

Re-accreditation instructions & Application Form

Introduction:

The BSE Council has a formal commitment to maintaining our delegate's 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 & CPD points
- See table below for details
- Five yearly fee of £100

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
- Five yearly fee of £150



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

This applies to all accreditation types.

Professional activity	Subspecialty	Scanning	Senior reporting (see definition below)	Educational activities/five years	Live scanning requirement	
Evidence required		<i>Log-book (reviewed by line manager, not BSE team)</i>	<i>Log-book of scans 'over-read' and senior reported</i>	<i>BSE Points (see over for details)</i>		
Categories	<i>TTE Level I & II Community ACCE</i>	<i><75 scan/year</i>	<i>>150/year</i>	<i>50*</i>	<i>Candidate will need to attend and pass the live scanning section of a practical exam in order to re-accredit.</i>	
		<i>75-150/year</i>	<i>N/A</i>	<i>40*</i>		
		<i>150-250/year</i>	<i>N/A</i>	<i>30*</i>		
		<i>250-500/year</i>	<i>N/A</i>	<i>20*</i>		
	<i>TOE</i>	<i><25/year</i>	<i>>50/year</i>	<i>50*</i>	<i>Candidate will need to attend and pass the live scanning section of a practical exam in order to re-accredit.</i>	
		<i>25 – 49/year</i>	<i>N/A</i>	<i>40*</i>		
		<i>>50/year</i>	<i>N/A</i>	<i>30*</i>		
	<i>Stress</i>	<i><100/year</i>	<i>>100/year</i>	<i>50*</i>	<i>Candidate will need to attend and pass the live scanning section of a practical exam in order to re-accredit.</i>	
	<i>At least 10 BSE re-accréditation points must relate specifically to the accreditation sub-specialty, e.g. TOE*</i>		<i>>100/year</i>	<i>N/A</i>	<i>40*</i>	<i>N/A</i>
		<i>Joint reaccréditation, e.g., TTE and TOE</i>	<i>Both log-book criteria must be met</i>		<i>Reaccréditation points can contribute to both reaccréditations but must be collected within the correct time-frames: Minimum subspecialty requirements must be met*.</i>	

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-accréditation in two specialties, re-accréditation points may be used for both, but the minimum number of points per subspecialty must be reached.



Eligibility criteria:

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

1. 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 reaccreditation categories.
4. Pay the required administration fee of £100.00: this fee covers the cost of processing the application and producing and delivering a new proficiency certificate which is valid for five years from the date of expiry of the previous proficiency certificate.
5. If the candidate requires attendance at a practical exam to attend a live scanning station this fee increases to £150.

Timing of application for re-accreditation:

Applications for re-accreditation must be received by the BSE with complete supporting documentation 6-12 weeks before the end of the five-year accreditation period.

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.

Payment:

The re-accreditation fee of £100 is to be paid when submitting the application form.

We recommend paying online during your application upload; instructions available through the [re-accreditation](#) webpage.

We can accept BACS payments:

Natwest Bank- Account No: 73699519 - Sort Code: 53-70-15

Please quote **ReA** followed by your five-digit BSE ID number as a reference.



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.

Class	Meeting-type	Examples	Points allocation
I	Specialist meetings primarily focused on echocardiography	BSEcho (Annual meeting) ACTACC EAE ASE 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, this table has been created for guidance purposes 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.

If a member wishes to have a course not listed here recognised for BSE re-accreditation points, this application should be made in writing to accreditation@bsecho.org and accompanied by the programme. The Chair of Accreditation will make the decision.



Online learning modules (eLearning)

The BSE offers a rotating series of [Online Learning Modules](#); please visit the Education section of www.bsecho.org for further information.

Distant Learning Modules (DLMs) were issued and awarded 4 BSE points; we may accept evidence of these if these fall within the five-year cycle.

Please note: No more than 24 BSE re-accreditation points achieved through DLMs will be recognised for re-accreditation per five-year cycle.

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:

Publication in Echo	Any article type	2 points per author up to three authors
Publication in ERP	Systematic review or Meta-analysis	First author = 6 points Senior author = 4 points Second author = 2 points
Publication in ERP	Original research	First author = 8 points Senior author = 6 points Second author = 4 points
Publication in ERP	Other article type from the above	2 points per author up to three authors

Notification of outcome:

If an application lacks sufficient supporting information, the candidate will be contacted by the BSE accreditation team to request the deficient 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 at 6 months following the expiry of the previous period of accreditation.

Applicants will be notified in writing by the BSE accreditation team of the outcome of their application for re-accreditation before the expiry of the current accreditation. Successful applicants will be issued with a re-accreditation 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.

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 accreditation Chair 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 the outcome of the appeal within two weeks of the council's decision.

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

Please complete the re-accreditation application form shown overleaf following the above guidelines.



Application for Re-accréditation: all sub-speciality proficiencies

Personal details:

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

Please select the re-accréditation categories which applies to you, click on the relevant parts of the table to make your selections

Professional activity	Subspecialty	Scanning	Senior reporting (see definition below)	Educational activities/five years	Live scanning requirement	
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		<i>Joint reaccréditation, e.g., TTE and TOE</i>	<i>Both log-book criteria must be met</i>		<i>Reaccréditation points can contribute to both reaccréditations but must be collected within the correct time-frames: Minimum subspecialty requirements must be met*.</i>	



DECLARATION

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

Average (mean) cases per year over five years:

Head of Echo or Line Manager:

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.

Signed: Print name:

Position held:

OR

2. I confirm 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 the next 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 numbers of patients per year)

Yes No

Head of Echo or Line Manager:

I confirm that the above is correct.

Signed: Print name:

Position held:



EDUCATIONAL ACTIVITIES (if required, continue on 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			

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 which may affect my eligibility for re-accreditation.
- I have attached all supporting documentation with this application

Signed:

Printed:

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