

Program accreditation

Guidelines for applying for accreditation of an educational program

Overview

The Australian College of Perioperative Nurses (ACORN) recognises that perioperative nurses have a regulatory and professional responsibility to ensure that they have the necessary knowledge and skills to provide the care required for surgical patients. ACORN also acknowledges that those who work for our health care partners require knowledge and skills to interact in the perioperative environment.

ACORN invites organisations involved in conducting educational programs to submit an application to have the program considered for accreditation by the Australian College of Perioperative Nurses. Organisations should refer to the following guidelines when preparing an application for consideration to ensure that the quality of the program submitted for accreditation meets the requirements of the College.

Submitting an application

Applications for accreditation must be submitted on the ACORN application form to ensure all the required information is provided. The ACORN Journal and Hospital–University Liaison (JHUL) Committee will consider applications for accreditation during the business of a scheduled meeting. All successful applications will be forwarded to the ACORN board for final approval.

Applications must be submitted at least three months before the program is to be offered to allow time for processing of the application.

The outcome of the application will be forwarded to the person responsible for seeking accreditation. The JHUL Committee will record the details of the submission and ACORN will maintain a register of all accredited programs. A list of ACORN-accredited programs will be available on the ACORN website.

Accreditation of suitable programs will be for a period of three years and entitles the organisation delivering the program to use the ACORN course accreditation logo on accredited course material. The organisation must submit an annual report providing details of the program outcomes. A letter requesting the report, with a report template, will be sent to the person responsible for the program each year. Submission of the annual report will be required to secure the continuing accreditation of the program on the ACORN register. The ACORN board may request a full submission following the three-year accreditation period.

Fees

The College will charge a fee for processing applications for accreditation as outlined below. This fee is due to be paid on application for accreditation. A fee of \$100 will be charged for processing an annual report and maintaining the register of accredited programs.

Length of course	Full fee	Fee for corporate partners
1 day	\$1000	\$800
2–4 days	\$1500	\$1200
5 or more days	\$2000	\$1500

Applications must be submitted to:

Journal and Hospital–University Liaison Committee Chair
Australian College of Perioperative Nurses
PO Box 899
Lyndoch SA 5351

Please email an electronic copy of your submission to administrator@acorn.org.au.

Meeting ACORN Standards

Program material must contain terminology and depictions of perioperative practice that adhere to the ACORN Standards.

Continuing Professional Development (CPD) points

CPD points are to be allocated by the program designer. One hour of learning equates to one CPD point. Program designers will determine how much time is required to complete self-directed and online learning. Face-to-face teaching equates to actual teaching time minus refreshment breaks.

Declaration of intellectual property

The program coordinator must sign and submit the Declaration of Intellectual Property. In signing the declaration the program coordinator is confirming that the application has not, in whole or part, been copied from any other sources and that it does not, in whole or part, include teaching or assessment tools designed by others, without their permission.

Accreditation logo

An ACORN accreditation logo is available to display on program material.

Course monitoring

Should the program be approved for accreditation, the organisation will be required to establish a Program Advisory Committee to monitor the course and ensure the quality and standard of the program.

The terms of reference for the Program Advisory Committee are:

- to monitor the implementation of the program
- to identify and advise on areas for program development and/or improvement
- to forward an annual report to ACORN's JHUL Committee.

Annual reporting

The organisation must provide an annual report to the JHUL Committee for the purpose of reaccreditation. The annual report should be submitted on the ACORN annual report template and will include:

- names and position titles of the Program Advisory Committee members
- dates that the program/subjects were conducted in the last year
- names and qualifications of staff teaching the program
- names of participants in the program
- results achieved by the participants (if applicable)
- an end of year summary of the evaluation of the program
- any proposed changes to the program.

Reaccreditation

Programs will be reconsidered for reaccreditation on the basis of the annual report. Written notification of reaccreditation will be given to the organisation delivering the program.

Program accreditation application form

Overview

Please provide a brief overview of the program

Program

Program title

Description of the program

In approximately 100 words provide a brief description of the program.

Organisation details

Provide a brief overview of your organisation structure, aims and objectives.

Staff details

Provide the name(s) and telephone number(s) of staff that may be contacted to explain the details of the application.

Name

Phone

e-mail



Program coordinator

Provide the name, qualifications and brief CV of the staff member responsible for coordinating the course.

Name:

Qualifications:

Brief CV (including educational qualifications).

Target group

Provide details of the target group for the course.

Previous clinical experience required (if applicable)

Other (please specify)

Program details

Program structure

Include allocation of hours: (E.g. Teaching: lectures 24 hours – 2 hours per week for 12 weeks; tutorials 12 hours – 2 hours per week for 6 weeks)

Clinical: number of clinical hours (if applicable)

Provisional dates for course delivery

Mode of delivery

(onsite, online, distance or combination)

Intended program learning outcomes

Learning objectives for the course:

Program content detail/syllabus (Include topics to be covered):

Teaching staff

List names and qualifications of staff teaching in the subject and component of the subject they will be teaching. Staff involved in the assessment(s) should be included in this section.

Name	Qualifications	Subject component
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Assessment

Describe what is required to pass the subject (e.g. an aggregate mark of 50% is required to pass the subject, subject is pass/fail only).

Please attach details of assessment tasks, as applicable. For each task provide:

- length
- duration
- weighting
- mark required to achieve a pass (e.g. a mark of 50 percent is required to pass, subject is pass/fail only)
- whether a pass is compulsory
- name/s of assessor/s.

Also attach:

- marking guide(s), including a grading scale
- learning resources and study supports available.

Available teaching resources

Include access to staff, venues and equipment.



Course evaluation

Course monitoring process

Composition of Program Advisory Committee

Process of evaluation (attach sample evaluation forms)

Declaration of intellectual property

The person responsible for submitting the application must sign this declaration.

Declaration of intellectual property for

(title of program submitted for accreditation)

provided by.....

(name of organisation delivering the program)

No part of this application for accreditation has been copied from any others work or from any other source except where due acknowledgment is made within the application.

No part of this application for accreditation has utilised teaching or assessment tools designed by others except where express permission to include, rewrite or adapt has been given and duly acknowledged within the application.

Signed:

Date:





Payment must accompany the application.

Length of course	Full fee	Fee for corporate partners
1 day	\$1000	\$800
2-4 days	\$1500	\$1200
5 or more days	\$2000	\$1500

Please make cheques out to the Australian College of Perioperative Nurses.

Credit card authorisation

I hereby authorise the Australian College of Perioperative Nurses to charge my credit card automatically, upon receipt of this authorisation, for ACORN accreditation of professional activities.

Type of card: (Please tick)

Mastercard

Visa

Credit Card Number: _____

Expiry Date: __ / __

Signature of cardholder:

Date:

Applications must be submitted to:

Journal and Hospital–University Liaison Committee Chair

Australian College of Perioperative Nurses

PO Box 899

Lyndoch SA 5351

Please email an electronic copy of your submission to kylee.carmody@acorn.org.au.