




ACCREDITATION DOCUMENTATION

ALGORITHM & DIGITISATION

A guide on what the accreditation committee need and heads up as to what's coming.

What the accreditation committee need from referring consultants

- We do not need War and Peace – we have close to 100 applications to get through every other month, most of them arriving in the week before the cut off - we simply do not have the time or capacity to go through VERY lengthy documents
- We do want to hear about your viceses' strengths and skills, about their practice and a little about their journey towards competency.
- We do not want to see applications with just a 'yes, yes, does this well and so on ...
- The algorithm document, while easy to complete is barren of descriptive detail that would bring alive the applicant and their practice rather than just be a tick box exercise.
- For this reason, we are now asking for a detailed descriptive reference, no shorter than 250 and no longer than 750 words, to be placed on page 15.
- PLEASE ON NO ACCOUNT EXTEND YOUR REPORT BEYOND THE COLUMN PROVIDED IF YOU HAVE THE SOFTWARE THAT ALLOWS YOU TO DO THAT – ADDITIONAL INFORMATION SHOULD BE INCLUDED IN THE PAGES FOR THAT PURPOSE



**THE NEW FORMS WERE DESIGNED
ON A MAC,
USING FREE PDF SOFTWARE,
TO ALSO WORK ON A WINDOWS DEVICE.**

WE KNOW THERE ARE PROBLEMS

Problems with current forms

- ❑ Some typos and glitches - We did go over the forms but we missed some of them
- ❑ Once one of the users has signed, you cannot edit further
- ❑ If you have a paid for PDF software package – you are allowed to continue writing beyond the confines of your column – PLEASE DON'T DO THIS



WE DON'T WANT TO INVEST MORE TIME AND MONEY ON EDITS BECAUSE, WE ARE DEVELOPING A FACILITY FOR YOU TO WORK ON COMPLETING AND EDITING YOUR ACCREDITATION APPLICATIONS ONLINE.

The accreditation committee want the process to be as simple and hassle free as is feasible for everyone.

Potential solutions for the time being

- ❑ You could prepare what you intend to say on a word document and cut and paste onto the application form when you are ready
- ❑ The columns are 50 characters wide. Part A- takes roughly 60 words, B1,3,C&D2-250, B2&8-200, B4-500, B5-150, B6&7-100. (The columns were designed, not just to fit harmoniously on the document but also with the intention you would probably not need to use the overflow pages very much.)
- ❑ The referring consultant should sign the form in the relevant places when there is no more editing to do and send it to the applicant. The applicant can print off, wet sign, scan with accompanying documents as one continuous document and email to accreditationadmin@emdrassociation.org.uk

THE ALGORITHM

- As stated, we now require a descriptive reference between 250-750 words in the application form on page 15.
- We have requested guidance from the Practice Committee on what skills or behaviors are defined as novice, intermediate, competent or advanced but have received no response
- We are seeking your assistance, what would influence your choices as to which box you tick?
- Please begin to gather your thoughts on this, we intend to gather and collate your responses for a UK application guidance.
- Call your message ALGORITHM: GUIDANCE ON DEFINITIONS and mail to admin@emdrassociation.org.uk

DIGITISATION

We are in the process of setting up a facility to complete accreditations and re-accreditations digitally. This would be linked to the applicant's membership record. However, supervising consultants can be given access by the applicant to edit an accreditation document ready for submission.

It is intended that automated reminders would be generated for re-accreditation.

There will be a facility to upload and or update documents – for example professional registration, training certificates, CPD certificates etc.

Some elements could be entered automatically, such as name, address, profession and so on.

We will be looking for volunteers for a pilot early next year.

**THANK YOU FOR YOUR
ATTENTION**