

Endorsement & Accreditation Service



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Endorsement & Accreditation Service

AfPP's Endorsement and Accreditation Service covers the clinical content included in all your educational and training resources. It demonstrates that your material meets AfPP's standards and it reflects your commitment to high levels of perioperative care.

Endorsement is usually used for the approval of educational and promotional collateral, including presentations, websites, webinars, videos, apps and leaflets. Accreditation is used for training courses and supporting material.



Benefits of Endorsement & Accreditation

Special logo

✓ Use of the appropriate AfPP Endorsement or Accreditation logo on all your approved material during your two-year license period. At the end of the two years, you will be given the option to renew your Endorsement or Accreditation. If you decide not to renew then you must remove the AfPP logo.

✓ Use of the AfPP logo when you promote the approved material.

Use of the logo needs to follow the AfPP brand guidelines and material will need to be approved by AfPP's marketing team.



Listing on AfPP's website

✓ During the two-year Endorsement or Accreditation period, you will be featured on AfPP's website along with details of the material that has been endorsed/accredited. A link to your website will also be included.

Endorsement Costs

The Endorsement Service operates to endorse the content of the printed materials but not the product(s) which they support.

The following costs are to endorse educational and promotional collateral for two-years. They include brochures, leaflets, sales material, books, apps, videos, webinars and websites.

If you have any questions call AfPP on **01423 881 300** to discuss your requirements.

Printed material/PDFs:

Endorsement

Up to	2 pages	£650
Up to	4 pages	£900
Up to	8 pages	£1000
Up to	12 pages	£1200
Up to	16 pages	£1400
Up to	20 pages	£1600

£/Page thereafter: £80

Websites and Apps:

Up to	500 words	£650
Up to	1000 words	£900
Up to	2000 words	£1000
Up to	3000 words	£1200
Up to	4000 words	£1400
Up to	5000 words	£1600

£/500 words thereafter: £160

Videos and Webinars:

Up to	15 minutes	£650
Up to	30 minutes	£900
Up to	45 minutes	£1200
Up to	60 minutes	£1400

£/15 minutes thereafter: £350

Endorsement: Application Guidelines

We recommend that you consider the following in your application:

- ✓ Content must be correct and in line with current guidelines and good practice (including AfPP's Standards and recommendations).
- ✓ Content needs to be clear, easy to understand and presented in a logical order.
- ✓ Full references must be provided for any material used.
- ✓ Diagrams must be clear with component parts labelled.
- ✓ Contraindications must be stated.
- ✓ Examples of good or innovative practice must be included.
- ✓ Further support and/or information must be available.

Where relevant, the following must also be included:

- ✓ Instructions on how to use the product.
- ✓ Cleaning/disinfection instructions.
- ✓ Trouble-shooting section (for equipment).
- ✓ Maintenance requirements.
- ✓ Storage requirements.
- ✓ If single use, this must be clearly stated.
- ✓ Medical physics and other departmental requirements should be provided in a separate document.

Endorsement: Assessment Process

Please send the completed application form, and a copy of the material to be endorsed to **admin@afpp.org.uk**.

We will confirm receipt of the material, issue an invoice for a non-refundable deposit of 50% of the overall cost and provide a unique reference number which will be used on all correspondence. This will also be included on the AfPP endorsement logo.

Please be aware that endorsement can not be guaranteed.

On receipt of the deposit, your application will be sent to our clinical and educational expert panel for review. We will let you know if any essential criteria have not been met or if any amends are required.

Once your material has been passed for Endorsement you will be issued with an invoice for the outstanding 50% of the fee.

The AfPP Endorsement logo, reference number and validation date and a copy of the AfPP logo guidelines will be sent on receipt of payment.

We also ask for a final copy of the endorsed material (with AfPP logo), to be sent to us so that our marketing department can approve the use of the logo.

Resubmission

If your Endorsement application is unsuccessful you will receive a clear explanation of the reasons together with suitable recommendations for a re-submission if considered appropriate.

The charge for resubmission is an additional 10% of the total endorsement cost.

However, in the event of very minor changes being needed AfPP may be able to waive the re-submission fee.

Accreditation Costs

The following costs are to accredit training resources for two-years. This includes brochures, books, presentations, videos, apps, study days, seminars and webinars.

If you have any questions call AfPP on **01423 882 968** to discuss your requirements.



Costs are based on the number of Continuing Professional Development (CPD) hours provided:

Up to	2 hours	£1200
Up to	4 hours	£2000
Up to	8 hours	£3500

Accreditation: Application Guidelines

We recommend that you consider the following in your application:

- ✓ Content should be relevant to the perioperative environment and wider than product information only.
- ✓ Aims and objectives of the training must be clearly stated and, for events, also stated on promotional material.
- ✓ Facilitators at events should have professional, clinical and educational qualifications and experience. Please provide details.
- ✓ Teaching methods used should be appropriate. Please provide details.
- ✓ Audio-visual and supportive materials used must be of a high standard.
- ✓ There must be means of evaluating the education. Please provide details.
- ✓ There must be a means of measuring if the aims and objectives have been met. Please provide details.
- ✓ Up to date evidence and research must be incorporated into the training.
- ✓ Participants must be provided with a reference or further reading list.

Where a course or workshop is submitted you should also include:

- ✓ The aims and objectives.
- ✓ An outline of the content and agenda.
- ✓ All visual and presentational aids together with scripts and tutor notes.
- ✓ Any other course materials i.e., case studies, handouts, etc.
- ✓ The proposed course evaluation form for participants.

Accreditation: Assessment Process

Please send the completed application form, and a copy of the material to be accredited to **admin@afpp.org.uk**. Application forms for courses, study days, presentations or seminars need to be sent at least six weeks before the event.

We will confirm receipt of the material, issue an invoice for a non-refundable deposit of 50% of the overall cost and provide a unique reference number which will be used on all correspondence. This will also be included on the AfPP accreditation logo.

Please be aware that accreditation cannot be guaranteed.

On receipt of the deposit, your application will be sent to our clinical and educational expert panel for review. We will let you know if any essential criteria have not been met or if any amends are required.

Once your material has been passed for Accreditation you will be issued with an invoice for the outstanding 50% of the fee.

The AfPP Accreditation logo, reference number and validation date and a copy of the AfPP logo guidelines will be sent on receipt of payment.

We also ask for a final copy of the endorsed material (with AfPP logo), to be sent to us so that our marketing department can approve the use of the logo.

Attendees of any accredited courses are entitled to certification containing the AfPP Accreditation Logo free of charge.

Resubmission

If your Accreditation application is unsuccessful you will receive a clear explanation of the reasons together with suitable recommendations for a re-submission if considered appropriate.

The charge for resubmission is an additional 10% of the total accreditation cost. However, in the event of very minor changes being needed AfPP may be able to waive the re-submission fee.



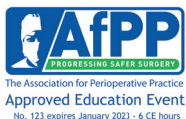
Approval of one-off Educational Events

Educational content for one-off study days can be approved. Clinical content will not be assessed.

Content will be approved for three-months on the basis that it is in accordance with good practice. It is possible for this to be renewed up to three times. After this, AfPP encourages application for accreditation.

Two-years after the original approval date content must be reviewed and will be resubmitted to the expert panel.

If you are interested in finding out more, contact AfPP on **01423 882 968**.



Cost of Approval of one-off Educational Events

Costs are based on the number of Continuing Professional Development (CPD) hours provided:

First Three-Month Licence:

		First three month licence	Licence Renewal
Up to	15 minutes	£200	£180
Up to	30 minutes	£350	£315
Up to	1 hour	£600	£540
Up to	2 hour	£800	£720
Up to	3 hour	£1000	£900
Up to	4 hour	£1200	£1080
Up to	8 hour	£2200	£1980

First 3 month licence £/Hour thereafter: £275

Renewal £/Hour thereafter: £245

Questions?

If you have any questions or would like to make an application, please contact Administration on **01423 882 968** or email: **admin@afpp.org.uk**.



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The Association for Perioperative Practice is a registered charity number 1118444 and a company limited by guarantee, registered in England number 6035633. AfPP Ltd is a wholly owned subsidiary company, registered in England number 3102102. AfPP, Daisy Ayris House, 42 Freemans Way, Harrogate HG3 1DH.
