

Information required for centre accreditation

The table below outlines the type of information that would be required as part of a centre accreditation application. The centre accreditation application should be supported by existing policy statements and data, as well as any additional information that may be appropriate. The [Criteria and Standards](#) for surgical education centre accreditation, the [fee structure](#) and further information about the process can be reviewed on the [RCS Accreditation Portal](#).

Updates

Once accredited, centres are required in the period of accreditation to provide six-monthly updates to the RCS on the courses provided by the centre which are covered by RCS accreditation.

If an accredited centre plans to introduce a new educational activity during the period of accreditation, the centre is requested to inform the RCS about this activity before the new activity takes place. If the centre wishes to include the new activity in its ongoing portfolio of accredited courses included under the umbrella of RCS centre accreditation, the centre will need to provide full information to the RCS about the aims, structure and content of the activity at least two months prior to running the activity as an accredited course, in order that it can first be reviewed. If the centre plans to cease provision of an educational activity included under the umbrella of RCS centre accreditation, it is required to inform the RCS about this as soon as possible.

Criteria	Information required
Appropriate Learning Environment	<ul style="list-style-type: none"> • Brief description of the centre (include evidence of a shared educational philosophy with the RCS) • Range of programmes • Strategy for delivery surgical courses • A rationale for the proposed collaboration, both in terms of the programme and in working with the RCS within the context of the centre strategy • Clear statement that the centre understands and agrees to operate the principles and practices established for the collaboration



	<ul style="list-style-type: none">• Details of the resource base to support programmes – physical accommodation, revenue, capital support, computing facilities, subject specific resources• Staff details• Arrangements for educational and administrative support of participants
Effective organisation structure	<ul style="list-style-type: none">• Description of the centre's organisational structures• Learning and teaching strategy• How responsibility for programme design, delivery and assessment is devolved locally
Quality assurance of the centre's provision	<ul style="list-style-type: none">• The procedures for maintenance and enhancement of quality and standards• How the centre monitors and evaluates its overall performance• How programme quality is monitored and evaluated within the centre• How the centre will prepare monitoring and review reports• How the reports will be considered within the centre, and the process for implementing recommended actions• How participant evaluation of programmes occurs• Decision making and problem resolution systems at programme and centre level
Educational portfolio	<ul style="list-style-type: none">• Number of courses/ specialties (subspecialties)• Course programme details (as per course approval requirements pro-forma)