

## SESAM Accreditation Process

### Overview

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## General remarks

- All documentation has to be written in English. Any attached documents (e.g. voluminous technical amendments) don't have to be translated, but a meaningful aggregation of the document's contents has to be provided. Please do not use handwriting in the form.
- SESAM professional standards indicate a minimal level of quality to eliminate substandard occurrences in patient care/training/education.
- This SESAM initiative is tailored for institution accreditation exclusively. Additional accreditation programs (e.g. simulation curricula, courses, instructors and more) will be addressed specifically.
- SESAM accreditation is a service for SESAM members. Thus, it is available only if at least one employee or member of the institution applying is an active SESAM member. The name and position of all SESAM members in the applying institution have to be specified.
- We strongly encourage the application process to be performed as a group work, thus being able to integrate the point of view of several persons working for the applying institution
- Medical science, educational principles and legal regulations are dynamic. To follow actual developments the accreditation documents may be updated as needed.

## **SESAM Accreditation Group (SAG)**

- Members for the SESAM Accreditation Group will be nominated by the SESAM Executive Committee (EC) on proposal by the existing group members. The initial SAG will be nominated by the EC directly.
- The number of SAG members has to be determined by the group itself in order to enable them to process the pending applications in a reasonable time frame
- Members for this group have to be SESAM member in good standing, well known for their expertise in medical simulation, education and research.
- For on-site visits to approve applications for full accreditation at least one auditor has to be SAG member. Ideally, both auditors are SAG members. A second auditor may be appointed independent of the SAG, if he fulfils the competence requirements of the group. The SAG has to ensure that all auditors are appropriately trained and briefed before an audit.
- Within the SAG one member is appointed chair and will coordinate the work of the group. The chair will report all activities of this group to the SESAM EC.
- The SAG manages the work under its own directives. The group can make recommendations on specific questions to the SESAM EC. Based on the given information the right for a final verdict always remains within the Executive Committee.
- The appointed chair of the SAG and up to three members of the group designated by the chair will have three-year service periods, in order to ensure a continuity within the group, all other SAG members serve for a period of two years. All members of the group have the possibility to be re-selected for a second service period. The first term starts at July 1<sup>st</sup>, 2017.
- Collaboration in the SAG is a voluntary activity and will not be remunerated on a regular basis. However, site visits will be compensated according to the terms of this document and attendance of SAG working meetings may be financially supported by SESAM.
- The group meets at least once a year at the SESAM Annual Conference face-to-face to coordinate their work, ensure a homogenous rating, decide on pending applications, prepare communication with the SESAM EC and discuss on future developments
- Besides this meeting at the Annual Conference there may be organized a second face-to-face meeting (SESAM supported working meeting) and several remote conferences matching the needs of the SAG.

## **Criteria for Accreditation or Reaccreditation**

Applications are evaluated by members of the SESAM Accreditation Group, who are committed to objective assessment on the strengths and weaknesses of every submitting institution independently. SAG reviewing includes:

- Integrity of documents submitted
- Validation of data submitted
- Comparison of documents with SESAM professional standards (core values and scopes)
- Inspection of institution premises (on-site visit only)
- Conversation with management, staff and trainees (on-site visit only)
- Constructive feedback on the application

## Accreditation types

Accreditation for institutions can be achieved at two levels:

- Based on document review by the SAG only the institution will get a confirmation that it is “Endorsed by SESAM” and its activity is complying with the SESAM professional standards. This form of review will expire after two years and can be prolonged only once.



- Full accreditation (SESAM Accreditation) is achieved after an on-site visit and discussion with management, staff and trainees, in addition to a review of the provided documents. Full accreditation will also provide several advantages to the accredited institutions, such as entering a network of excellence in research and a higher eligibility for grants. All new accredited institutions will be presented at the next SESAM Annual Meeting.



## Accreditation process workflow

- Decision in your institution to undergo SESAM accreditation process and which level of accreditation (endorsement or full accreditation) is targeted
- Gather all the relevant documents as stated on the SESAM website (document “SESAM Accreditation of Simulation based Educational Institutions”)
- Submit the documentation along with the necessary forms (document “SESAM Accreditation of Simulation based Educational Institutions - Sections 1 and 2”) to SESAM
- Deposit the fee for the selected accreditation level (provisional or full) on the respective SESAM bank account
- As soon as the payment is received by SESAM, a confirmation of the start of the accreditation process is sent to the applicant
- SESAM accreditation group (SAG) will meet on a regular basis, assess the submitted documentation and get back to the applicant for any further information considered relevant
- The SAG reviews the references of the site visit reports (full accreditation) or the document check (provisional accreditation) before taking the final decision.
- If an institution meets the criteria for provisional accreditation (check of the documents by one SAG member), this is granted for a fixed period of two years. SESAM should be notified on any major changes in the institution which occur during that period
- If an institution meets the criteria for full accreditation (after reporting from site visit), this is granted for a fixed period of four years. SESAM should be notified on any major changes in the institution which occur during that period
- SESAM full accreditation implies a site visit by two appointed Accreditation Group members, of which at least one has to be international (one may be from the same country but different institution as the institution applying). Costs for this site visit (one day, fly in the evening before, one night stay (adequate accommodation), site visit day, fly-out in the evening, translator if needed) are billed to the applying institution in addition to the full accreditation fee

- Should the SESAM Accreditation Group decline accreditation, it will provide detailed feedback on the reasons for this. There will be no refund of costs.
- Final decisions for provisional accreditation can be expected within three months after confirmation of the start of the accreditation process.
- Final decisions for full accreditation can be expected within six months after confirmation of the start of the accreditation process.

## Reaccreditation

- Institutions with a provisional accreditation are accredited for a period of two years. In order to renew this accreditation level once, the institution must apply for reaccreditation at least two months before the end of the accreditation period. The reaccreditation process is a reduced version of the initial application and processed by one member of the SAG, who reports back to the whole group.
- Instead of reaccrediting the provisional accreditation one time institutions may choose to upgrade to full accreditation level. By this the need for reaccreditation is replaced by the application for full accreditation.
- Full accreditation status of institutions has to be reconfirmed after a period of no longer than four years. For that purpose the institution has to apply for reaccreditation at least six months before the end of the accreditation period. One member of the SAG will conduct a one-day site visit and report back to the whole SAG.
- The SAG will review all reports of applicants for reaccreditation at regular meetings. If the criteria for reaccreditation are fulfilled, accreditation will be approved for another two (provisional accreditation) or four years (full accreditation) respectively.
- Should the SESAM Accreditation Group decline reaccreditation, it will provide detailed feedback on the reasons for this
- In case formerly accredited institutions waive to undergo the reaccreditation process, their accreditation status will expire at the end of their two or four years period respectively.

## Annual Reporting

- All accredited institutions have to deliver an annual report to the SAG during their accreditation period (two or four years respectively), except when being reaccredited in the same year. The report will cover the two years previous to the report's date. The report will contain at least the following data:
  - number of simulation based educational activities in the reporting period (previous two years)
  - learner contact hours, differentiated by simulation-based learning activities, in the reporting period (previous two years)
  - faculty development measures in the reporting period (previous two years)
  - institution developments over the reporting period (previous two years) (free text) – personnel, material, etc.
  - research projects started or completed during the reporting period (previous two years) (if applicable)
  - presentations and congress activities over the reporting period (previous two years)
  - number of active SESAM members in the institution
- Failure to submit an annual report and disregard to supply it after a reminder of the SESAM Accreditation Group within four weeks may lead to loss of accreditation status.
- Failure to demonstrate the existence of at least one active SESAM member within the institution may lead to loss of accreditation status.
- Reporting forms for both levels of accreditation are available from the SAG.

## Fees for Accreditation and Reaccreditation

Fees are collected by SESAM for handling application and granting accreditation and reaccreditation. They compensate work and administrative expenditure of the SESAM Accreditation Group. The amounts are determined annually by the SESAM Executive Board on proposal of the SESAM Accreditation Group and may be subject to change.

There are separate fees for the two levels of accreditation (as June 10<sup>th</sup>, 2017):

- Provisional accreditation 400 €
- Provisional accreditation reaccreditation 200 €
- Full accreditation 800 € (plus costs for site visit of two auditors)
- Full accreditation reaccreditation 400 € (plus costs for site visit of one SAG member)

There are fees for travel and accommodation of the auditors performing the on-site visits, that will be charged **in full** to the applying institutions in addition to the accreditation fee itself (as June 10<sup>th</sup>, 2017):

- Fee per auditor per full day (absent from home working place) including all personal expenses
- Economy travel costs.
- Accommodation at adequate comfort. Number of nights depending on travel duration.

These travel and accommodation costs will be calculated and stated to the applying institution in advance of a planned site visit.

In general the SAG will seek to maintain travel and accommodation costs as reasonable as possible. That means within Central Europe SAG auditors try to pursue a policy of fly-in the evening before, one night stay (adequate accommodation), site visit day, fly-out in the evening.

## Validity Period of Accreditation and Reaccreditation

- Accreditation for provisional or full accreditation is granted for two and four years respectively.
- At the SESAM annual meeting all new and reaccredited institutions will be announced
- The validity period starts from the next SESAM annual meeting in June each year. This means accreditation lasts two/four full society years plus the interval to the end of the calendar year.
- Eligibility to use the sign of quality “SESAM Accreditation” (full accreditation) or “Endorsed by SESAM” (provisional accreditation) together with the SESAM logo starts with receipt of the written approval from the SESAM Accreditation Group, indicating that the institution has successfully passed the complete application process.
- On a regular basis accreditation ends after two or four full society years plus the interval to the end of the calendar year, if no application for reaccreditation or change of accreditation level is submitted by that date. The institution is not allowed to use the SESAM quality sign and logo after that point anymore.
- On request of the SESAM Accreditation Group in case of misconduct of an institution (e.g. non-compliance to SESAM professional standards) accreditation may be withdrawn. Prior to that the SAG will issue a caution and allow four weeks to correct the source of complaint and may plan a site visit. If these corrections do not meet the expectations of the SAG, accreditation will be cancelled immediately with dispatch of the written decision of the SAG. SESAM quality sign and logo have to be removed immediately from all visible activities of the institution.

There is no legal right or entitlement to obtain the SESAM accreditation. Accreditation will be provided based on the judgement of the SESAM Accreditation Group members only.