**Re-accreditation instructions & Application Form**

# Introduction:

The BSE Council has a formal commitment to maintaining our delegates ' skills and knowledge through re- accrediting processes and provision of high quality and relevant education.

Following accreditation, if you wish to remain accredited after five years, you will need to re-accredit to ensure maintenance of your scanning skills and background knowledge. This document outlines the processes by which you can access re-accreditation for each of the accreditation processes that we offer. This process is voluntary, but without it, you would need to repeat the accreditation process to gain a new proficiency award.

## Demonstrating skill maintenance:

The BSE recognises that the number of scans personally performed by an individual varies according to their seniority and their role in a department. We, therefore, accept evidence of professional activity in the two options below with minimum numbers within each option that applies.

**Option 1: Scanning above a set minimum number of patients per year**

* Need to demonstrate a variable proportion of scanning & BSE points
* See table below for details
* Five years of continuous membership fees

**Option 2: Scanning less than a set minimum of patients per year**

* Need to demonstrate senior reporting activity
* Need to demonstrate practical echo skills
* Need 50 BSE re-accreditation points over five years
* Application and practical attendance fee of £160

## Appendix 1

We do not accept applications for re-accreditation outside of the following categories.

**This applies to all accreditation types.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Professional Activity** | **Subspecialty** | **Scanning** | **Senior reporting***(see definition below)* | **Educational Activities in five years** | | **Live scanning requirements** |
| **Evidence required** |  | Logbook *(reviewed by your line manager, not BSE team)* | *Logbook of scans ‘over read’ and senior reported* | BSE points, see [**Appendix 2**](#_Appendix_2) | |  |
| **Categories** | **TTE Level II & ACCE, Stress Echo** | <75 per year | >150 per year | 50\* | *tick which applies* | Attend and pass the live scanning section at a practical exam. |
| 75-149 per year | NA | 40\* | *tick which applies* | NA |
| 150-249 per year | NA | 30\* | *tick which applies* |
| 250-500 per year | NA | 20\* | *tick which applies* |
| **TOE** | <25 per year | >50/year | 50\* | *tick which applies* | Attend and pass the live scanning section at a practical exam. |
| 26 – 49 per year | NA | 40\* | *tick which applies* | NA |
| >50 per year | NA | 30\* | *tick which applies* | NA |
| **Level I** | <50 per year | NA | 15\* | *tick which applies* | Attend and pass live scanning and the pathology ID section of a practical exam. |
| 50 - 75 | NA | 10\* | *tick which applies* | NA |
| > 75 per year | NA | 5 |  | NA |
| **Joint**  **re-accreditation** | Both logbook criteria must be met |  | BSE points can contribute to both reaccreditations but must be collected within the correct timeframes; minimum subspecialty requirements must be met\*. | | |

**Senior reporting** refers to second or third opinions on a finished report, which needs expert assessment. This does not refer to assistance by peer colleagues for routine reporting.

**NB:** if applying for re-accreditation in two specialities, re-accreditation points may be used for both, but the minimum number of points per subspecialty must be reached. At least 10 points should be acquired from the modality e.g TOE, Stress etc or provide course information that has content based on the particular subspecialty.

**Eligibility criteria:**

**To be eligible for re-accreditation, the candidate must:**

1. Be a fully paid-up member of the BSE.
2. Be actively involved in the delivery and performance of echocardiography.
3. Demonstrated compliance with one of the above re-accreditation categories.
4. Pay the required administration **fee of £115.00 per accreditation**: the fee covers the cost of processing the application and producing a new proficiency certificate valid for five years from the expiry date of the previous proficiency certificate.
5. If the candidate needs to attend a practical exam for the live scanning station, the fee increases to £160.
6. Applications submitted after the expiry date of accreditation (less than three months following the expiry date) will incur a late fee of £145.

## Timing of application for re-accreditation:

The BSE must receive applications for re-accreditation with complete supporting documentation 6-12 weeks before the end of the five-year accreditation period (including payment of fee).

We aim to provide reminders to members before the expiry of their accreditation. It is the member's responsibility to apply for re-accreditation before their accreditation expires. The [accredited members list online](https://www.bsecho.org/Public/Accreditation/Personal-accreditation/Accredited-members/Public/Accreditation/Accreditation-subpages/Personal-accreditation-subpages/Accredited-members.aspx?) displays the expiry date of accreditation.

## **Payment:**

The re-accreditation fee of £115 will be paid when submitting the application form online.

**We recommend paying online during your application upload**; instructions are available through the [re-accreditation](https://www.bsecho.org/Public/Accreditation/Personal-accreditation/Re-accreditation/Public/Accreditation/Accreditation-subpages/Personal-accreditation-subpages/Re-accreditation.aspx?) webpage.

Late submissions are charged £145. A late submission is an application submitted within three months of expiration.

**Educational activities offering BSE points:**

Attendance at courses\*

BSE re-accreditation points for courses or meetings attended are as follows. Proof of attendance is required.

**Applicants are expected to attend at least one Category I meeting within the five-year cycle.**

## Appendix 2

**Educational Activities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Meeting-type** | **Examples** | **BSE Points allocation** |
| I | Specialist meetings primarily focused on echocardiography | **BSE Annual meeting**  ACTACC  EACVI  EAE, ASE, ESC, EACTA  Echo Australia  Society of Cardiovascular Anaesthesiology | 5 per day |
| II | International general cardiology meetings  National/regional meetings with an echo focus | BCS, ECS, ACC  Hammersmith Echo Conference Advanced Imaging  Regional rep day meetings | 3 per day |
| III | Regional/local meetings with at least two hours of echo educational content: at least one speaker must be a BSE-accredited member. | Thames Valley Echo Discussion Group meeting | 2 per day  The maximum contribution to the five-yearly re-accreditation cycle = 10 |

\*Please note, that this table has been created for guidance only. Please view our BSE Points List online for a full and accurate list of courses that have been awarded BSE Points, please view our [BSE Points List](https://www.bsecho.org/Public/Events/Endorsement-and-points/Public/Events/Endorsement-and-points.aspx?) online.

For courses not listed on the points list, please contact the course organisers and request them to apply for BSE points by visiting the Events section of [www.bsecho.org.](http://www.bsecho.org)

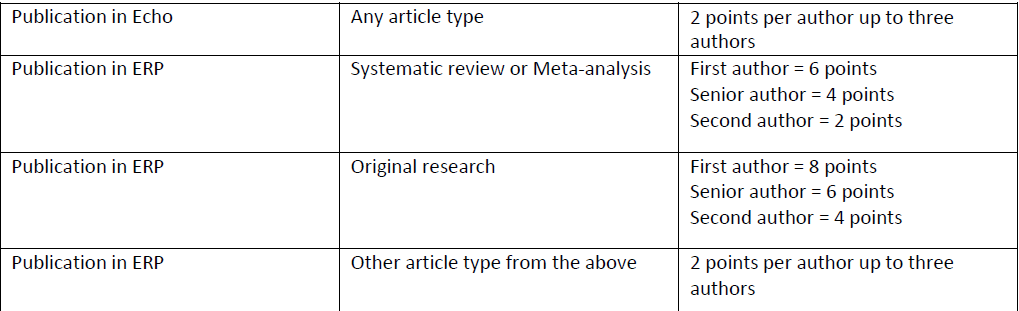
Applicants who have attended events which have not been awarded BSE points should include the full course programme, along with proof of attendance with their application.

## Online learning modules (eLearning)

The BSE offers a rotating series of [Online Learning Modules](https://www.bsecho.org/Public/Education/Online-learning/Public/Education/Online-Learning.aspx?); please visit the Education section of [www.bsecho.org](http://www.bsecho.org) for further information.

## Writing for publication in the journals of the BSE

To recognise the wider and in-depth reading associated with writing for publication, BSE re-accreditation points for papers/articles published in either ECHO or Echo Research and Practice (ERP) can be claimed as follows up to a maximum of 16 points per re-accreditation cycle:



## Notification of outcome:

If an application lacks sufficient information, the accreditation team will contact the applicant to request the missing information. The correct information must be available to be processed before the deadline of six months following the expiry of the previous accreditation five-year period.

Application processing time is six to eight weeks; please factor this into the timing of your application and the final deadline for re-accreditation.

Applicants will be notified of the application outcome by email before the expiry of the current accreditation. Successful applicants will receive a re-accreditation e-certificate uploaded to their [BSE profile.](http://www.bsecho.org)

## Appeals/false claims:

Members have the right to appeal a decision to deny re-accreditation. The application should be made in writing to the Chair of Accreditation, accompanied by supporting documentation using the appeals form on [www.bsecho.org](http://www.bsecho.org).

Appeal applications must be received within 60 days of notification of the decision to deny re-accreditation and must clearly state the reason for appeal. Receipt of appeals will be acknowledged in writing within two weeks of receipt.

Appeal documents will be anonymised and presented to the BSE Council by the Chair of Accreditation for consideration. For this reason, there may be a delay of up to four months before a decision is made due to the frequency of Council meetings. The accreditation status of the applicant will be frozen pending the outcome of the appeal. The applicant will be informed in writing of the appeal outcome within two weeks of the council's decision.

If it can be shown beyond reasonable doubt that in pursuit of re-accreditation, a member has knowingly made a false claim to satisfy any re-accreditation requirements, they will be expelled from the society, and any existing accreditations will be revoked. This may have medico-legal ramifications for any echo-based activity based on a false claim to satisfy the Society's criteria for re-accreditation.

**Please complete the re-accreditation application form on page 7 following the above guidelines.**

# **Application for Re-accreditation: all sub-speciality proficiencies**

## **Personal details:**

* Title (Dr/Mr/Mrs/Miss/Ms/Prof):
* Name (as registered on account):
* BSE ID Number:
* Registered Correspondence Address:
* Registered Correspondence E-mail:
* Current proficiency speciality (Adult TTE/L1/ACCE/TOE/Stress/CHD):
* Date of expiry of current accreditation:

## **Appendix 1:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Professional Activity** | **Subspecialty** | **Scanning** | **Senior reporting***(see definition below)* | **Educational Activities in five years** | | **Live scanning requirements** |
| **Evidence required** |  | Logbook *(reviewed by your line manager, not BSE team)* | *Logbook of scans ‘over read’ and senior reported* | BSE points, see [**Appendix 2**](#_Appendix_2) | |  |
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## **DECLARATION**

**Select the statement that applies to you**, supply email/PDF letter from your Head of Echo or Line Manager as the declaration of one of the below statements.

**1.**  I confirm that I scan more than the minimum number of patients required for re-accreditation per year:

Please enter the average (mean) number of cases per year over five years: *here*

## **Head of Echo or Line Manager Signature:**

I confirm that the above is correct, that the cases scanned reflect the candidate's overall workload and that there have been no issues with the quality of the candidate's work over this period. Please note: If there are work quality issues, please do not sign this form but contact the Chair of Accreditation via the BSE office for discussion and advice.

**Please provide an attached letter/email from your Head of Echo or Line Manager.**

Print name of Head of Echo/Line Manager:

Position held:

**OR**

**2.** I confirm that I scan less than the required minimum number of patients per year and would like to apply for a place at a practical assessment to attend the live scanning station. (You will be offered a place on an available practical assessment date; this will not affect your re-accreditation date).

**Yes** **No**

I confirm that I have provided a senior reporting service to the appropriate number of patients per year (please see the table above for the minimum number of patients per year)

**Yes** **No**

## **Head of Echo or Line Manager:**

I confirm that the candidate has scanned less than the required minimum number of patients per year.

**Please provide an attached letter/email from your Head of Echo or Line Manager to confirm one of the above statements.**

Print name of Head of Echo/Line Manager:

Email address:

Telephone No:

Position held:

## **Appendix 2:**

**EDUCATIONAL ACTIVITIES (if required, continue to Additional sheet on page 10):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Title/details including date** | **Points claimed** | **Evidence provided: please list** |
| Class I meeting attendance |  |  |  |
| Class II meeting attendance |  |  |  |
| Class III meeting attendance |  |  |  |
| BSE online learning |  |  |  |
| Publication in Echo |  |  |  |
| Publication in ERP |  |  |  |
| **Total BSE re-accreditation points in this five-year cycle** | |  |  |

## **APPLICANT CONFIRMATION:**

* I confirm that the information I have provided is true
* I am applying 6-12 weeks before the end of my five-year accreditation period
* I am not subject to any current disciplinary action that may affect my re-accreditation eligibility.
* I have attached all supporting documentation with this application

**Signed (e-sign):**

**Printed (full name):**

**Date:**

## **Additional sheet – EDUCATIONAL ACTIVITIES (cont.)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Title/details including date** | **Points claimed** | **Evidence provided: please list** |
| Class I meeting attendance |  |  |  |
| Class II meeting attendance |  |  |  |
| Class III meeting attendance |  |  |  |
| BSE online learning |  |  |  |
| Publication in Echo |  |  |  |
| Publication in ERP |  |  |  |
| **Total BSE re-accreditation points in this five-year cycle** | |  |  |

**END OF APPLICATION FORM**