

Note: it is not sufficient to state "refer to supporting documents". If necessary, applicants should copy and paste the information from supporting documents into the application form

Section 1 – Organiser details

1. Name of applicant:
2. RCPCH no. (if applicable) :
3. Job title:
4. Name of organisation responsible for programme:
5. Nature of organisation:
(i.e. NHS, Not for profit, Further or Higher Education Institution, pharmaceutical, other commercial company)
6. Are you a registered charity? If so, please provide your charity number:
7. Business address:
8. Contact email:
9. Contact telephone:
10. Organisation website:
11. Name and membership number of RCPCH member supporting this application (only applicable to non-UK applications)

Section 2 – Education Programme overview

1. Education Programme Title:

2. Target audience(s) (please include all prospective delegates):

3. Why has this programme been developed?
(Please identify the reason/need for the programme)

4. Programme development faculty
(provide biographies e.g. qualifications/experience, job titles, relevant experience, organisation, declaration of interest forms for all those involved in developing the programme content)

5. Programme delivery faculty
(provide biographies e.g. qualifications/experience, job titles, relevant experience, organisation, declaration of interest forms for all those involved in delivering the content, if different from the above):

6. Ratio of delivery faculty to learners (face to face only)

7. Please provide details of any input children and young people or families have had into the programme development and/or delivery

Section 3 - Education Programme content

(Please provide a final programme/education content, all presentations and session plans, assessments and all other information relevant to your application, or link to website where this information is available)

1. Programme format:
(i.e. face to face, e-learning, blended learning)

2. Programme duration:
3. Subject area(s) of this education programme:
4. Teaching and learning methods e.g. lectures, interactive workshop, role plays, case studies, simulation, skills practice, observed demonstrations
5. Programme aims, learning objectives and outcomes (*Learning objectives tell the audience what to expect from the activity/resource; Learning outcomes define what the learner should know or be able to do by the end of the activity*):
6. Pre-programme learning required (if applicable)
7. In and/or post course assessment(s) details: (if applicable)
8. Does the completion of this programme result in a recognised qualification (if so, please give details):
9. Internal quality assurance processes (please given details of how the content of the programme, including speaker/author selection have been internally reviewed)?

Section 4 - Programme evaluation

(Please provide copy of blank delegate evaluation form which includes RCPCH mandatory questions for this programme and a summary of previous programme delegate and faculty feedback, if previously delivered):

1. Feedback methodology e.g. evaluation form or online survey for this programme:

2. Has this programme (or similar) been held previously (please give dates and locations in past 24 months):
3. How did previous feedback from delegates/faculty feed into the production of this current programme (if applicable)?

Section 5 – Programme logistics

1. Date(s) of the programme / creation or last substantial review date if e-Learning:
2. Programme venue location / e-Learning website url, including username and password:
3. Number of delegates/users expected:
4. Delegate/user fee:
5. Sponsors and/or programme funders (list all sponsors/funders and support associated with the programme e.g. funding, equipment, catering, administrative support, venue):
6. Other endorsement or accreditation held or applied for (please provide details or endorsing/accrediting organisation and outcome e.g. supported/rejected/in progress):

Section 6 – Marketing and publicity

1. Publicity materials relating to the programme (please provide electronic copies of any materials / links to websites):
2. Programme webpage address (if applicable):

Section 7 -Organisation and fee declaration

By crossing the following boxes, the organiser:

EITHER declares that there is no perceived or actual conflict of interest or bias in the programme, the selection of speakers or educational content of any part of the programme, e.g. but not limited to, a speaker or facilitator promoting their own services or those of a commercial concern within educational content. Learning about health care and disease prevention must not be displaced by promotion of business or commercial interest

- ☐ OR declares that, where there is a perceived or actual conflict of interest, 'Declaration of Interest' forms (see Appendix 1 of endorsement application guidelines) have been completed by all speakers/those involved in developing the education content and submitted to RCPCH as part of this application for endorsement.
confirms that the programme, educational materials, speaker session content and evaluation form contain no promotional advertising of commercial organisations, products or services, including sponsors, but that a declaration of sponsorship must be sufficiently prominent in marketing materials to ensure that delegates are aware of it at the outset
- ☐ agrees for the programme and organiser details to be uploaded onto the RCPCH endorsed courses webpage <http://www.rcpch.ac.uk/courses/endorsed> and other relevant RCPCH webpages for the purposes of marketing the endorsed programme
confirms that all programme content follows all appropriate patient consent guidance, confidentiality policies, data protection and data governance and GMC Good Medical Practice principles and that legal, medico-legal and ethical considerations have been met;
confirms that the public sector equality duty requirements, as laid out in section 149(1) of the Equality Act 2010, and all relevant health and safety legislation, have been considered in relation to e.g. venue and course content accessibility, speaker selection
- ☐ agrees to provide a summary of the endorsed programme's delegate and faculty evaluations to RCPCH within 8 weeks of programme completion
confirms that the programme organiser owns the intellectual property rights (IPR) to the programme content, or has permission to use the programme content from the IPR owner

Upon receipt of the completed endorsement application form, a sales invoice will be sent to you, payable within 30 days of the date on the invoice. Payment may be made by bank transfer or cheque.

I agree to pay a sum of:

Name and address to which invoice is to be sent

PO number (optional)

Name

Email address

Date