



# Re-accreditation instructions

## 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 <a href="#">Appendix 2</a>	
Categories	TTE Level II & ACCE, Stress Echo	<75 per year	>150 per year	50*	Attend and pass the live scanning section at a practical exam.
		75-149 per year	NA	40*	NA
		150-249 per year	NA	30*	
		250-500 per year	NA	20*	
	TOE	<25 per year	>50/year	50*	Attend and pass the live scanning section at a practical exam.
		26 – 49 per year	NA	40*	NA
		>50 per year	NA	30*	NA
	Level I	<50 per year	NA	15*	Attend and pass live scanning and the pathology ID section of a practical exam.
		50 - 75	NA	10*	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 £120.00 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 applicant needs to attend a practical exam for the live scanning station, the fee increases to £160. The applicant must contact the accreditation team for further information on the process for attending the practical examination.
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](#) displays the expiry date of accreditation.

### Head of Department Declaration

You will be required to provide a statement from your head of department supporting your application and verifying the number of scans you complete. This declaration will need to be on official letterheaded documentation and include your head of departments NHS email for us to be able to contact if we need to.

### Payment:

The re-accreditation fee of £120 will be paid when submitting the application form online.

**We recommend paying online during your application upload**; instructions are available through the [re-accreditation](#) 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	<b>BSE Annual meeting</b> 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-accréditation 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](#) 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](#); 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:

<b>Publication in ECHO</b>	Any article type	2 points per author up to three authors
<b>Publication in ERP</b>	Original research or review	First author= 6 points Senior author= 4 points Other authors (upto 3) = 2 points (points allocation to be decided by lead / senior author and not the BSE's accreditation team).

## 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 your application's timing and the final re-accreditation deadline.**

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](#).

## 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 a member has knowingly made a false claim to satisfy any re-accreditation requirements in pursuit of re-accreditation, 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.**

