



THE ROYAL  
COLLEGE OF  
SURGEONS  
OF EDINBURGH

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# RCSEd Course Accreditation Process

June 2021



If you have any queries regarding Course Accreditation, please contact the Accreditation Department at [accreditation@rcsed.ac.uk](mailto:accreditation@rcsed.ac.uk) and a member of our team will be happy to help.

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## RCSEd Course Accreditation

The Royal College of Surgeons of Edinburgh has a longstanding reputation for offering the highest standards of surgical education and training activity, both nationally and internationally. As part of our commitment to maintaining and improving these standards, the College offers an accreditation service which allows an external educational activity to undergo our rigorous internal quality assurance process.

With an ever-increasing range of educational activities to choose from, the marker of RCSEd Accreditation provides those seeking a course with the reassurance that a particular activity meets the same exacting quality standards as courses within the College's educational portfolio. For those looking to have an educational activity accredited, the marker provides external accreditation from the UK's longest established Medical Royal College.

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## The Process of RCSEd Course Accreditation

The College will endeavour to respond to all applications within two weeks of receiving them. Applications must be sent at least four weeks prior to the scheduled course date to be considered. Submissions received less than 28 days prior to the scheduled course date are not guaranteed.

The below diagram details each step of the course accreditation process for short (up to 5 days) courses or conferences/events (face to face or online).

1.

**Application is submitted with supporting documentation**

We confirm receipt of the application and application fee, and provisionally review the submission to ensure all the necessary paperwork is received.

2.

**Application is assigned to our Clinical and Educational Specialists who review the submission against our exacting quality standards**

At this stage, we may request to arrange attendance at the course by our reviewers.

3.

**Following a successful report from our reviewers, applicants receive a 'Welcome' letter, a Terms and Conditions document for signing, and an invoice for the accreditation fee**

We confirm receipt of the accreditation fee and the signed Terms and Conditions document. The course is then listed on the accredited section of the College website.

4.

Accreditation is granted for a 3-year period and the College badge can be used in conjunction with the course during this time

We monitor course quality by virtue of the completed evaluation forms sent to us after each delivery of the course.

## Benefits to Applicants

Throughout the term of the accreditation (usually a 3-year period), the course convener and their organisation will be entitled to:

- Use the College logo on the marketing, material, and certificates for the accredited course
- Support and feedback on course design and delivery
- Use the term “accredited by the Royal College of Surgeons of Edinburgh” on course material
- Listing on the “RCSEd Accredited Courses” area of the College website
- Award of CPD points for the course

## RCSEd Course Accreditation Standards

The standards for course accreditation can be found in our “RCSEd Short Course Accreditation Standards” document.

## Fee Structure

The below table outlines the fee structure for the accreditation of short (up to 5 days) courses or conferences/events (face to face or online).

Stage in Accreditation Process	Not for Profit	For Profit
Application and review	£150	£500
Accreditation fee per annum	£100	£350
Renewal fee at 3 years	£100	£200

Visits (where required) will be charged separately. Submissions received less than 28 days prior to the date of the event will incur an additional 50% late submission fee charge.

## Renewal of Accreditation Status

For the accreditation status to be renewed after a 3-year period, accredited courses are subject to review. A written request from the course convener is required for the accreditation to be renewed. In addition, we require the following information:

- Details and explanation of any changes made to the course from the initial application e.g., educational content, learning outcomes, aims, course structure, faculty list, evaluation materials or assessment materials.

- Details of any concerns or issues which have been highlighted by course participants and/or faculty and how these have been addressed.
- All course participant and faculty evaluation feedback from the course (where this has not already been supplied).
- An updated programme for the course.

The request and supporting documentation is reviewed by our team and, if successful, accreditation is renewed for a further 3 years.

The fees associated with renewal are detailed above in the 'Fee Structure' table.

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## **Terms and Conditions of Course Accreditation**

All terms and conditions relating to RCSEd Course Accreditation can be found in our "Terms and Conditions of RCSEd Accreditation" document.