

## Faculty of Pre-Hospital Care

### The Royal College of Surgeons of Edinburgh

#### FPHC Endorsement Guidance E2.0

##### Endorsement

Applications for endorsement of courses are approved at the discretion of the Faculty of Pre-Hospital Care.

Endorsement of courses by the Faculty of Pre-Hospital Care is a mark of educational quality. It is only granted after thorough scrutiny and can be removed if a course fails to maintain the Faculty standards. Courses must go through the endorsement process every four years.

Any changes to be made to the course after endorsement must be notified to and agreed by the Faculty before introduction.

##### Statement of Endorsement

***This Course has been endorsed by the Faculty of Pre-Hospital Care of the Royal College of Surgeons of Edinburgh. We believe that it fulfils the Curriculum at levels X – Y.***

***The Course also complies with the teaching and educational standards of the Faculty as described in the regulations. As part of its commitment to high quality education this course and its manual will be subject to regular review by the Faculty to ensure on-going compliance.***

##### Application

The Application is made on Form FPHC E 1.0 which must be completed in full, no alterations to the form or equivalents will be accepted. Where specific details are requested e.g. the possession of the Diploma in Immediate Medical Care, these must be provided. The requested attachments must be submitted with the completed form.

After payment of the 1<sup>st</sup> instalment of the endorsement fee, the course will be reviewed and may receive endorsement based on the initial application at which time a 2<sup>nd</sup> instalment is required to complete the process. If endorsement is not considered appropriate, a report will be prepared with recommendations for the course provider and a revised submission will be invited. Should this in turn not be of a sufficient standard, the provider may submit a further revised application based on a second report. If this submission fails to reach a satisfactory standard, an additional fee will be required before the application is reconsidered. A total of three further

reviews (i.e. the initial application and five other reviews) will be allowed. If all of these are unsuccessful, no further applications for this course from this provider will be considered and endorsement will not be possible. Course providers should be aware that the endorsement process is rigorous and may take several months to complete.

Every course endorsed by the Faculty will be reviewed every four years for which a fee will be payable. This process will include a resubmission of all the relevant course materials and a visit by a Faculty assessor to the course. The Faculty will work with the provider to address any issues raised, but reserves the right to withdraw endorsement in the event of non-compliance with the review process or if areas of significant concern are raised and remain unaddressed. Withdrawal of endorsement will be notified in writing and announced on the Faculty website.

Details of all current fees and instalments for endorsement and re-endorsement are on the FPHC website.

### **Application for endorsement implies acceptance of these conditions.**

Please visit: <https://www.rcsed.ac.uk/exams> for information regarding the Diploma in Immediate Medical Care Exam which is run by the RCSEd.

### **Manual**

The Faculty produces a Manual of Core Material which you may choose to use. However, if you have produced your own Manual it must be submitted for evaluation with your application.

### **Educational Guidance**

**Certificate:** Certificates will bear the Faculty of Pre-Hospital Care Logo and the following words:  
*“Content and delivery of the **Pre-Hospital Emergency Care Course** was in accordance with the standards endorsed by The Faculty of Pre-Hospital Care, Royal College of Surgeons of Edinburgh”*

**Use of the Logo:** If the Course is Endorsed, you will be sent an electronic version of the logo which must not be edited in any way. The logo must only be used in conjunction with the Endorsed Course. It must not be used in a way which implies the organisation running the Course is endorsed by the Faculty or the College.

### **Fees:**

In addition to endorsing the course, the Faculty can certificate and provide core material manuals as required. These services are payable on a per person, per course basis as follows:

FPHC Generic Core Material manual: *Foundation Material for Immediate Care*

- Hard Copy - £29 each
- eCopy - £29 each

### **Certificates**

- Non profit-making organisation £10 per certificate
- Profit-making organisation £40 per certificate

Please complete the form electronically or if using ink in block capitals. Please mark as 'not applicable' any areas that do not apply, rather than leaving them blank. If there is insufficient space on the form to record any of your responses, please continue on a separate sheet.

### Proposer/Convener details

If you are the course proposer and the course convener, please record your name in both boxes. If you are the course proposer and have yet to allocate a course convener, please record "to be confirmed" for "Course Convener".

\* Previous RCSEd courses: Please note details of any courses with which the convener has previously been involved, highlighting those where he/she acted as convener.

Convener: This person plays a key role in the clinical governance of the course. The role includes oversight of overall quality assurance, including the faculty (to include their recruitment and standards), teaching (to include equipment, materials and methods) and course assessments. They will ensure that the course contents remain current, mapping to the Faculty's Core Materials and consensus statements as appropriate.

**N.B.** all courses will need to identify a holder of DIMC/FIMC or equivalent as convener. If you are not able to identify such an individual in your organisation, then the FPHC office may be able to assist; please contact them at [fphc-endorsement@rcsed.ac.uk](mailto:fphc-endorsement@rcsed.ac.uk).

### Course focus and rationale

\* Course need: Please describe why your course is needed e.g. does it address a gap in the curriculum; are there other courses which are failing to meet the need; does this course offer a unique approach?

\* Course aim/s: Describe in broad terms the overarching educational aim of your course and how it addresses the need described above. This response should answer the question "Why was this course designed?"

\* Learning outcomes: Learning outcomes are key to effective course design as they provide the basis for the educational approach, assessment and the course evaluation. In addition, they often form the basis on which learners will select a course and if poorly written can impact negatively on satisfaction.

Learning outcomes focus on the intended changes in the learner as a result of participating in the course and should describe what participants will be able to do as a result of having taken part in the course. The following example and characteristics illustrate a standard approach to describing learning outcomes:

**Example:** "On completion of the course, participants will be able to apply a Kendrick Traction Device."

Characteristics:

- future-focused e.g. "On completion of this course, participants will be able to..."
- includes a verb (perform, replace, identify, design etc..) describing what the learner should be able to do e.g. "measure and apply"
- describes what the learner is acting on e.g. "a Kendrick Traction Device"
- indicates the conditions required "in the classroom/simulated scenario"

**Target audience:** Please state for which level of training this course is intended (including discipline/s) and detail any specific prerequisite knowledge or skills that participants should possess.

**Number of participants:** Please state the maximum no. of participants for which the course is designed.

**Course educational strategy:** Educational methodology and materials: There are a large number of different educational methodologies and materials that can be used in pursuit of an educational goal; for example role play, video reviews and demonstrations are often used for teaching communication skills and simulation, clinical experience and practical cadaveric courses for surgical skills. Consider whether some, or all, of the course can be delivered online. For each learning outcome, please describe the educational methods and formats that will be used, if they have been decided.

**Course content:** Information and concepts presented should be current, evidence-based and represent good practice.

**Course programme:** This should detail the order in which different elements of the course are delivered and should represent an appropriate progression building on participant existing knowledge. Please ensure a draft copy of the course programme is attached to your application.

**Course implementation:** Audio-visual requirements: Please list any audio-visual equipment that will be needed e.g. laptop, projector, microphone etc. If no quantities are specified for a requested item, it will be assumed that only one of that item is needed.

Materials to be used on the course (for skills courses only): This should detail the materials required for the course, including any tissue, synthetic models, consumables and other equipment. Please attach any equipment lists that you may have.

Consent for use of materials/images: Any images, patient information etc. to be included in course material cannot be used without appropriate consent or copyright permission.

If the course has attracted commercial sponsorship, the course provider should provide a statement to the effect that course content has not been influenced by the sponsor.

***Download and complete form E 1.0 together with attachments supporting your application. It should be sent electronically to the Faculty. If the documents are too large to be emailed, contact the Faculty for a file transfer link [fphc-endorsement@rcsed.ac.uk](mailto:fphc-endorsement@rcsed.ac.uk)***

***Fees are payable by invoice.***