**Cambridge University Health Partners Course Endorsement Scheme**

Cambridge University Health Partners (CUHP) course endorsement provides quality approval against the CUHP Endorsement Criteria for your educational/ continuing professional development programs, entitling approved courses to use the CUHP brand and logo.

The CUHP Educational endorsement scheme is overseen by CUHP's Director of Postgraduate Education, Dr Arun Gupta and applications which meet the criteria set out in the scheme will be considered by a sub-committee of the CUHP Healthcare Education Board which meets three times each year.

Applications are welcomed from within the CUHP partnership and are therefore limited to:

* Cambridge University Hospitals NHS Foundation Trust
* Cambridge and Peterborough NHS Foundation Trust
* Papworth Hospital NHS Foundation Trust
* University of Cambridge

The deadline for applications is four weeks prior to the Endorsement Committee meeting**.**

**Application Guidance**

**Endorsement Process**

1. Applicants are required to read and sign the terms and conditions.
2. Applicants are required to complete the [application form](http://www.cuhp.org.uk/endorsements/endorsement-form.php)
3. Applicants are required to attach all requested documents.
4. Completed forms must be submitted to: ma10001@medschl.cam.ac.uk
5. This must be received by CUHP at least four weeks in advance of the next Endorsement Committee meeting.
6. Applications will be reviewed to ensure all the relevant information is included.
7. Any missing documents will be requested. If they are not returned within the stated period the application will not be put forward for consideration by the Endorsement Committee.
8. Applicants will be advised of the outcome of the process within five working days of the meeting.
9. Successful applicants will be required to demonstrate how the endorsement logo will be displayed on their course material prior to use.

**CUHP Endorsement Scheme Application**

All documents as indicated in the application form need to be submitted for courses to be considered.

|  |
| --- |
| Applicant details |
| Name |
|  |
| Organisation |
|  |
| Email |
|  |
| Telephone |
|  |
| Course details |
| Course name |
|  |
| Proposing Organisation |
|  |
| Course type |
|  |
| Does the course involve a partnership or collaboration with any organisation?  |
|  |
| Academic case (the following must be included) |
| Course Aims |
|  |
| Key objectives/Learning outcomes |
|  |
| Candidates will |
|  |
| Quality assurance/review mechanisms |
|  |
| Course management and administration |
|  |
| External accrediting body (if applicable) |
|  |
| Business case  |
| The following should be included: evidence of likely demand; the intended market; the financial case (including likely fee income, and staff and other course costs); any other resource implications; assessment of risk (financial and other). |
| Contractual and legal implications (if any)  |
| The following should be included: whether a Memorandum of Understanding has been requested; if a Memorandum of Understanding already exists with a partner organisation, is this proposal consistent with it; whether the course provision will be overseas; is there an outside organisation providing sponsorship for the course (and if so please name the company and its association). |
| Important attachments to include  |
| Course ProgrammeAims & Objectives/Learning OutcomesPlanned Advertising materialCourse feedback (if previously run)Sponsorship arrangements (if any)Signed Terms & Conditions |

**Endorsement Criteria**

Criterion 1 - Innovation in Education

*Is this course unique? What other organisations provide this course or type of course? How is this course different? Are innovative teaching methods employed?*

Criterion 2 - Promoting and disseminating improvement and research in clinical practice

*To what extent does the course content support the improvement and research and can the course applicant demonstrate how clinical practice/ patient care will be improved by the delivery of this course?*

Criterion 3 - Delivered by leaders in the field *Those delivering the course are senior members of staff from one or more of the CUHP partner organisations and are considered to be leaders in their field, ie consultant staff, senior academics, senior nursing staff or equivalent.*

Criterion 4 - Enhances the reputation of CUHP

*The course is consistent with CUHP's aims and objectives and is considered by the Endorsement Committee to enhance the reputation of the Partnership.*

Criterion 5 – Demonstrating positive contribution to healthcare delivery

*The course helps to deliver new ways of working which will result in improvements in the efficiency and productivity in healthcare system in the Cambridgeshire sub Local Education and Training Board (LETB).*

Supporting information

*In addition to demonstrating how a short course meets the specific criteria set out by the Endorsement Committee, any proposal for a new short course needs to satisfy the Committee with regard to:*

* *the course provider's past record;*
* *the status of any partner in the provision (including the status of any overseas HEI or other body);*
* *the appropriateness of the subject area in relation to CUHP's stated purpose;*
* *the impact on CUHP's activities overall and on any collaborating institution;*
* *the overlap, if any, with other endorsed provision;*
* *adequate risk (financial and other) assessment;*
* *appropriate quality assurance systems (including a clear indication of where academic ownership of the provision lies in multi-partner or company-linked proposals);*
* *an acceptable draft Memorandum of Understanding where one is required;*
* *the nature of a company's involvement (where applicable);*
* *financial viability;*
* *the efficiency of the course administration.*

**Terms and Conditions**

Following application to the CUHP Endorsement Committee CUHP endorsement is awarded to short continuing professional development courses which meet the criteria set out in the application process.

**Limitations of endorsement**

The endorsement process recognises how the course organisers have provided evidence statements in advance of the course delivery to demonstrate how the course will adequately meet the criteria set out by the Endorsement Committee.

The endorsement confers no quality statement on the course, its materials or its delivery. Neither does it confer any quality statement on the individuals delivering the short course or any qualification on those attending the course.

**Endorsement period**

For one-off short CPD courses the endorsement is valid for that single course date only. Once the CUHP endorsed course has taken place, applicants are required to provide an evaluation report to the Endorsement Committee within 60 days, to include:

* A summary of feedback from attendees
* An impact assessment of the course and its content
* The financial outcome of the course

Where a short course is endorsed by the Endorsement Committee and is provided on a recurrent basis, the provider will be required to reapply for endorsement after three years or if any material changes are made to the course, its content or how it is provided.

**Re-endorsement**

As part of the re-endorsement process, a report of the course will be required to include as a minimum:

* A summary of feedback from attendees
* An impact assessment of the course and its content
* The financial outcome of the course

#### Removal of endorsement

If a course is deemed by the Endorsement-Committee of the Healthcare Education Board to have fallen below the required standard in relation to any of the stated principles or criteria CUHP endorsement will be removed. The decision of the Endorsement Committee will be final.

#### Use of CUHP brand

As part of this endorsement you are permitted to use the following statement on your course programme and advertising together with the logo:

This course is endorsed by Cambridge University Health Partners

For a jpeg version of this logo, statement and full guidance on how to use the brand please contact tony.taylorson@addenbrookes.nhs.uk

Applicants are asked to forward a copy of any materials on which they wish to use the endorsement statement and logo to tony.taylorson@addenbrookes.nhs.uk for approval.

Any use of the CUHP brand or name such as in press releases etc can only take place with the prior approval of CUHP.

I agree to the terms and conditions set out above:

Print Name: …………………………………………………………………………………

Signed: ………………………………………………………………………………………..

Date: …………………………………………………………………………………………..

Please retain one copy of this document for your records.

**Previous Courses Endorsed by CUHP**

* Papworth Intensive Care Ultrasound Course
* Papworth Optimising Care & Management of the Adult Cystic Fibrosis Patient
* CDEP Programme – Re-endorsement
* Papworth Cardiac Surgery Advanced Life Support
* CUHFT Managing Liver Failure
* MRC Generic Nutrition Training (GNT)
* Nutrition & Hydration Education & Leadership for Improved Clinical Outcomes (NHELICO)
* The Stahl Neurophsychopharmacology Masterclass
* WHO/IDF/EASD Cambridge Diabetes Seminar
* **The Cambridge Psychopharmacology Programme** (re-endorsed for 2014)
* **Human Factors in Surgery** - Mr Max Codispoti, Consultant Cardiac Surgeon, Papworth Hospital NHS Trust
* **Design the Smartest ED** - Dr Sue Robinson
* **Ward Based Acute Scenarios (WACS)** - Jennifer Morgan
* **The Cambridge Diabetes Education Programme (CDEP)** - Dr David Simmons
* **Endobronchial and Endoscopic Ultrasound Course** - Dr Robert Rintoul, Papworth Hospital NHS Foundation Trust
* **Cambridge Psychopharmacology Programme** - Professor Peter B Jones, Cambridge University
* **Safer Sedation Study Day** - Dr Stephen Webb, Papworth Hospital NHS Foundation Trust
* **The Cambridge Introductory Programme for Practice Nurses (pilot)** - Mrs Lavinia Barker, Cambridge University Hospitals
* **Contempory Beating-Heart Coronary Surgery** - Mr Max Codispoti, Consultant Cardiac Surgeon, Papworth Hospital NHS Trust
* **Long-term Conditions, Learning and Development Programme** - Jennie Conroy, Cambridgeshire & Peterborough Foundation NHS Trust
* **COPD and Spirometry Study Days** - Dr Sian Stinchcombe, Respiratory Consultant
* **Enhanced Pulmonary Rehabilitation Programme (EPR)** - Tracy Watts, Centre for Self Management Support (CSMS) CUH NHS Foundation Trust
* **The Chief Residents Programme** - Dr J Ahluwalia, Dr A Gupta, Dr Stefan Scholtes, Dr J Dean, CUHFT
* **Cambridge Simulation Training for Leading Educators (Castle Course)** - Dr Rosalie Campbell, Dr Adrian Boyle, CUHFT
* **Advanced Intensive Neuro Critical Care Course** - Sandra Rees-Pedlar, CUHGT
* **Papworth ECMO** - Dr Alain Vuylsteke, Papworth Hospital NHS Foundation Trust