CASE ACCREDITATION TIMELINE

1 Accreditors assigned

Lead, Co- and Shadow-Accreditors assigned to an event

First contact

2 Documentation

Check previous accreditation report, original/updated programme details, EE reports, internal and CASE monitoring

Prior to event

3 Virtual meeting

Accrediting team meet to discuss documentation, lines of questionning and potential recommendations/conditions

Prior to event

4 Programme team and Lead Accreditor meeting

Meeting prior to event to discuss, advise and support team

Prior to event

5 Arrange event details

Date, agenda, meetings with stakeholders, students, clinical and academic staff. Virtual or F2F and review facilities

Prior to event

6 Provisional feedback

Lead-Accreditor collates feedback from accrediting team to share with programme team 1 week before event

Prior to event

7 Arrange debrief date

Co-Accreditor liaises with CASE to arrange defrief date for the diary

Prior to event

8 Event meeting

Course team provide chair, secretary and resources. Separate meetings with students, stakeholders, clinical partners, programme team

Event

9 Educational team feedback

Local conditions, recommendations shared. CASE may discuss views

Event

10 Draft accreditor report

Lead Accreditor collates feedback from event and drafts report with commendations, conditions and recommendations - to CASE

Post event

11 Debrief & report

Debrief to agree conditions and recommendations. Lead Accreditor shares with programme team.

Post event

12 Changes made

Accreditors review changes, update accreditor report. Submit to CASE committee. Decisions made & communicated

End