



ACCREDITATION INFORMATION PACK

for European Urology - Accredited Continuing
Nursing Education

[For event and e-learning providers](#)

Accreditation provides event, webinar and e-learning providers with the opportunity to demonstrate their commitment to high standards of urological nursing education

Developed by the European Association of Urology Nurses –

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ABBREVIATIONS

- CNE - Continuing nursing education
- CPD - Continuing professional development
- EAUN - European Association of Urology Nurses
- EU-ACME - European Urology – Accredited Continuing Medical Education
- EU-ACNE - European Urology – Accredited Continuing Nursing Education
- EUAB-CNE - European Urology Accreditation Board for Continuing Nursing Education

EU-ACNE ACCREDITATION

1. Introduction

Despite the fact that many individual Member States have created obligatory systems, the EU has not demanded any mandatory system of continuing nursing education (CNE) / continuing professional development (CPD) at European level. Major related concerns of the EAUN have been:

- The structure and facilitation of accreditation of CNE/CPD activities for urology nurses;
- The awarding of appropriate credits (hours) to individual urology nurses throughout Europe.

On account of these concerns the EAUN established the European Urology – Accredited Continuing Nursing Education (EU-ACNE) system and the European Urology Accreditation Board for CNE (EUAB-CNE). By this they enable a coordinated system within Europe to facilitate such activity, without encroaching on the responsibility of national organisations where they exist.

Accreditation provides organisers with the opportunity to demonstrate their commitment to high standards of urological patient care. This is achieved through the educational activity meeting the EUAB-CNE's approval by ensuring their exacting standards. Generally, accreditation is for training and education and other professional development activities. All applications will be reviewed by an independent accreditation board (EUAB-CNE) to ensure that credibility and good practice requirements are met.

2. What is the purpose?

For **event organisers**, the purpose of EU-ACNE accreditation is to ensure that educational programmes, training or materials for urology nurses and health care professionals are:

- valid and worthy of professional recognition;
- able to guide individuals or organisations in the educational and training decisions and choices they make;
- capable of informing best practice;
- informing continuous urological nursing care improvement.

For **health care professionals**, the purpose of accessing or using accredited programmes is to be assured of the quality and know that it is recognised as such by the EU-ACNE. The gained credit points will give health care professionals a means of demonstrating their continuing professional development.

3. Who is eligible to apply for CNE accreditation?

The EU-ACNE considers for accreditation events submitted by:

- an individual nurse
- a university or hospital department
- a scientific medical society
- a national medical or nurses association
- a medical communication agency
- a professional congress organiser
- applications by other types of providers will be considered on a case by case basis as long as the application is supported by an appropriate nursing specialist who will take responsibility for the application. This person must be registered with his/her National Regulatory Authority.

The EU-ACNE will NOT consider for accreditation events where the content, format or faculty is influenced by industry.

4. What are the benefits and value of EU-ACNE accreditation for event organisers?

- Acknowledgement that the CNE organiser/provider of an event/activity has fulfilled the EU-ACNE requirements for a CNE programme;
- Internationally recognised accreditation ensuring high-quality standards;
- Quality control of the event by international experts;
- User-friendly electronic application platform. Providers only have to fill out their details once (MyCNE account);
- Event advertised on the EU-ACNE website;
- Possibility to use the EU-ACNE logo on advertising material and website;
- Advertisement once during the license period in the EAUN e-newsletter which is sent to EAUN members;
- Reciprocal links between the EU-ACNE event calendar and the endorsed or accredited organisation's website via a hyperlink;
- Permission to use the accreditation logo on the website or advertising material of a continuous online course or webinar recording for a maximum of 2 years, after which should be reapplied.

5. What can & cannot be accredited?

Accreditation is the means by which organisations, companies or individuals can be assured of the quality of the training and also be assured of the commitment to improve quality.

EAUN may consider accrediting programmes through the approval of clinical content and the educational suitability of resources such as, but not limited to, the following:

- Live (virtual) event
 - o Congress, seminar, symposium, course, workshop or another scientific meeting; either run independently or as part of an (inter) national congress
 - o Webinar
- Online course/e-learning that includes a pre- and post test

The following areas are currently *not* being considered for accreditation by the EU-ACNE:

1. Industry events, industry educational activities and industry materials.
2. Conferences and courses from countries that have their own accreditation body.*

** Please note that it is possible to have the national accreditation registered in the EU-ACNE system (Please refer to Accreditation Guidance point 4.)*

EAUN endorsement

Events and materials that cannot be accredited within the EU-ACNE system may be considered by the EAUN Board for endorsement. Endorsement includes, but is not limited to, industry events, industry materials and those events accredited by a national body.

For more information on EAUN endorsement please refer to the EAUN website, www.eaun.uroweb.org or contact the EAUN Office by email at eaun@uroweb.org.

EU-ACME Office support

Please contact the EU-ACME Office if you require support in determining if your initiative can be considered for accreditation. The EU-ACME Office acts as a central hub, for information and registration of accredited CME and CNE events and administers accreditation points in the portfolios of urologists, urology nurses, and other related health care professionals.

6. Accreditation requirements

- The event should be national or international and organised in a country where there is no CNE system at all and no accreditation institution/committee.
- The content should be relevant to urology nursing
- The content should fulfil a recognised urological nursing need
- In the event of a study day, course, presentation, seminar, etc. the facilitators should have professional, clinical or educational qualifications or relevant experience
- The teaching methods used should be appropriate and stated in the application
- The selection criteria for presenters should be indicated

- Any audio-visual and supportive materials used must be of a high standard
- Up to date evidence and research must be incorporated into teaching sessions
- The content should be free of commercial bias
- Certificates of attendance and/or completion should be provided
- Participants and faculty will be asked to fill out an evaluation form or questionnaire
- Promotional information should include:
 - The learning aims and objectives
 - The targeted audience
 - Any possible or disclosed conflicts of interest
 - Sources of commercial financial and other support
- Submission of a signed list of attendance to the EU-ACME Office within the required timeframe (4 weeks)
- A report of the event including the results of the evaluation should be uploaded after the event within the required timeframe (4 weeks).

7. What is involved in the review process?

7.1. Role of the reviewer

EU-ACNE will select reviewers who have the experience or expertise in the field where the accreditation is applied for and cannot have been involved in the organisation of the activity they review in any way. Reviewers are comprised of a pool of professional nurses, and others who have experience within the varying areas of urological nursing. Their professional roles may include managers, educators and/or researchers. Their key role is to review the content of applications against the criteria stated above and on the application form. They may also provide feedback to applicants to enable accreditation to be achieved.

7.2. Reviewer feedback

The process includes one review of the submitted material. This review will highlight the standards that have been met and detail any standards that require further information to be submitted. If further information is requested by the reviewers, then the applicants have 4 weeks to supply the requested information from the date of request. Should the information not be forthcoming, or the information is insufficient within this time frame, then the applicant will be viewed as non-compliant and the application rejected. If the information is submitted within this time frame the application will be reviewed with the information received.

8. How are the credit points calculated?

If the CNE organiser/provider of an event/activity has fulfilled the EU-ACNE requirements, a number of credit points are allocated to a programme in compliance with the EU regulation – 1 hour equals 1 credit point with a maximum of 8 credits per day.

The number of credit points will be calculated based on the total number of educational hours. Breaks are excluded.

If an event organiser offers various registration options e.g. 1- and 2-day registration for a 3-day event, it is possible to apply for corresponding accreditation points for each option.

In case of an e-learning activity of more than 30 and less than 60 minutes, the e-learning will be awarded with 1 credit point.

In case of a cycle of events (meetings, training or lessons) a maximum of 12 events can be registered in one application.

9. What is the pricing structure?

Table 1. EU-ACNE fees

	Range from	Range till	Accreditation fee	Admin fee
Participants	1	50	50	10
Participants	51	250	100	10
Participants	251	500	150	10
Participants	501	1000	200	10
Participants	1001	2000	300	10
Participants	2001	5000	400	10
Participants	5001		500	10
Participants EU-ACNE agreements			0	0

APPLICATION GUIDANCE

To be considered for accreditation, applications will be measured against current research, evidence-based guidelines, good practice, current didactic, educational and training standards. Indicators are provided to help facilitate this process and are contained in the application form.

1. How to apply for accreditation?

Depending on the type of event, rules and process may differ. The 3 types of events are specified below.

2. Accreditation of national and international educational live events including live webinars

2.1. The process

- Before the first application the provider should register as CNE provider
- The application form should be completed electronically on the EU-ACNE website. In the event of a course, study day, seminar, etc. this must be done at least 6 weeks before the event. A non-refundable administration fee of 10 euros applies.
- You will receive a confirmation of receipt of the application accompanied by an invoice for the amount of monies owed, which must be paid within 30 days.
- After receipt of the monies owed your application will be checked for completeness and then be sent to the selected reviewers for a detailed examination of the application request
- You will be notified of any essential criteria that has not been met or any alterations that are required. At this point you may be requested for further information. You have 4 weeks to submit this information or make any alterations and resubmit (without cost)
- The reviewer(s) should complete the review within 6 weeks of full submission.
- Once the reviewers agree to accredit the event you will receive an email confirming your accreditation and the end date of use. You will also receive the relevant logo for you to use with the material accredited.
- The CNE organiser/provider is expected to communicate clearly to participants that the event is accredited (website, programme book, certificate of attendance) and how attendance is verified (e.g. signed attendance list, log in required and for how long). Participants ought to be told how to proceed in order to register for credits.
- Upon submission of the Participant List (with EU-ACNE member IDs if available) and Event Report, the applicable credit points will be added to the portfolios of EAUN and EU-ACNE members that attended the event.

2.2. What should be included in the application

Before you start the online application process you need to have the following documents ready in PDF format:

1. The Scientific Programme of the event with timings, titles of sessions, aims & objectives/synopsis and names of speakers
2. Director's Declaration to be completed and signed by the medical practitioner who will take responsibility for the application
3. Completed List of all members of the Scientific and/or Organising Committee
4. Completed and signed form of Conflict of Interest by chairman of Scientific and/or Organising Committee
5. Completed and signed forms of Conflict of Interest by members of Scientific and/or Organising Committee in one document
6. Event Questionnaire or evaluation form

The documents can be found on the Document Library on the EU ACNE website.

NB. All documents and fields should be filled out in English

Furthermore, you will be asked to agree with the statements as mentioned in the application and fill out details about bias, educational needs, target group, funding, learner engagement and registration fees.

3. Accreditation of e-learning, such as CD rom, online course or webinar, available online for access on demand

The CNE organiser/provider must submit the application online on the EU ACNE website following the same process as stated for the live events.(See Application Guidance, point 2)

- The organiser is required to periodically send the list of participants to the EU-ACNE Office.

4. Registration of CNE events accredited by other authorities

In countries where a CNE system already exist, accreditation of national meetings is overseen by national authorities or special accreditation committees of scientific organisations. The EU-ACNE Office does not interfere with the national accreditation process.

The CNE/CPD provider may register already accredited events online via the EU-ACNE website. During the registration process the following documents need to be provided:

- A detailed programme
- Copy of the accreditation certificate by the national authority.

No fee applies.

NB. All documents should be in English.

4.1. What happens after the application?

The EU-ACNE Office:

- Will review the submitted application
- Will register the event in its database
- Will inform the meeting organiser accordingly
- Will add the number of credits allocated to the meeting to the accounts of the members participating in the EU-ACNE programme in its database if the organiser provides a list of attendance. Individual registration of credit points is possible.

5. Appeals and complaints procedure

If there are any concerns relating to the review process provided by the EU-ACNE and/or its reviewers (EUAB-CNE), please contact the EU-ACME Office. Please provide full details and a description of the complaint and any supporting evidence.

6. Document library

On the EU-ACNE website a document library is available with the documents required for an application on [this page](#)

7. Registration Request – CNE provider

Before starting an accreditation application, a provider has to send in a request to be registered as a CNE provider on [this page](#)

8. Accredited Events Calendar

Events that have been accredited by the EU-ACNE will be listed in the [Events Calendar](#)

9. Frequently Asked Questions

Should you have any further questions after reading this document, please check if your question has been answered in the [relevant website section](#).

If your question is not included, please contact the ACME Office: info@eu-acme-org

TERMS & CONDITIONS

1. Definitions

In these Terms and Conditions, the following Terms shall have the following meanings:

'EAUN' - European Association of Urology Nurses.

'EU-ACNE' - European Urology – Accredited Continuing Nursing Education.

'EUAB-CNE' - European Urology Accreditation Board for Continuing Nursing Education.

'Accreditation' - the confirmation by the EU-ACNE that criteria are met of an application under clause 6 of "EU-ACNE ACCREDITATION" .

'Applicant' - means the party whose details are set out on the EU-ACNE application form.

'Clause' - the appropriate clause of these Terms and Conditions.

'Accreditation Service' - the service provided by the EU-ACNE in the evaluation and approval of an Applicant's educational materials.

'Good Practice' - the compliance with appropriate legal requirements and published professional standards.

'The Logo' - the EU- ACNE logo design owned by EAUN

'Educational Materials' - learning materials, courses, study days, and electronic or other material which individually or when suitably combined provides more than 30 minutes of continuing education time.

'Charges or Fees' - the Fees specified in the EU-ACNEs price list which may be modified by written notice from the EU-ACNE from time to time.

'Accreditation Board' or 'EUAB-CNE' - a body of persons with established expertise in the field covered by the educational events or online education submitted by the Applicant.

2. Accreditation Service

- 2.1. The applicant is required to complete the application form online and to submit it to the EU-ACNE with the submission fee as listed in the price list together with the materials for which the application is made. In case of application for accreditation of a course or workshop the materials should include the items listed at clause 2.2 of "APPLICATION GUIDANCE".
- 2.2. Application forms or supporting materials which are incomplete may be returned and not accepted
- 2.3. If the application is accepted, the email to confirm receipt will enclose an invoice for the fee payable in accordance with the price list. Such invoice is required to be paid within 30 days and until payment has been received the application will not be processed.
- 2.4. The administration fee is non-refundable or shall remain payable as the case may be in the event of the educational materials failing to secure accreditation or if a submission is withdrawn by the applicant after submission

- 2.5. In the event of a re-submission (as described below) within three months of the date of the original submission leading to an accreditation then the first submission fee only will be deducted from the accreditation fee
- 2.6. Accreditation is designed to accommodate and consider educational materials which will be submitted by the applicant to the EU-ACNE
- 2.7. For the guidance only of the applicant and without prejudice to the overall discretion of the panel of experts and that of the EAUN the criteria applicable to the accreditation process will take account of the requirements listed at clause 3. and in addition will include the following, namely a requirement to demonstrate:
- The content should be relevant to urological nursing and wider than the product information
 - The aims and objectives must be clearly stated and, in the case of an event, should also be stated on any promotional material
 - In the event of a study day, course, presentation, seminar, etc., the facilitators should have professional, clinical and educational qualifications and experience
 - The teaching methods used should be appropriate
 - Any audio-visual and supportive materials used must be of a high standard
 - There must be a means of measuring if the aims and objectives have been met
 - There must be means of evaluating the education
 - Up to date evidence and research must be incorporated into teaching sessions
 - Participants must be provided with a reference or further reading list.
- 2.8. Courses submitted for accreditation will be accredited because of an electronic submission only. However, evaluations completed by all course participants will be required from the applicants and these evaluations will be monitored as part of any renewal of the accreditation. A poor response from participants may result in accreditation being withdrawn or renewal refused in the future
- 2.9. Where a course or workshop is submitted for accreditation the submission will need to include matters covering:
- The aims and objectives
 - An outline of the content and agenda
 - All visual and presentational aids together with scripts and tutor notes, or, in case of an online course, login details to access the online material
 - Any other course materials i.e. case studies, handouts etc., or, in case of an online course, login details to access the online material
 - The proposed course evaluation form for participants
- 2.10. The panel of experts will report to the EU-ACNE and will identify any changes needed to be made to the educational materials or any perceived omissions or will approve the

educational materials as submitted, as may be appropriate. In the event of a difference of opinion within the panel of experts the final decision as to compliance with the accreditation standards shall be taken by the Chair of the EAUN Board.

- 2.11. The applicants will be contacted by email and advised of the outcome of the accreditation procedure. If the application is unsuccessful the applicant will receive a clear explanation of the reasons for rejection together with suitable recommendations for a re-submission if appropriate.
- 2.12. If the application is accepted, the email notifying this will enclose the logo
- 2.13. The applicant shall not be entitled to make any modification or amendment whatsoever to the logo
- 2.14. Once the applicant has received proof of accreditation they may add the logo to the materials.
- 2.15. If the applicant wishes to make any alterations whatsoever to the content of materials which have received accreditation, they must re-submit to the EU-ACNE for approval and pay the appropriate submission fee.
- 2.16. Accreditation will last for the duration of the event or a maximum of two years for unchanged repeated events or continuous available e-learning. The process of review will be an ongoing one to ensure that training is continuing to reflect current best practice. Course reviews may be undertaken by attendance of a representative of EU-ACNE of a course rather than by form-based review. The type and nature of reviews will be determined and specified at accreditation. If the applicant applies for renewal of accreditation, this shall be submitted through the application form. Any work that is undertaken will be charged out at prices stated in the price list.
- 2.17. If Applicants who become providers of courses receiving accreditation are required to provide, free of charge, certificates of attendance bearing the EU-ACNE logo to all participants on each such course.

3. Subject Matter, Liability and Legality

- 3.1. The applicant is responsible for maintaining suitable product type liability insurance in respect of the subject matter of the accreditation and shall take steps to note the interest of the EAUN on such policy
- 3.2. The applicant shall compensate the EAUN in full on demand and keep the EAUN fully indemnified in respect of:
 - All claims made by third parties alleging loss or injury as a result of the applicants use of any accreditation, and
 - All other losses or expenses suffered by it as a result of that use
- 3.3. It shall be the responsibility of the applicant to ensure that the subject matter of the accreditation complies with all relevant statutes, regulations, codes of practice and

requirements in the country of use, of any competent authority and to compensate the EAUN in full on demand for all liability resulting from the failure by the applicant to comply with any obligations under this clause in the country of use

- 3.4. It shall be the responsibility of the applicant to ensure that any agreement with a third party under which the applicant supplies to such third party the subject matter of the accreditation that the applicant includes a term in such agreement that the third party acknowledges that it waives any rights whatsoever which it may have against the EAUN in respect of the accreditation and such rights as it may have under the agreement are solely against the applicant and the applicant will compensate the EAUN in full on demand for all liability resulting from the failure of the Applicant to comply with its obligations under this clause
- 3.5. The applicant shall, at any time upon not less than 14 days' notice in writing from the EAUN, produce for inspection by the EAUN the subject matter of any current accreditation.

4. Force Majeure

- 4.1. The EAUN shall not be liable for any failure in the performance of any of its obligations caused by factors outside its control.

5. Termination and Default

- 5.1. The EAUN shall have the right to terminate and withdraw on demand any accreditation if:
- Any monies due and payable by the applicant to the EU-ACNE are in arrears for more than 30 days, or
 - The applicant fails to comply with any of its express or implied obligations under these terms and conditions
 - The applicant fails to comply with any of its obligations under these terms and conditions and the failure (if capable of being remedied) remains un-remedied for 30 days after being called to its attention by written notice from the EU-ACNE.

6. Non-assignable

- 6.1. The accreditation is personal to the subject matter of the applicant who may not:
- Assign or dispose of it
 - Part with any interest in it
 - Grant any licence or delegate any of the rights conferred by it.

7. Entire Understanding/Variations

- 7.1. These conditions embody the entire understanding of the parties in respect of the matters contained or referred to in them and there are no promises, terms, conditions or obligations, oral or written, express or implied other than those contained in the clauses
- 7.2. No variation or amendment of the clauses shall be valid unless committed to writing and signed by or on behalf of both parties.

8. Alterations

- 8.1. The applicant agrees not to make alterations whatsoever to the subject matter of the accreditation except in accordance with the procedure laid down in point 2 of the Accreditation Information Pack.

9. Confidential Information

- 9.1. Neither party shall at any time hereafter divulge or use any unpublished technical information or other confidential information in relation to the affairs or business or method of carrying on business of the other party except as authorised as required for the purposes of the application covered by these terms and conditions.
- 9.2. The restrictions in this clause shall not apply to information which the other party establishes:
- Is known as a result of disclosure by an independent third party
 - Has in its entirety become public knowledge other than in breach of these restrictions
 - The EAUN shall require the EU-ACNE and the EUAB-CNE to observe confidentiality in respect of the subject matter submitted for accreditation but shall not be liable for any breach of confidentiality arising which is beyond its control.

10. Notices

- 10.1. Any notice given under these terms and conditions shall be in writing or electronic text and may be served
- Personally
 - By registered or recorded delivery mail
 - By e-mail transmission.
- 10.2. Each party's address for the service of notices shall be the address at the time this application was signed by the applicant or such other address as is communicated by later notification to the other party.
- 10.3. A Notice shall be deemed to have been served:
- If it was served in person at the time of service

- If it was served by post 48 hours after posting
- If it was served by e-mail transmission at the time of transmission.

11. Law and Jurisdiction

11.1. The agreement covered by these conditions shall be governed by European law and the applicant consents to the exclusive jurisdiction of the European courts in all matters regarding it.

12. Acknowledgements

The EAUN would like to thank the European Urology – Accredited Continuing Medical Education Office, the Association for Perioperative Practice and the Royal College of Nursing for providing materials used to develop this accreditation information, and are very grateful to Jason Alcorn, Paula Allchorne and Susanne Vahr Lauridsen of the EAUN Board who developed the EU-ACNE accreditation programme.