



Network of Accredited Clinical Skills Centres in Europe

## Application Form for Accreditation of a Multispecialty Format Centre Level

### General Rules

Accreditation documentation must be written in English.

NASCE accepts no responsibility for accrediting specific skills courses or content per se. NASCE accredits the administering unit.

Accreditation is an ongoing process of development and yearly membership of NASCE is required if accredited status is used in any documents related to the centre.

Accredited units must be in good standing in order to use the resources of NASCE.

The criteria outlined in this document represent a minimum standard to achieve the multispecialty format centre accreditation level.

---

## General Applicant Information

---

Name of institution applying for accreditation

What type of institution is your skills centre affiliated to?

- Medical School
- University Hospital
- Regional Hospital
- Commercial Skills Centre

### Contact details for institution

Name:

Address:

Telephone Number:

Email address:

Website

### Contact details for CEO/Dean of parent organisation

Name:

Address:

Telephone Number:

Email address:

Contact details for Centre Director

Name:

Address:

Telephone Number:

Email address:

Contact details for chief administrator

Name:

Address:

Telephone Number:

Email address:

## Summary Document

---

Please provide a summary document (no more than 2,500 words). This must include.

- 1) A history of the skills centre
- 2) Definition of centre's mission statement/objectives
- 3) Description of the management structure (including an organogram of the skills centre)
- 4) Summary of teaching faculty and facilities
- 5) Description of how the institution is funded
- 6) Summary of the centres strengths and areas for improvement (please included plans of how you intend to address theses areas of improvement)
- 7) Future plans for the skills centre

## Standard I – Governance

---

Please fill in the contact details of the managerial staff in the contacts section on page 2 of the form.

Please supply the CVs of all members of the steering committee and the centre director

### 1.1 Centre Director

Please complete the below to confirm that the centre director meets the following requirements

- An appointment for at least 2 years, with dedicated funding for at least a further 2 years
- Has a contractually dedicated 0.25 time identifiable to the centre if has other roles
- Has fellowship of regional college or equivalent  
*Please insert details*
- Has higher qualification or established research portfolio in skills education  
*Please insert details*
- Has direct responsibility for the administration of budget/ appointed financial officer
- Chairs the steering board
- Is responsible for ensuring quality in courses offered by the centre

### 1.2 Steering Board

Please complete the below to confirm that the steering board meets the following requirements

- Is made up of a least 3 persons, the majority of whom have clinical qualifications commensurate with their post

*Please insert details of individuals and their relevant qualifications*

- Has minuted meetings at least 4 times per academic year
- Has a robust affiliation/direct governance relationship with the associated clinical/academic institution
- At least 1 of the steering board is a direct representative of the associated clinical/academic institution (please provide documentary evidence of this association in supporting documentation)
- Is involved in strategic decision making involving all areas of the centres operation

*Please insert a narrative describing how the steering board functions.*

### 1.3 Governance structure of the skills centre

Please complete the below to confirm that the skills centre meets the following requirements

- Has an agreed organogram representing the governance structure (this must be presented in within the summary document)
- Has a clearly defined mission statement/objectives  
*Please insert narrative*
- Has statutes clearly defining adherence to local and national ethical and relevant legal frameworks including the Helsinki Declaration (Please provide in supporting documentation)
- Have clearly defined written Standard Operating Procedures (SOPs) for governance related matters (Please provide in supporting documentation)

## Standard II – Administration

---

Please complete the below confirm that the centre administration meets the following requirements

- Has dedicated administrative staff of at least 1 whole time equivalent (WTE) involved solely in pure administrative activities (please provide documentary evidence in supporting documentation)
- The (lead) administrator attends steering committee meetings
- Centrally held inventory including high fidelity models updated yearly (Please provide in supporting documentation)
- Annual accounts with budget predictions for the following fiscal year (Please provide most recent accounts in supporting documentation, in addition also provide a letter(s) of commitment documenting affirmation of the budget from the most senior person who is responsible for the support of this budget)
- Robust audit mechanisms in place
- The location of the centre should be fit for purpose, and accessible to learners (Please provide in supporting documentation)
- The centre should has a website that is updated at least monthly detailing courses, structure and objectives  
*Please insert web address*
- Access to Information technology and technical support on site

### Standard III – Teachers

---

Please complete the below to confirm that the teaching meets the following requirements

- All teachers should have specific relevant training and have clinical and scientific legitimacy.

*Please insert list detailing faculty and the training they have received*

- At least 3 WTE should be dedicated in a teaching role with specific relevant training in teaching according to the standards of the country (please provide documentary evidence in supporting documentation)

- At least 1.5 WTE is made up of no more than 2 individual posts (please provide documentary evidence in supporting documentation)

- At least 2 teachers have higher qualifications in their speciality, with formal attachment to the unit (Please provide documentary evidence of attachment and qualification in the supporting documentation)

- Experience of the teachers should reflect the curriculum based on stated aims and objectives of the unit

*Please insert narrative to explain how this has been achieved*

- The unit must from the point of application keep records of feedback for 4 years.
-



**Standard IV – Learners**

---

4.1 How many individual training opportunities are offered to learners a year?  
*Please insert total number here* (Please provide evidence of this in supporting documentation)

4.2 Please complete the below to confirm that the centre meets the following requirements for learners

Training to undergraduate and postgraduate learners or equivalents, as well as at least 2 other medical (interdisciplinary) or paramedical (interprofessional) group (mark below groups to whom training is offered)

- Surgeons in practice (*please insert number trained per year*)
- Physicians (*please insert number trained per year*)
- Surgical trainees (*please insert number trained per year*)
- Trainees from other medical disciplines (*please insert number trained per year*)
- Medical students (*please insert number trained per year*)
- Allied health professionals (*please insert number trained per year*)
- Nurses (*please insert number trained per year*)
- Others (please list) .....

Single and group training modules available

*Please insert details of training modules available and the frequency at which they are offered*

Please indicate which of the modalities below the centre offers, with at least one example of each

- Specific task trainers  
*Please insert example(s)*
- High Fidelity simulation  
*Please insert example(s)*

e-learning

*Please insert example(s)*

Simulated and standardised patient scenarios

*Please insert example(s)*

Others

*Please expand and insert example(s)*

*Please insert and explanation for the process by which the centre selects new technologies and devices for curricula*

Access to facilities for technical skills training of at least 20 or more learners at any time

Availability on site of lecture hall, seminar room(s), remote monitoring (recording/ one way glass/ video)

Access to internet

**Please provide a floor plan of the learning space and a CD of photos documenting this space**

## Standard V – Competencies

---

Please complete the below to confirm that the centre meets the following requirements

- Training for technical and relevant non technical skills is offered

*Please list specific training opportunities/courses*

Training for a variety of roles is available/potentially be available

- Communication

*Please list specific training opportunities/courses*

- Decision Making

*Please list specific training opportunities/courses*

- Management

*Please list specific training opportunities/courses*

- Professionalism

*Please list specific training opportunities/courses*

- Scholar

*Please list specific training opportunities/courses*

- Crisis resource management

*Please list specific training opportunities/courses*

- Training the trainer courses available

## Standard VI – Research and development

---

Centres will be expected to submit comprehensive and to participate in NASCE sponsored meetings yearly

Please complete the below to confirm that the centre meets the following requirements

- Scientific (original research) publications in the area of clinical skills delivery/acquisition/performance

*Please insert a list of relevant peer reviewed articles published in the last 24 months*

*Please outline the unit's plans for the next 3-5 years*

- Formalised documented feedback structures for course and content and teacher ability should be routinely used for each module. Feedback outcomes are evaluated and available for teachers/trainers to review and form part of a formal audit process. **(Please provide summary of unit feedback for the last 18 months in supporting documentation)**

- Development of novel curricula/modalities of training

*Please insert narrative and any relevant publications demonstrating how this has been achieved*

- Complete a SWOT analysis of operations **(Please provide evidence of this in supporting documentation)**

- Have a 4 year mission plan

*Narrative expressing mission plan*