



Document 1 - Endorsement Guidance

Section 1 – Overview

Endorsement:

Endorsement of Courses by the Royal College of Physicians and Surgeons of Glasgow is a mark of educational quality standards. It is only granted after thorough scrutiny and can be removed if a course fails to continue to meet the standards set by the College. Courses must go through the endorsement process every **two** years.

The College must be notified in writing of any changes to be made to the course after endorsement, these changes must be agreed by the College before introduction.

Statement of Endorsement:

This course has been endorsed by the Royal College of Physicians and Surgeons of Glasgow. We believe that it fulfils the prerequisite standards of level..... The course also complies with the teaching and educational requirement standards of the College. As part of its commitment to high quality education this course will be subject to regular review by the College to ensure on-going compliance.

Application:

The Course Endorsement Application Form (Document 2) must be completed in full. The requested attachments must be submitted with the completed form, along with a non-refundable submission fee.

Please allow up to 14 days for a response to the initial application. The College takes up to fourteen days to review each endorsement application. Submissions received less than fourteen days prior to the date of the event will incur an additional 50% late submission fee charge.

The course will be reviewed and if approved, an invoice will be generated and sent to the applicant. If approval is declined a report will be prepared with recommendations for the applicant.



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All courses endorsed will be reviewed every two years, for which a fee will be payable (*please see document 3 for information*). This process will include a resubmission of all the relevant course materials and a visit by a member of the College to the course. The College will work with the provider to address any issues raised, but reserves the right to withdraw endorsement in the event of non-compliance with the review process or if areas of significant concern are raised and remain unaddressed. Withdrawal of endorsement will be notified in writing.

Certificate:

Certificates will bear the College Logo and the following words; *“Content and delivery this course complies with the standards endorsed by the Royal College of Physicians and Surgeons of Glasgow”*

Use of the Logo:

If the course is endorsed you will be sent an electronic version of the logo which must not be edited in any way. The logo must only be used in conjunction with the endorsed course. It must not be used in a way which implies the organisation running the course is endorsed by the College.

Fees:

Fees can be found in Document 3.

Completing Application Form:

Please complete the form electronically or use black ink to complete the form in block capitals. Please mark as ‘not applicable’ any areas that do not apply, rather than leaving them blank. If there is insufficient space on the form to record any of your responses, please continue on a separate sheet. Further guidance on how to complete the application form can be found in section 2, noted below.



Section 2 - Guidance on how to complete the Application Form (Document 2)

Part A – Applicant Details:

The course applicant must record all details.

* Other RCPSG endorsed courses run by the applicant: Please note the name and date of the course

Part B - Course focus and rationale

* Course need: Please describe why your course is needed e.g. does it address a gap in the curriculum; are there other courses which are failing to meet the need; does this course offer a unique approach?

* Course aim/s: Describe in broad terms the overarching educational aim of your course and how it addresses the need described above. This response should answer the question “Why was this course designed?”

*Level: Specify the level of learning the course is aimed at.

* Learning outcomes: Learning outcomes are key to effective course design as they provide the basis for the educational approach, assessment and the course evaluation. In addition, they often form the basis on which learners will select a course and if poorly written can impact negatively on satisfaction.

Learning outcomes focus on the intended changes in the learner as a result of participating in the course and should describe what participants will be able to do as a result of having taken part in the course. The following example and characteristics illustrate a standard approach to describing learning outcomes:

Example: “On completion of the course, participants will be able to tie a tumbled square knot using laparoscopic instruments to safely ligate a vessel.”



Characteristics:

- future-focused e.g. “On completion of this course, participants will be able to...”
- includes a verb (perform, replace, identify, design etc..) describing what the learner should be able to do e.g. “tie”
- describes what the learner is acting on e.g. “a tumbled square knot”
- indicates the conditions required “using laparoscopic instruments to safely ligate a vessel”

Target audience: Please state for which level of training this course is intended (including discipline/s), and detail any specific prerequisite knowledge or skills that participants should possess.

Number of participants: Please state the maximum no. of participants for which the course is designed.

Materials and equipment to be used on the course (for skills courses only): This should detail the materials required for the course, including any tissue, synthetic models, consumables and other equipment. Please attach any equipment lists that you may have.

Consent for use of materials/images: Any images, patient information etc. to be included in course material cannot be used without appropriate consent or copyright permission.

Sponsorship: If the course has attracted commercial sponsorship, the course provider should provide a statement to the effect that course content has not been influenced by the sponsor.

Part C- Course outcomes

To be completed and returned within a month of the course date.

Part D – official use

To be completed by a member of the Royal College of Physicians and Surgeons of Glasgow.



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Submission of application:

Document 2 together with attachments should be sent electronically to cpd@rcpsg.ac.uk

Fees are payable by credit card over the phone by calling: +44 (0) 141 227 3210

Or by cheque, made payable to the Royal College of Physicians and Surgeons of Glasgow and send to:

Education, Training and Professional Development
The Royal College of Physicians and Surgeons of Glasgow
232 -242 St Vincent Street
Glasgow
G2 5RJ