

Policy & Process

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Principal Responsibility: AOA Board
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Approved by:	Title: CEO	Name: Adrian Cosenza	Signature/date 25 August 2020 
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OUTCOME

The process for accreditation of educational activities offered by third-party organisations will be conducted according to this policy and process.

DEFINITIONS

- AOA - Australian Orthopaedic Association
- CPD – Continuing Professional Development
- RACS – Royal Australasian College of Surgeons
- Third party organisation – an organisation, individual or group external to AOA

POLICY

PURPOSE AND SCOPE

This policy specifies the process by which third-party organisations can apply to have educational activities formally accredited by the Australian Orthopaedic Association (AOA). Accreditation is a process by which AOA assesses the educational quality and relevance of courses, meetings, workshops and other educational activities against a set of defined criteria. Accreditation of activities is designed to:

- Recognise and promote the creation and delivery of high-quality educational activities within the orthopaedic scope of practice;
- Simplify the recording of third-party activities for Continuing Professional Development (CPD) points under the AOA CPD program;
- Promote ongoing learning, self-development and reflective practice on orthopaedic surgery, and;
- Assist AOA members in finding and selecting appropriate activities for ongoing learning and professional development.

Accreditation of activities is encouraged, but not mandatory.

STRATEGIES:

1. Purpose and Scope
2. Application Process
3. Accreditation Criteria
4. Accreditation Review Panel
5. Promotion of AOA-Accredited Activities
6. Fees
7. Revocation of Accreditation
8. Reconsideration, Review and Appeal

2. APPLICATION PROCESS

- 2.1 Third-party organisations seeking AOA accreditation of an educational activity must complete the *Education Activity Accreditation Application Form* and submit the completed form, along with the required supporting documentation, to AOA.
- 2.2 Industry-run meetings and activities are not eligible for accreditation.
- 2.3 Applications must be submitted at least four weeks prior to the commencement date of the activity.
- 2.4 Retrospective accreditation will not be granted.
- 2.5 Applications for accreditation of a workshop or meeting must be accompanied by the following documentation:
 - 2.5.1 Workshop or meeting program
 - 2.5.2 Attendance certificate template
 - 2.5.3 Participant feedback/evaluation mechanism
- 2.6 Applications for accreditation of a training course must be accompanied by the following documentation:
 - 2.6.1 Course syllabus and/or curriculum
 - 2.6.2 Certificate of completion template
 - 2.6.3 Participant feedback/evaluation mechanism
- 2.7 Incomplete applications will not be accepted.
- 2.8 Applications will be subject to an initial review by staff from the Education & Training team. The initial review will ensure that the application is complete and assess whether the application meets the criteria outlined in Clause 3 of this policy.

- 2.9 Following initial review, the application will be presented to the Accreditation Review Panel for consideration with a relevant recommendation.
- 2.10 The Accreditation Review Panel will make one of the following determinations:
 - 2.10.1 Approve accreditation of the activity;
 - 2.10.2 Request further information from the applicant, or;
 - 2.10.3 Decline accreditation of the activity.
- 2.11 The Accreditation Review Panel may, at its discretion, seek expert opinion from other AOA bodies to assist in making a determination.
- 2.12 Following consideration of the application by the Accreditation Review Panel, the applicant will be notified of the outcome of the application.
 - 2.12.1 If further information is requested, the applicant will be advised and offered the opportunity to submit the requested information for consideration.
 - 2.12.2 If the application is approved, the applicant will be advised of the successful outcome and the number of CPD points applicable to the activity based on hours of direct educational content.
 - 2.12.3 If the application is declined, the applicant will be advised of the outcome and the reasons for the decision.
- 2.13 Accreditation of activities is awarded solely at the discretion of AOA. AOA reserves the right to reject accreditation if the application fails to sufficiently demonstrate that the activity meets the criteria specified in Section 3 of this policy.
- 2.14 Wherever possible, applicants will be advised of the outcome of their application within four weeks of receipt of the application.
- 2.15 Applicants must advise AOA of any significant changes that occur after accreditation of the activity. AOA may request re-assessment of the application at its discretion.
- 2.16 Applicants must provide the following within three weeks of the activity date:
 - 2.16.1 Summary of activity evaluation/feedback data, and;
 - 2.16.2 A list of AOA CPD participants who attended the activity to facilitate CPD activity data entry.
- 2.17 Duration of accreditation will be determined by the Accreditation Review Panel.
- 2.18 Accreditation will not be extended beyond the conclusion of the accreditation period determined by the Accreditation Review Panel. Following the conclusion of the accreditation period, the applicant may submit a new application for accreditation.

3. ACCREDITATION CRITERIA

- 3.1 Applications for accreditation will be assessed based on the following criteria:
- 3.1.1 *Course content:* at least one AOA member should have been involved in the planning and development of the course content. For overseas/non-orthopaedic courses, the content Subject Matter Experts should be appropriately qualified and the content must be reviewed and endorsed by an AOA member.
 - 3.1.2 *Learning objectives and outcomes:* activities must have defined learning objectives and outcomes that are relevant to the orthopaedic scope of practice and are based on sound educational and clinical principles. Where a course is relevant for trainees, its learning objectives and outcomes should be consistent with the *AOA21 Curriculum*.
 - 3.1.3 *Facilitators:* facilitators should be appropriately qualified and equipped to deliver the content. Any conflicts of interest must be clearly declared to participants in advance of the activity.
 - 3.1.4 *Ethics and policy:* course content and structure should not contravene any AOA policies, including the [Code of Conduct](#) (including the [AOA Position Statement on Interaction with Medical Industry 2020](#)) and [Ethical Framework](#).
 - 3.1.5 *Assessments:* assessments should be directly linked to the learning objectives and outcomes.
 - 3.1.6 *Funding:* any funding or sponsorship associated with the event must be disclosed, including financial or other inducements offered to participants. Industry activities must comply with the [AOA Position Statement on Interaction with Medical Industry 2020](#).
 - 3.1.7 *Attendance and results:* individual attendance records and record of satisfactory completion must be kept and made available to AOA following delivery of the activity.
- 3.2 Activities that contravene any AOA policy or position statement will not be accredited.
- 3.3 Activities where individual participants receive any direct or indirect financial benefit in exchange for attendance will not be accredited.
- 3.4 Activities based on experimental treatments and methods that are not supported by conclusive scientific evidence, or that are not accepted by the surgical profession, will not be accredited.

4. ACCREDITATION REVIEW PANEL

- 4.1 The Accreditation Review Panel is a subcommittee of the AOA CPD Committee.

- 4.2 The Accreditation Review Panel consists of four AOA Fellows, including two representatives from the CPD Committee and two representatives nominated by the Federal Training Committee.
- 4.3 Applications will be reviewed by a minimum of two members of the Accreditation Review Panel.
- 4.4 Where applications are for accreditation of educational activities aimed at trainees, the application must be reviewed by at least one Panel member nominated by the Federal Training Committee.

5. PROMOTION OF AOA-ACCREDITED ACTIVITIES

- 5.1 Activities that have been accredited by AOA are eligible to use the AOA accredited activity logo, which will be provided upon accreditation.
- 5.2 Any promotional material related to the accredited activity should use the following wording:

This event has been accredited by the Australian Orthopaedic Association as meeting the appropriate standards for orthopaedic educational activities. Participants attending the full event will accrue XX CPD points under the AOA CPD program.
- 5.3 Any phrases that indicate a pending or provisional accreditation status from AOA may not be used on activity materials at any time.
- 5.4 A list of accredited courses will be maintained on the AOA website and promoted in the monthly AOA eNewsletter.

6. FEES

- 6.1 A non-refundable application fee is payable upon submission of an application for accreditation for any third-party activities.
- 6.2 An accreditation fee is payable for applications that are successful in obtaining AOA accreditation. The accreditation fee is determined by the type and duration of the event.
- 6.3 Fees are determined by the AOA Board.
- 6.4 Fees are reviewed annually and will be published on the AOA website.
- 6.5 An additional application fee may be charged where re-assessment of an application is required following significant changes.

7. REVOCATION OF ACCREDITATION

- 7.1 AOA reserves the right to revoke accreditation of an activity in the following circumstances:

- 7.1.1 Advertisement and/or delivery of the activity is conducted outside of the requirements specified in this policy or in communication from AOA to the applicant;
- 7.1.2 AOA becomes aware of significant changes to the activity which were not communicated by the applicant, or;
- 7.1.3 Participant feedback indicates that the activity was not conducted in accordance with the application submitted to AOA.

PERFORMANCE INDICATOR/S

Number of applications processed

Number of complaints

Number of breaches of policy