**Accreditation Application form – Training and Development Materials and Events**

To apply for accreditation of your training and development materials or event by the Royal Pharmaceutical Society of Great Britain please complete this form and submit it to our Accreditation Team together with the relevant accreditation fee at:

Royal Pharmaceutical Society,

66-68 East Smithfield,

London,

E1W 1AW

Please see payment form for payment methods

**By submitting this Application Form you agree to the attached terms and conditions.**

If your application is unsuccessful then we will refund the Fee to you less our administrative fee of £150 (plus VAT if applicable).

|  |  |
| --- | --- |
| **Applicant name:** |  |
| **Applicant details:** | **Contact name:****Address:****Phone:****Email:** |
| **Description of Materials / Event:** |  |
| **Accreditation Period:**  |  |
| **Fee:**Affiliated partners will not be charged a fee for accreditation |  |
| **Applicant signature:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for and on behalf of the ApplicantName of signatory:Position: |

**Terms and Conditions**

These terms and conditions and the Application Form to which they are attached (which together shall form the “**Agreement**”) set out the terms on which the Royal Pharmaceutical Society of Great Britain (“**RPS**” / “**we**”) may accredit the Applicant’s (“**you**” / “**your**”) Materials or Event.

By submitting your Application you agree to the terms of this Agreement.

1. **Definitions and interpretation**

Words shall have the following meanings given to them in this Agreement:

|  |  |
| --- | --- |
| “**Accreditation Date**” | 1. means the date on which we inform you in writing that your Application has been successful;
 |
| “**Accreditation Period**” | 1. means the period commencing on the Accreditation Date and continuing thereafter for the accreditation period specified in the Application Form;
 |
| “**Accreditation Reviewer**” | 1. means the relevant reviewer engaged by us to assess whether or not your Materials or Event meet the Principles;
 |
| “**Accredited Event**” | 1. shall have the meaning given to it in clause 4.2;
 |
| “**Accredited Materials**” | 1. shall have the meaning given to it in clause 4.1;
 |
| “**Application**” | 1. means your application for accreditation of the Materials or Event under this Agreement;
 |
| “**Application Form**” | 1. means your application form to which these terms and conditions are attached;
 |
| “**Event**” | 1. means your training and development event for which you are applying for accreditation under this Agreement, as detailed in your Application;
 |
| “**Event Materials**” | 1. means all materials (including both physical and digital materials) which you intend to make available to attendees of the Event and/or any third party, including without limitation presentation slides, Event handouts and pre-recorded audio or video files;
 |
| “**Fee**” | 1. means the fee specified in the Application Form;
 |
| “**Material Changes**” | 1. means any change to the Accredited Materials or Accredited Event which could reasonably be regarded by us or an Accreditation Reviewer experienced in the relevant field as being non-trivial and as having an adverse effect on the Accredited Materials’ or Accredited Event’s level of compliance with the Principles;
 |
| “**Materials**” | 1. means your training and development materials for which you are applying for accreditation under this Agreement, as detailed in your Application Form;
 |
| “**Principles**” | 1. means the accreditation principles annexed to this Agreement, and which we may update from time to time. The Principles encompass the quality standards which the Materials or the Event (as applicable) must meet in order to be and remain accredited;
 |
| “**Term**” | 1. means the continuance of this Agreement from commencement until termination in accordance with clause 9;
 |
| “**Trade Mark**” | 1. means the trade marks set out in the Schedule;
 |

|  |  |
| --- | --- |
| “**Trade Mark Licence**” | 1. means the trade mark licence agreement which we will provide to you for your signature if your Application is successful in relation to your use of the Trade Mark.
 |

In the event of a conflict between these terms and conditions and the Application Form, these terms and conditions shall prevail.

1. **Fee**

You agree to pay to us the Fee upon your signature of this Agreement.

For the avoidance of doubt, we shall not be required to consider your Application until we have received the Fee in full.

1. **Application process**

Your Application shall be created and submitted by you in the utmost good faith and shall contain a complete copy of all the Materials, or a detailed description of the Event and a complete copy of all the Event Materials (as applicable), together with sufficient evidence to enable our Accreditation Reviewer to properly assess whether the Materials or the Event meet the Principles and are suitable for accreditation.

Our Accreditation Reviewer will consider:

* 1. if he/she requires further evidence from you to evaluate whether the Materials or the Event meet the Principles and are suitable for RPS accreditation; if so, you shall endeavour to provide such further evidence to the Accreditation Reviewer as soon as practicable upon our or the Accreditation Reviewer’s request; and
	2. whether the Materials or the Event meet the Principles and are suitable for RPS accreditation

and report back to us with his/her assessment.

After considering the Accreditation Reviewer’s assessment, RPS will determine in its sole and absolute discretion as to whether or not to accredit the Materials or the Event and shall inform you of its decision.

If your Application is successful, we shall inform you of this and, on condition that you comply with your written assurances and the terms of this Agreement, the Materials or the Event shall be accredited for the Term.

If your Application is unsuccessful then we shall refund the Fee to you less our administrative fee of £150 (plus VAT if applicable).

1. **Restriction on Material Changes to the Materials or the Event**

You acknowledge that accreditation status is granted on the basis of your Application and the details of the Materials, or the Event and the Event Materials, contained therein. Accordingly:

* 1. If your application is for the accreditation of the Materials, you agree not to make any Material Changes to Materials which we have accredited in accordance with clause 3 (“**Accredited Materials**”) without our prior written consent.
	2. If your application is for the accreditation of the Event, you agree not to make any Material Changes to the Event or the Event Materials which we have accredited in accordance with clause 3 (“**Accredited Event**”) without our prior written consent.
	3. You agree that your breach of clause 4.1 above with respect to the Accredited Materials will entitle us to immediately withdraw accreditation from the Accredited Materials without liability. In this event no refund of the Fee shall be given. Upon us informing you of such withdrawal, the Accredited Materials will immediately cease to be accredited by us and the Trade Mark Licence shall immediately terminate.
	4. You agree that your breach of clause 4.2 above with respect to the Accredited Event will entitle us to immediately withdraw accreditation from the Accredited Event without liability. In this event no refund of the Fee shall be given. Upon us informing you of such withdrawal, the Accredited Event will immediately cease to be accredited by us and the Trade Mark Licence shall immediately terminate.
	5. You shall indemnify RPS against all liabilities, costs, expenses, damages and losses (including without limitation any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal and other professional costs and expenses) suffered or incurred by RPS arising out of or in connection with your breach of clauses 4.1 and/or 4.2 above.
1. **Use of the Trade Mark**

You are not permitted to use the Trade Mark until you have entered into the Trade Mark Licence; we shall provide you with a copy of this for your signature if and when we inform you that your Application has been successful.

You shall only use the Trade Mark during the Term and in accordance with the terms of the Trade Mark Licence, and you shall not use the Trade Mark in any way which is likely to mislead any third party into believing that the Trade Mark applies to any materials, event or event materials other than the Accredited Materials or the Accredited Event.

1. **Conflicts of interest**

You shall declare any conflicts of interest or sponsorship to us before signing this Agreement. If a conflict of interest occurs during the Term, you must notify us of this in writing as soon as possible. RPS may terminate this Agreement and the Trade Mark Licence where it considers the conflict may adversely affect RPS.

1. **Confidentiality**

Each party to this Agreement shall, and shall procure that its employees and representatives shall, keep confidential the terms of this Agreement and any other information disclosed to it and identified by the other party as being confidential.

The provisions of this clause 7 shall not apply to information which:

* 1. is or comes into the public domain through no fault of the recipient or its employees or representatives;
	2. can be shown, to the discloser’s reasonable satisfaction, to have been already in the possession of the recipient, free from any obligation of confidentiality;
	3. is lawfully received by the recipient from a third party free of any obligation of confidence at the time of its disclosure;
	4. is independently developed by the recipient, without access to or benefit of such information; or
	5. is required by law, by court or governmental or regulatory order to be disclosed provided that the relevant party, where it may do so lawfully and without breaching any of its duties under any regulations or to any third party, notifies the other party at the earliest opportunity before making any disclosure.
1. **Intellectual property**

Any intellectual property rights in the Materials or Event Materials which you own on the date you submit those Event Materials to us for evaluation under this Agreement shall remain your property.

The Event and all Materials and Event Materials which you submit to us under this Agreement shall fully comply with all applicable copyright and other laws and shall properly reference and acknowledge any third party authorships and intellectual property, and you shall indemnify us against all losses, damages, liability, costs (including legal fees) and expenses suffered or incurred by us arising out of or in connection with your breach of this clause or the use of the Materials or the Event Materials pursuant to this Agreement.

1. **Term and termination**

This Agreement shall begin on the date on which we receive your Application and shall, unless terminated earlier in accordance with its terms, continue until the expiry of the Accreditation Period or any Renewal Period (as defined below).

Before the end of the Accreditation Period or any Renewal Period we may, in our discretion, agree with you in writing to renew the Agreement for a further period (“**Renewal Period**”) in return for your payment of our applicable renewal fee. If such a renewal is agreed in writing, and we have received the applicable renewal fee, then the Agreement shall continue until the expiry of the Renewal Period.

Notwithstanding anything stated above in this clause 9:

* 1. this Agreement will immediately terminate where we either (i) withdraw and cancel our accreditation of the Accredited Event in accordance with clause 4 and/or clause 6, or (ii) inform you that your Application has been unsuccessful in accordance with clause 3;
	2. we may terminate this Agreement at any time and with immediate effect if you commit a material breach of this Agreement or if in our reasonable opinion the continuing accreditation of the Accredited Materials or the Accredited Event by us will likely damage RPS or bring RPS into disrepute.

No part of the Fee is refundable except to the extent expressly provided under clause 3.

The provisions of clauses 7, 8 and 9 to 14 inclusive of this Agreement shall survive its termination.

1. **Liability limitation**

Nothing in this Agreement shall limit or exclude any liability of a party which may not be limited or excluded by law, including without limitation liability for death or personal injury caused by its negligence or for fraud or fraudulent misrepresentation.

In no event shall we have any liability for withdrawing or cancelling our accreditation of the Accredited Materials or the Accredited Event.

1. **No assignment**

This Agreement is personal to us and you and neither party may assign or transfer the benefit or burden of this Agreement without the prior written consent of the other party.

1. **Rights of third parties**

A person who is not a party to this Agreement shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any of the provisions of this Agreement.

1. **Entire agreement**

This Agreement and any documents entered into pursuant to it (including the Trade Mark Licence) constitute the entire agreement between us and supersedes all previous agreements, understandings and arrangements between us, whether in writing or oral, in respect of its subject matter.

1. **Choice of law and jurisdiction**

This Agreement and any dispute or claim arising out of or in connection with it shall be governed by and construed in accordance with English law and the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of this Agreement.

**SCHEDULE**

**Trade Mark**

1. ROYAL PHARMACEUTICAL SOCIETY ACCREDITED 2017



**ANNEX**

**Principles**

Accreditation of Training and Development Materials and Events

Use the following table to demonstrate that the evidence you have identified relating to your training and development materials or event satisfies the accreditation principles

| Accreditation Principles | Examples of evidence to show how you achieve the principle | Brief description of the evidence you will provide to support your application |
| --- | --- | --- |
| Principle 1Organisational commitment to education and development | * Organisational infrastructure
* Facilities and resources
* Brief overview of staff involved in developing or delivering the training to demonstrate credibility in pharmacy profession or a profession relevant to subject matter
* Links to other educational institutions
 |  |
| Principle 2Delivers and achieves learning outcomes | * Aims are clearly stated and how they contribute to pharmacy, medicines management, patient care or professional development
* Target audience defined
* Evidence such as peer review to confirm materials are developed at a level suitable for target audience
* Examples of assessments (if applicable) and provide details around the processes eg Methodology used - MCQs, case study and what stage are they undertake
* Pass/fail criteria
* Support for learner if unsuccessful
* Learner support such as physical or IT resources,
 |  |
| Principle 3Assurance of patient and public safety is being addressed in all areas of training and development  | * Materials reflect current clinical, pharmacy practice, medicine optimisation, pharmaceutical care
* Materials align with RPS policies
* Evidence based
 |  |
| Principle 4Assurance of the management and quality assurance systems | * Brief overview (short paragraph) of staff involved in developing or delivering the training to demonstrate credibility in pharmacy profession or a profession relevant to subject matter
* Details of the process for reviewing materials to ensure up to date and current
* Sign off by regulatory team or medical affairs or evidence of internal QA review
* Monitoring of students’ progress
* Sampling strategy
* Outcomes of any feedback or evaluation of the materials and action taken
 |  |

|  |  |  |
| --- | --- | --- |
| Accreditation Principles | Examples of evidence to show how you achieve the principle | Brief description of the evidence you will provide to support your application |
| Principle 5Alignment with RPS Professional Development Frameworks and Curricula | * Aligns with frameworks such as Advanced Pharmacy Framework , Foundation Pharmacy Framework\*)
* Clearly supports the RPS Faculty\*
* Clearly supports the RPS Foundation Programme\*
* Links with the Faculty Core and Professional Curricula\*
* Supports CPD
* Signposts to RPS resources

\* where resources support the RPS Faculty and align to the Advanced Pharmacy Framework (APF) or the RPS Foundation Programme and are mapped to the Foundation Pharmacy Framework (FPF) then these may be awarded Faculty or Foundation accreditation for training and development materials and events |  |
| Principle 6Adherence to principles of good Governance | * Materials are referenced where appropriate
* State whether accreditation is sought from other organisation and what this constitutes
* Any conflicts of interest
* All sponsors and level of involvement
 |  |