by the provider.

In the event that the Faculty is not informed of changes, action may be taken by either the Faculty and/or the College which may result in the course endorsement being removed.

Details of Point of Contact for the Course and the Provider

Providers are required to notify the Faculty of any changes to the course convenor or the point of contact for the organisation.

Agreement to Adhere to the Terms and Conditions

I have read and understood the Terms and Conditions contained in this document and other documents relating to the endorsement of courses from the Faculty of Pre-Hospital Care, The Royal College of Surgeons of Edinburgh.

I agree to adhere to these Terms and Conditions and understand that failure to comply with any of these Terms and Conditions or requirements contained in other Course Endorsement documents may result in the endorsement of the course being removed or other action being taken at the discretion of the Faculty of Pre-Hospital Care and/or The Royal College of Surgeons of Edinburgh.

Signed.....

Position Held

Date.....