

The Irish College of Paramedics

Accreditation Committee



Registration of Educational Providers and Course Accreditation

The Irish College of Paramedics V2

The Professional Representative body for Irish Pre-Hospital Practitioners – Quality Assuring Programmes of Learning for practitioners with an interest or expertise in pre-hospital care.



Registration of Educational Providers and Course Accreditation

Introduction:

There is an increasing need to accredit programmes of pre-hospital care, relevant to our members, to allow practitioners maintain competence whilst ensuring programmes they complete are of a high standard and are worthy of Continuing Medical Education credits.

The area of pre-hospital care has a multitude of programmes from many Countries, but there are few certified short programmes accredited by an Irish reputable organisation. We believe that Ireland now has a significant number of specialists in this field that can a) provide such programmes, b) independently certify these programmes, and c) develop programmes which meet the need of Irish practitioners from a variety of disciplines.

The Irish College of Paramedics will now accredit Organisations who will provide a relevant programme of education and learning to our ICoP members and other practitioners. Such programmes will only be accredited once they meet the high standard for course approval, and are independently reviewed and quality assured by certified Educators and Facilitators. Those organisations who are accredited by ICoP will be permitted to certify such approved programmes using the ICoP logo and successful attendees will receive dual certification from the accredited organisation and ICoP.

This process has several benefits:

1. Ensures quality programmes relevant to our members are available and certified
2. The programme has been evaluated by pre-hospital educators to ensure, appropriate learning objectives/outcomes and learning plans form the educational platform for each programme
3. Diverse instructional methodologies are included to meet the needs of our members and other specialists
4. There is a continuing Quality Assurance process built in to every programme
5. Organisations and programmes pay a fee to the Irish College of Paramedics thus contributing to ICoP funding on an annual basis.
6. A register of certification is maintained by ICoP.
7. Applicants to accredited programmes can be assured that such programmes are independently evaluated and certified by a reputable professional body.



Applicant Organisations: registration and outline of associated costs.

There are two parts to an application. The first is for the organisation/company to register with ICoP and the second is to register programmes/courses. For the initial registration, both applications are made in tandem.

Organisation registration:

Each Organisation must be a registered company/sole trader and show evidence of this in the initial application to ICoP. Organisations applying to become an **ICoP Registered Educational Provider (REP)** must submit the following:

- The name of the Organisation/Company applying to become an ICoP REP
- The list of Educational Faculty with brief and relevant CVs related to Pre-Hospital Care or area of speciality.

Programme application for accreditation:

- The name of one Programme to be accredited by ICoP
- For each programme the following must be included:
 - Description of programme and proposed participant group – Advanced Life Support/Basic life Support, Upskilling, Continuing Medical Education for registered Pre-Hospital Practitioners
 - Timetable for the programme
 - An outline of each presentation – theory & practical sessions
 - Lesson plans for each presentation to include learning objectives and related sub-objectives with clear learning outcomes
 - An outline of the learner assessment process – summative , formative etc.
 - Potential learner outcomes from the programme with clear pathways for remediation, resit, review, deferral, pass grades, vive-voce or any other assessment outcomes
 - Quality assurance process: Evidence of independent assessors/examiners external to the programme being utilised
 - Feedback mechanisms from learners – electronic or alternatives
 - Evidence of amending programmes based on educator and learner feedback
 - Proposed Course fees
 - State discounts available to ICoP Members and how that will be applied



- Show how bookings/reservations will be managed
- State minimum and maximum participant numbers, per programme.

Registered Educational Provider – fees and service charges

- Charges of €100 (nonrefundable) educational course accreditation fee to accompany every new educational course applications seeking certification.
- Charges of €50 (nonrefundable) for a review of the initial course application if it does not meet ICoP requirements/standards or necessitates additional work to complete the tasks required.
- Only one additional course review per proposal, unsuccessful applications must make a new submission seeking sanction for the original educational course accreditation.
- The Executive Committee shall retain the right to waive or reduce the costs associated with REP applications, in cases of Voluntary Organisations or programmes which allow reduced course fees for specified groups.
- ICoP reserve the right to visit, review and audit any programme and reasonable cost shall be borne by the REP in accordance with ICoP regulations.
- Annual registration fee of €500 per company or organisation, after one programme has been certified by ICoP, will apply and that organisation shall be deemed a registered **ICoP REP**.
- Every subsequent programme application submitted by the REP will cost €100.00, up to a maximum of €500.00 per annum. Thereafter, a 50% reduction on course accreditation fees shall apply.
- Programme accreditation shall last for 2 years and will require a new application
- ‘Per Annum’ shall be determined by the date of ICoP registration as a REP
- A €10 ICoP certificate and registration fee for every student who successfully completes an accredited advanced course (Advanced Life Support/Advanced Practitioner programme) by the registered company or organisation, shall apply.



Basic Life Support, Programmes of Continuous Medical Education (CME) for Pre-Hospital Registered Practitioners:

- A 50% reduction on all charges for accredited basic course applications and certification, shall apply.
- A €5 certificate registration fee for every student who successfully completes an accredited upskilling course.

ICoP Registered Educational Providers shall:

- Establish a percentage discount on all courses for registered members.
- Be permitted to use the ICoP logo associated only with their REP status and specific to the accredited programme of learning.
- Avail of free certificate registration for all Irish College of Paramedics practitioners who avail of reduced fees on accredited courses.
- Be entitled to free accredited course advertising for registered individuals / company's or organisation's on the Irish College of Paramedics website, noticeboard and newsletter.
- Have successful course participants entered onto the ICoP database of certification

The Irish College of Paramedics shall reserve the right to withdraw or suspend accreditation of either an ICoP REP or an accredited programme without refund. Registration fees, service charges, registered individual, company or organisational benefits will be reviewed annually by the ICoP and new fees or amended processes may apply.