



# Simulation-Based Education in Healthcare

## **Accreditation guidance**

An introduction

Revised edition – June 2018

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## OUR VISION

Our vision is for a collaborative community to improve the quality, safety and effectiveness of patient care by advancing excellence in simulation applied to workforce development and clinical practice.

## OUR MISSION

Our mission is to promote, and support simulation-based education and technology enhanced learning in the pursuit of best practice for our patient, learners and members.

## OUR VALUES

Our five key values are:

-  Collaboration
-  Advancing simulation
-  Patient-centredness
-  Safety
-  Quality

## What is this guidance document for?

This document provides guidance for simulation providers to measure their activity and demonstrate adherence to the standards for simulation-based education established by the Association for Simulated Practice in Healthcare (ASPiH). It contains information on how to apply for accreditation, whether applying for the first time or for re-accreditation, and explains how each application will be assessed.

It should be read alongside the [ASPiH Standards for Simulation-based Education \(SBE\) Framework](#) which details each of the standards that will need to be met for an accreditation award. Each of the relevant accreditation application forms - **individual, organisation, and programme** provides further specific guidance and details of eligibility including the types of documentation and evidence required when making an application.

A list of [FAQs](#) and all the accreditation application forms including the guidance document can be downloaded from the [ASPiH website](#)

## What is ASPiH Accreditation?

The ASPiH accreditation award assures healthcare professionals, educators, regulators, and patients that a high quality of SBE and Technology-enhanced learning (TEL) is provided by the organisation or provider who holds the award. It defines good practice, thereby assuring users that the provider has agreed and met the standards required of a high-quality simulation/TEL provider and encourages development. It is a baseline quality standard that helps guide providers to be the best they can be, for current and future users. Successful demonstration of adherence to the standards will result in the individual, organisation or the programme being awarded ASPiH accreditation.

However, it does *not* endorse the content of a programme or take responsibility for the delivery of simulation-based education by any individual in any organisation.

## Aims of the Accreditation Scheme

The Accreditation Scheme aims to:

- Improve the ability to negotiate financial remuneration from local and national bodies;
- Encompass quality assured educational mechanisms which provide greater credibility with educational commissioners and other organisations such as the Care Quality Commission;
- Demonstrate to patients, educators, and other stakeholders that training is of a high quality enabling achievement of identified learning outcomes;
- Demonstrate an aspirational training environment, which therefore attracts and maintains a higher quality training workforce;
- Indicate the ability to train a competent workforce, thus improving patient care and safety;
- Benchmark the organisation against a recognised national standard;
- Provide opportunities to share good practice locally and nationally;
- Give the organisation greater credibility and reward for good practice;
- Reinforce a shared ethical and professional basis for individuals and organisations;
- Raise the profile of providers;
- Allow the provider to apply for recognition with other higher education providers.

## What are the benefits of taking part in the Accreditation Scheme? The 6 P's

### **Performance**

Accreditation is a quality standard that serves as an authoritative benchmark for assessing performance, rewarding achievement and driving improvement.

### **Profile**

Accreditation raises awareness and understanding of individuals and organisations, building confidence and credibility both within governing bodies and among the public.

### **People**

Accreditation helps organisations to improve their focus on meeting the users' needs and interests and developing their workforce.

### **Partnerships**

Accreditation helps organisations to examine their services and to encourage joint working within and between organisations.

### **Planning**

Accreditation helps with forward planning by ensuring procedures and policies are in place, setting aims and objectives, and projecting for future growth and direction.

### **Patronage**

Accreditation demonstrates that the individual, programme and/or organisation has met a national standard, which strengthens applications for public and private funding and gives investors confidence in the organisation.

## Accreditation fees

As from March 2018 the [new ASPiH membership](#) fees and accreditation will run in parallel – current individual and institutional membership includes the option to submit an application for ASPiH accreditation with no additional cost. Alternatively, non-ASPiH members considering applying for accreditation must commit and pay for membership for the length of the 3-year accreditation cycle.

- Accredited organisations will commit to an institutional membership of £400 per year for 3 years. Named members listed on an Institutional membership may be changed on annual renewal. A named member on an institutional membership is able to submit an individual accreditation application but must revert to an individual membership should their organisation relinquish their institutional membership or remove them as a named member at any time within the 3-year cycle.
- Individuals submitting an accreditation application will commit to ASPiH membership of £75 per year for 3 years.
- Programme applications will require a single payment of £300 to cover the 3-year accreditation cycle, this will include an individual ASPiH membership for the lead person/faculty for 3 years as part of their award.

Organisation accreditation will incur additional visit expenses on an actual cost basis (covering travel, accommodation and subsistence) and these will be invoiced separately.

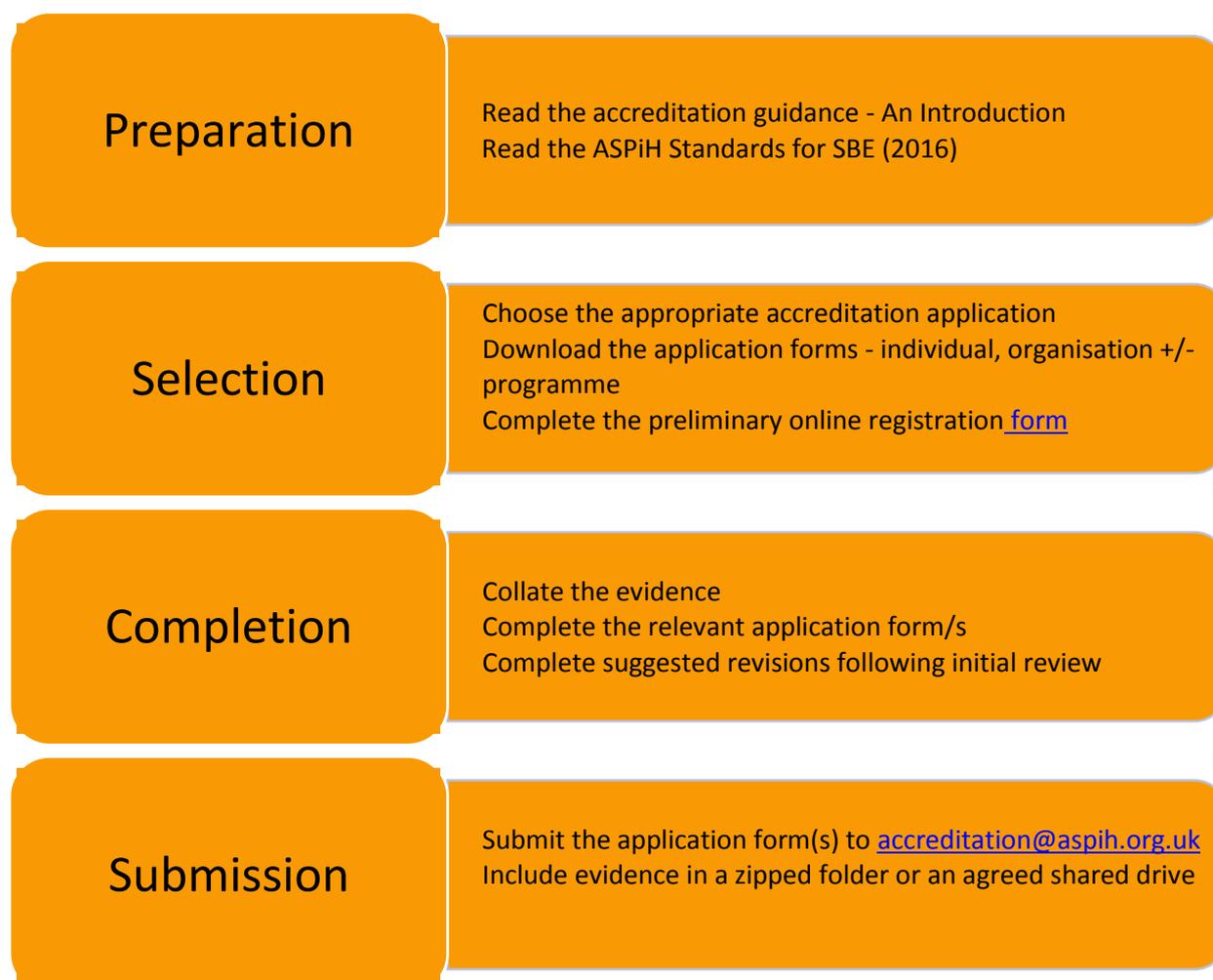
## PREPARING AN APPLICATION

### Who is eligible to apply for accredited status?

To become accredited, individuals and organisations should be:

- delivering simulated-based education
- able to provide evidence to support their application
- able to meet the requirements of the standards and accreditation documentation
- have either individual ASPIH membership (includes named members on an Institutional membership) or institutional membership whichever is appropriate to the application

### Application process for accreditation (Fig.1)



There are four steps to applying for accreditation:

### 1. *Preparation*

Read this introductory guidance document along with the standards for SBE and the relevant application documents on meeting the selected requirements for accreditation.

### 2. *Selection*

Select the relevant accreditation processes – ***Individual, programme, organisation***

***Individual*** accreditation relates to the simulation educator or faculty member demonstrating adherence to Theme 1 of the ASPIH Standards for SBE and the specific standards pertaining to faculty development.

***Programme*** accreditation demonstrates adherence to the standards pertaining to programme and assessment, including any in-situ simulation activity. A programme in this context could be a single stand-alone study day/session, a full module i.e. sessions over a number of weeks or a full course e.g. pre-registration nursing degree, in which the latter two would need all the simulation sessions outlining for the duration of the module/course. Programme accreditation may be appropriate for those that are based in other areas than a conventional simulation centre, for example, within a clinical area.

***Organisation*** accreditation refers to an institution, organisation or centre providing and supporting SBE and TEL and demonstrating adherence to the standards pertaining to those under activity and resources as described in the ASPIH Standards for SBE.

The nominated point of correspondence may be the centre manager and/or coordinator plus a minimum of one named faculty member

### 3. *Completion*

All the relevant accreditation forms can be downloaded from the [ASPIH website](#) and preferably submitted electronically. Any evidence referenced in the forms should also be supplied as pdf files in electronic form, scanned or in an agreed shared drive.

### 4. *Submission*

#### **Individual accreditation**

The individual application form must be completed in full and sent to [accreditation@aspih.org.uk](mailto:accreditation@aspih.org.uk) for evaluation in consideration of individual accreditation. All evidence referenced in the form must be supplied in electronic form, scanned or in an agreed shared drive.

### Programme accreditation

The programme accreditation form must be completed in full and sent to [accreditation@aspih.org.uk](mailto:accreditation@aspih.org.uk) for evaluation in consideration of accreditation for a specific SBE programme. A separate form must be completed and submitted for each individual programme you wish to have accredited. An individual or organisation can submit a concurrent application form for programme accreditation. All evidence referenced in the form must be supplied in electronic form, scanned or in an agreed shared drive.

### Organisation accreditation

The organisation accreditation form must be completed in full and sent to [accreditation@aspih.org.uk](mailto:accreditation@aspih.org.uk) for evaluation in consideration of accreditation as an organisation. All evidence referenced in the form must be supplied in electronic form, scanned or in an agreed shared drive.

Organisations will be contacted regarding convenient visit arrangements.

## ASSESSMENT OF AN APPLICATION

For the purpose of this guidance, an assessor is considered to be an expert in the field of simulation-based education (SBE) and holds a substantial post in development and delivery of SBE

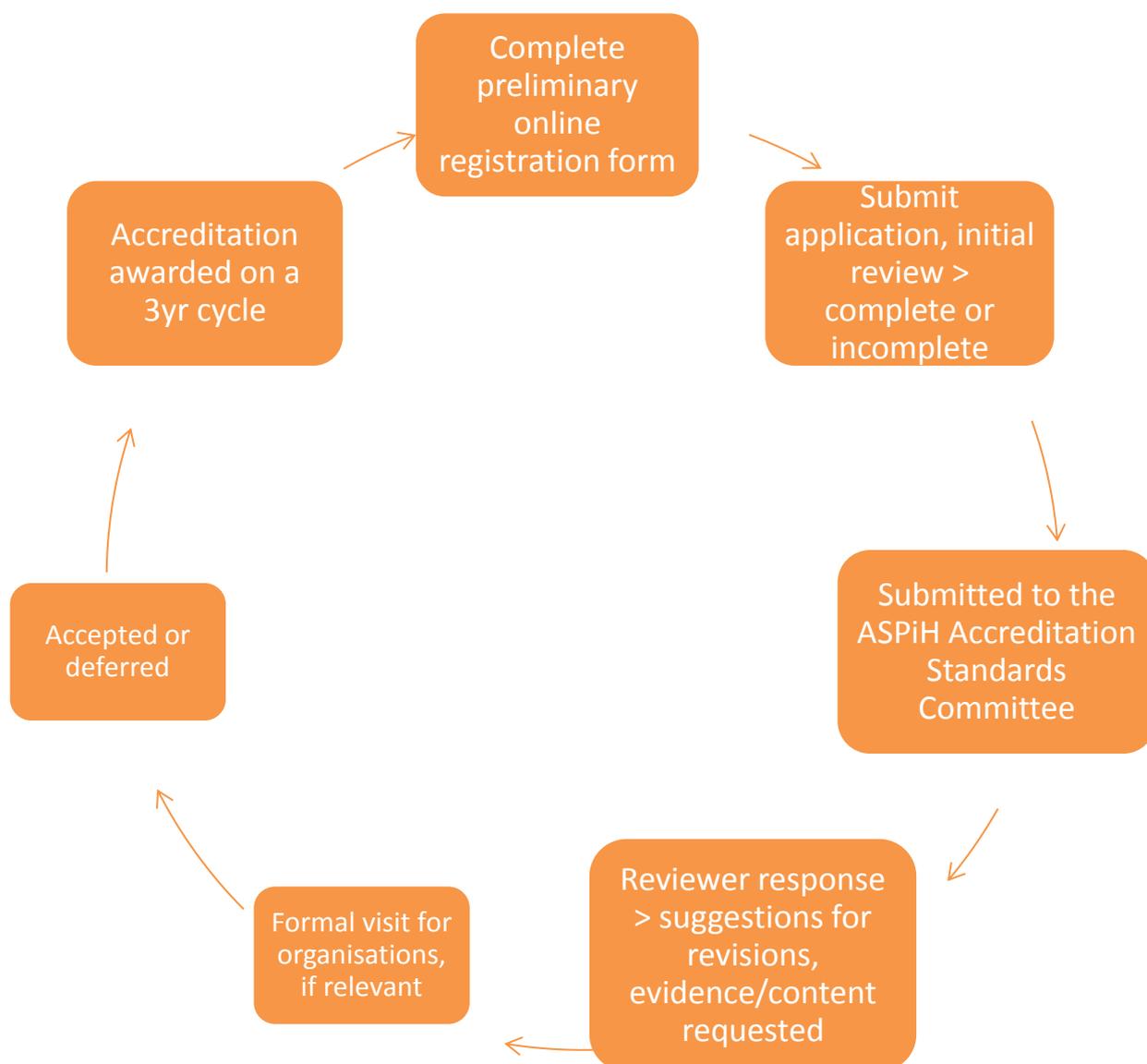
The ASPIH Accreditation Standards Committee is made up of a pool of expert assessors. Their details can be found on the ASPIH website.

### The assessment process

On submission of your application or re-accreditation, the process and timescales are as follows:

Within one week	Email acknowledgement and administration check of application i.e. all sections completed, evidence is included and itemised satisfactorily.
Within 1st month	Initial review of application. This may include further requests for additional information and/or evidence or a telephone call to clarify information provided. Reviewed applications are submitted to the ASPIH Accreditation Standards Committee for an assessment by a minimum of two reviewers.
Within 2 <sup>nd</sup> month	The reviewer's comments and suggestions for revisions i.e. further clarification or alternative evidence will be sent via email to applicants. A revised version of the application addressing the reviewer's comments will need to be resubmitted. In order for the reviewers to clearly see progression, any changes made, or new evidence submitted following the reviewer's comments is explicit. Please note that it is usual for all applications to require revisions except in exceptional circumstances. If these revisions are not received within four months, a new application will need to be submitted.
Within 3 <sup>rd</sup> month	Organisations applying for accreditation will be visited as part the assessment. Up to 10 per cent of organisation re-accreditation applications will also be visited. A proportion of programme applications <i>may</i> also be visited at the discretion of the reviewers.
Within 3 months	The award final decision is made by the ASPIH Accreditation Standards Committee. Individuals, organisations and those applying for programme accreditation will be formally notified of the decision.

Fig.2 The Assessment process



## DECISIONS ON APPLICATIONS

### How long does the decision process take?

The time taken between receiving your submission and a decision being made is taken up with assessment activities, both desk-based and potentially a site visit, scheduling for the ASPIH Accreditation Standards Committee, and quality assurance of the subsequent assessment. If an application or re-accreditation is incomplete or unclear, additional information will be requested. Considering the high workload of the assessment team, there is therefore a flexible target for reviewers to complete assessments and notification of the appropriate award within three months as a maximum.

## Who makes the award decision?

Final decisions on applications are made by ASPIH Accreditation Standards Committee.

## What are the possible outcomes?

**Successful:** Accreditation is awarded on the basis that the applicant has satisfied all the requirements of the standard.

**Deferred:** The application has not met the standards based on the evidence submitted. The expectation of ASPIH is that most applications will be successful and those initially deferred will be successful once additional evidence has been submitted or additional measures to ensure quality are implemented. Those unsuccessful through a repeated deferred application will be recommended to submit a new application after a period of one year.

## How and when will the decision be conveyed?

Outcome letters and award certificates are sent within three months.

## How long does the award last for?

All ASPIH accreditation awards run on a three-year cycle. An electronic reminder will be activated six months before re-accreditation is due. Failure to submit a re-accreditation application within the 6-month period will result in loss of the accredited status of individuals, organisations and programmes and the need to go through the complete formal process again as if it were a first-time application.

## What happens if circumstances of the individual, the organisation or the programme change in such a way that it impacts on compliance with the ASPIH Standards for SBE?

Accredited individuals and/or organisations should keep ASPIH informed during the lifetime of the award of any changes likely to impact on their accreditation status, such as a governance change, a major capital re-development, a significant workforce review or any proposal that changes their future strategy. In cases where a significant change is likely, or has occurred, the individual and/or organisation should contact the ASPIH Accreditation Standards Committee.

## What can I do if I do not agree with a decision?

If you are not happy with the way we dealt with your application, please contact us and we will discuss this with you. You can submit a complaint if you believe we have not followed the published guidance and/or procedures when assessing your application. You cannot appeal the decision, but we will ensure that the relevant and appropriate investigation of your concerns is carried out.

If you have any questions about the accreditation process at any stage of an application, please speak to the accreditation administrator, contact details can be found on the ASPIH website.

## Currency of the accreditation guidance document

The Standards for SBE and the guidance documents will be reviewed annually to ensure they remain current and relevant. Should you have any feedback on the guidance please email [accreditation@aspih.org.uk](mailto:accreditation@aspih.org.uk) at any time.

The guidance was last updated in June 2018, next revision due as required.

### FREEDOM OF INFORMATION

The Association of Simulated Practice in Healthcare is committed to being as open as possible. Our Privacy Policy governs the manner in which ASPIH collects, uses, maintains and discloses information collected from users (each, a "User") of the <http://www.aspih.org.uk> website ("Site"). This privacy policy applies to the Site and all products and services offered by ASPIH including accreditation, using the Standards for SBE (2016).

We will not release any information about applications during the assessment period, as this may interfere with the decision-making process. However, we will after completion of the process publish a list of all successful applicants on the ASPIH website.