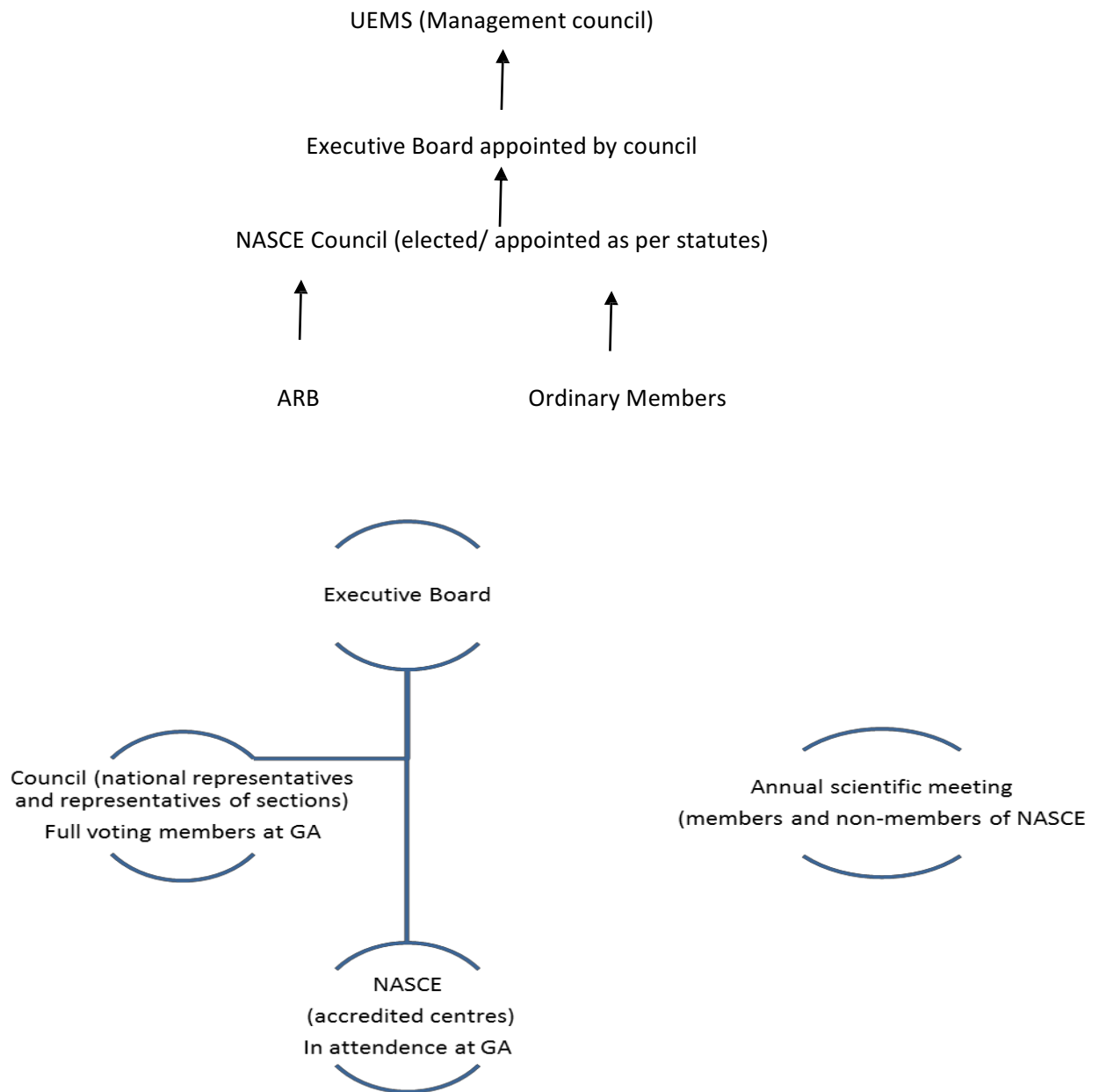




Network of Accredited Clinical Skills Centres in Europe



An Accreditation Review Board (ARB) will be established under the chairmanship appointed by council. The ARB chairperson for a period of 4 years with an option for reappointment for 4 years. Its membership shall be agreed with NASCE council and number at least 5 and not more than 9. The board may appoint suitably qualified agents outside its membership to conduct the reviews (Site Surveyors).

Site Surveyors are selected from among a group of people nominated or recruited by members of the ARB. All surveyors have expertise in skills education. Surveyors are committed to comprehensively evaluating the scope and performance of a potential accredited centre. They participate in a one-day training program and they are continuously updated on accreditation program changes and enhancements.

Its role is as follows:

Accreditation Review Board

The Accreditation Review Board (ARB) consists of nominated fellows who have expertise in various aspects of skills education and training, in addition to work in their own centres. The members of the Board are appointed by the NASCE council appointed secretariat and will serve a term of four years, with an option for reappointment for a second four year term. The Board meets at least twice a year to make accreditation recommendations.

The purpose of the ARB is to review the data and information submitted in the application, and coordinate the Site Surveyors and resultant data. This information determines the level of compliance a participating Institution achieves for each criterion of the accreditation standards. The Accreditation Review Board will make the overall accreditation recommendation to council, determining whether or not an institution that submits an application meets the criteria for accreditation at the specified Level.

Accreditation process

Request Application

Institutes interested in requesting an application are invited to submit a Letter of Intent. Specific application materials for Levels will be available

- Signed by Chief Executive Officer, Dean, Provost, or other equivalent institutional agent
- Letter in English should indicate commitment to UEMS-NASCE accreditation process
- Submit as e-mail attachment to all members of the ARB

Workflow for the Accreditation process

1. Determine interest to apply as either Multispecialty format or Single specialty Institute.
2. Obtain a Letter of Commitment from the Institution to apply.
3. Contact NASCE to obtain the application materials.
4. Complete the application.
5. Submit application and the fees.
6. NASCE (ARB) will work with institute to schedule survey.
7. ARB will secure a survey team to go on-site.
8. 1-Day on-site survey will occur, including tour of Institute.
9. Survey Report written by the surveyors.
10. Survey Report reviewed by members of the ARB.
11. ARB as a whole votes on recommendation
12. Recommendation communicated to NASCE Executive Council.
13. NASCE Decision made and communicated to Institute.

Addendum to Workflow of the Accreditation process

Ad 2. Obtain a Letter of Commitment from the Institution to apply.

- Signed by CEO, Dean, Provost, or other equivalent institutional agent
- Letter should indicate commitment to UEMS-NASCE accreditation process

Ad 5. Submit application and the fees.

- Submit as e-mail attachment to NASCE for the attention of the ARB
- Fee 3000 Euro exclusive Surveyor's travel and accommodation and VAT where Appropriate.
- Fee for centers outside the UEMS area is 3500 Euro, exclusive Surveyor's travel and accommodation and VAT where appropriate.

Ad 7. ARB will secure a survey team to go on-site.

- Two surveyors/institute, at least one from another EU member state/UEMS affiliated country)
- The candidate clinical skills centre will arrange and pay for travel and accommodation for the surveyors (including *flight economy class, accommodation 4 star hotel quality, one or two nights depending on communications*)
- For centres outside the UEMS area the surveyors are entitled to a business class flight. The centres should be within 2 hours safe travel from a major airport hub as well as appropriate 4 star accommodations or equivalent. Domestic travel to be organized and paid by the applying institute
- Surveyors will spend one day conducting the survey. At the site visit, the surveyors will:
 - a. Collect and validate data
 - b. Interview site participants
 - c. Review documentation for compliance with NASCE Standards and Criteria

Reaccreditation Process

UEMS-Accredited Clinical Skills Centres are accredited for a period of *four years*. In order to maintain accreditation, each institute must apply for reaccreditation at the end of their third year of the accreditation period. The process for reaccreditation is an abridged version of the initial accreditation application.

ARB will send the reaccreditation application and instructions to each institute toward the end of their term of accreditation. Institutes complete and return the application, a site survey is conducted by one ARB-approved surveyor, and the application and survey report are reviewed by the Accreditation Review Board in order to determine the level of compliance an institute has achieved in each criterion.

Reaccreditation fees are determined by the council one year in advance.

Annual Reports and Fees

All accredited NASCE centres irrespective of their accreditation Level, are required to complete an annual report in the fall of each year that the Institute is accredited and to pay an annual fee, except when the institute is undergoing reaccreditation. The annual fee is used to support ongoing maintenance and enhancement of the program, and activities of UEMS related to NASCE activities.

Annual fee to the UEMS to be determined by the Council one year in advance. Fee for 2016 is 850 Euro. For the year of accreditation or reaccreditation, the annual fee is included in the application fee.

Failure to submit an annual report and/or payment of the annual fee means that the accreditation of the institute is not in good standing.