

Course and service accreditation

Telesurgeries - a guide for organisational members

Introduction

This guide will be helpful either if you want to know more about a telesurgery and whether it would be right for you, or if you have already booked a telesurgery so you know what to expect from the process.

What are telesurgeries and who are they for?

Telesurgeries consist of a 60 minute video conference call with an accreditation officer and one of the accreditation assessors. They are open to organisations who are in the process of completing their application for accreditation. A limit of two persons from the applying organisation should be in attendance.

If you are thinking about, or are in the process of making your initial application for accreditation, our accreditation officers will be able to provide you with information. They may refer you for a telesurgery if they feel it would be of benefit. We strongly advise you to discuss your requirements in detail with an officer as the telesurgeries are limited to one per application.

You should be discussing specific queries with an assessor and we would ask you to submit these in advance. A telesurgery will allow you to ask questions to further understand a specific criterion and the kind of evidence we are looking for.

Please note that the assessor will not be able to pre-approve your application. Telesurgeries do not form part of the assessment process and are not mandatory.

How do I book?

Please email us with a selection of suitable dates and times and we will check availability and arrange a mutually convenient date and time. Once this has been agreed, we will send you a Microsoft Teams meeting link.

Email: Course Accreditation
Service Accreditation

accred.course@bacp.co.uk
accred.service@bacp.co.uk

What do I need to do to prepare?

Read through the application guides and look at the application form. Make notes of any queries that you have with regards to the criteria and/or the kind of evidence that should

be submitted. Please submit your queries via email at least **one week prior** to the agreed telesurgery date in order for the assessor to prepare and for you to get the most out of the session.

What happens on the day of my telesurgery?

You will need to join the meeting via the link sent to you. You will be waiting in the meeting "lobby" and we will let you in at the agreed time. The accreditation officer will make introductions and you can then proceed asking your questions.

Cancellations

If you cannot keep the agreed appointment, please let us know as soon as possible so that we can rearrange the telesurgery.