**ENDORSEMENT INFORMATION PACK**



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# OVERVIEW

## Introduction

Endorsement is a form of support or approval. The European Association of Urology Nurses (EAUN) endorsement provides organisations, including non-profit organisations, with the opportunity to demonstrate their commitment to high standards of urological patient care. EAUN endorsement can include, but is not limited to, urological content or a related field through the following:

* Study days, courses, seminars or congresses, both face to face or online
* Brochures, books, publications, action calls or position papers
* DVDs, websites and apps

All applications will be reviewed by a panel selected by the EAUN board. Decisions regarding endorsement are ultimately at the sole discretion of the EAUN Board. EAUN will not consider anything that would bring the name or members of the EAUN or urological care for patients into disrepute.

## What can and cannot be endorsed?

The EAUN views two areas for endorsement: firstly, that of non-profit and not-for-profit organisations, where EAUN supports or approves the position of said organisation; secondly, that of clinical content, materials or resources in the English language. The following areas are currently not being considered for endorsement by the EAUN: for-profit organisations, for-profit organisation’s products, services or individuals. Please contact the EAUN if you require support in determining if your initiative can be considered for endorsement.

It is important to note that the EAUN is not in any way responsible for the material or content of any subject submitted for endorsement.

## What is the purpose?

The purpose of applying for EAUN endorsement, is to show that the content of educational programmes, training, or materials meet with what the EAUN considers as being worthy of public recognition. The content should promote best practice, underpinned by research where applicable, in urological nursing and patient care. Whilst guiding patients, nurses or related organisations in the health decisions and choices they make; capable of informing best practice; and informing continuous urological nursing care improvement.

## What is the value and benefits?

### The value of endorsement can be interpreted in different ways. Individually and organisationally, endorsement can be used to inform about quality assurance/quality improvement measures. Individually, accessing or using endorsed programmes or materials one can be assured of the quality and know that it is recognised as such by the EAUN board. Endorsement allows the EAUN logo to be displayed in direct relation to the endorsed content.

### When endorsement has been granted the following will apply:

* Permission to use “Endorsed by: EAUN logo” with the appropriate EAUN logo on the approved material for two years
* Permission to use “Endorsed by: EAUN logo” with the appropriate EAUN logo when promoting the approved material for two years
* Use of the EAUN logo must comply with the EAUN’s terms and conditions of use
* From the last day of the endorsement period, where permission is not renewed, it is incumbent on the organisation, company or individual to cease use of the logo
* One advertisement (web banner 800 x max. 200 pixels) during the permission period in the EAUN e-bulletin which is sent to EAUN members
* One link from the endorsed organisation’s website via a hyperlink to the EAUN website
* Endorsed events will be listed in the EAUN event calendar and show the EAUN endorsement (Endorsed by: EAUN logo (until date))
* The EAUN, where applicable, promote on EAUN’s official social media networks

## Fees

 Endorsement is free of charge. A handling and reviewing fee will be agreed prior any review being undertaken. This will be based on the volume of the material and estimated number of hours needed for review. Review will only be commenced after payment of the fee. Hourly fee may be subject to change at the discretion of the EAUN Board.

EAUN reserves the right to waive any fees for organisations that it deems to do so, such as non-profit or not for profit organisations.

# APPLICATION GUIDANCE

To be considered for endorsement, applications will be measured against the current research and good practice in urology, as well as EAUN’s aims and objectives. Indicators are provided to help facilitate this process and are contained in the application form.

## How do I apply for endorsement?

Should anyone considering applying for endorsement, have any questions or queries, please do not hesitate to contact the EAUN office, where the request will be forwarded to a board member to be answered. The details are:

European Association of Urology Nurses
PO Box 30016
NL-6803 AA ARNHEM
The Netherlands

+ 31 (0)26 389 06 80

eaun@uroweb.org

Applications which do not include all information are considered incomplete and cannot be accepted.

## The process

* The completed application form, in English, should be sent to the EAUN office electronically. In the event where this is not possible, then the office should be informed of the reasons and alternative arrangements made. In the event of a course, study day, presentation or seminar, this must be at least 3 months before the event. A non-refundable deposit of 95 euros excl. VAT must be sent to the EAUN (payment details upon request).
* You will receive a confirmation of receipt of the material and an invoice.
* After receipt of the payment your application will then be sent to the selected reviewers for a detailed examination of the material or 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 unless communicated otherwise in advance
* You will receive a motivated decision if endorsement was rejected
* Once the reviewers agree to endorsement, you will receive a letter confirming your endorsement and the end date of use. You will also receive the relevant logo for you to use with the material endorsed
* You will be required to submit a final copy of the endorsed material, complete with logo (where appropriate), and any electronic links where the logo is used.

## What should be included

The following, if applicable, should be included into your application to help the process and reviewers:

* The content must be correct and in line with EAUN current clinical guidance
* The content should be stated clearly and unambiguously, be easy to understand and be presented in a logical order
* Full references must be provided for any sources used
* Diagrams must be clear with component parts labelled and any copyright should be sought prior to submission
* There must be methods of obtaining support/further information

## What is involved in the review process?

### Role of the reviewer

EAUN will select reviewers who have the experience or expertise in the field where the endorsement is applied for. Reviewers are comprised of a pool of healthcare professionals, who have experience within the differing areas of urology. Their professional roles may include managers, educators and/or researchers. Their key role is to review the content of applications against that stated above and on the application form. They may also provide feedback to applicants to enable endorsement to be achieved.

### Reviewer feedback

The process includes one review of the submitted material. This review will highlight areas within the application that have not 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 requested.

## Appeals and complaints procedure

If there are any concerns relating to the review process provided by the EAUN Board and/or its reviewers, please contact the EAUN office. Please provide full details and a description of the complaint and any supporting evidence. This will be reviewed by the EAUN Board and response provided.

## Reapplication

A reapplication will be considered on the following grounds, if:

* The application was rejected, if new or missing information has been included
* The endorsement was granted and permissions have expired

## Acknowledgements

The EAUN would like to thank the Association for Perioperative Practice and the Royal College of Nursing for providing materials in the development of this information pack.

# APPLICATION FORM

**APPLICANT DETAILS**

**Name of organisation/applicant:**

**Address:**

**Contact name:**

**Job Title:**

**E-mail address:**

**Telephone number:**

**Website:**

 **VAT No (if applicable):**

**AGREEMENT CONFIRMATION:**

We hereby apply for endorsement as described in this application form; subject to the Terms and Conditions of the EAUN, which have been provided to myself/us which we have read and understood.

**Signed by:**

**Name (please print):**

**Date:**

**APPLICATION DETAILS** *(Brief description of organisation/material/course to be submitted for endorsement under the following headings)*

Make separate applications for:

1. Organisations
2. Courses and training
3. Educational material for nurses
4. Education material for patients
5. Other material
* Does the item that endorsement is being applied for facilitate or develop urological nursing/patient information?
* Does the application relate to any standards/healthcare policies?
* Does the organisation/materials/course/etc. contribute to standards/healthcare policies?
* What is the evidence base?
* Does the material(s)/course relate to any forms of research?
* Is there opportunities for promotion or exchange of experience? If so please describe:
* Is there collaboration with any other urological organisations national or international?
* Please state course structure and content, including title, key learning outcomes, location and hours:
* How will evaluation take place?
* Has any other organisation provided endorsement? (If yes, please provide details):
* Is this application a resubmission? (If yes, please provide details):

**CONFIRMATORY SIGNATURE**

**Signed:**

**Date:**

**Name of signature:**

Important Note:

In signing and submitting this application the Applicant agrees to be bound by the

any [Terms and Conditions](https://nurses.uroweb.org/disclaimer/) set by EAUN.