



The Royal College of
Emergency Medicine

ACP quick guide to the Kaizen Platform

1. ACP Credentialing Checklist

The **ACP Credentialing Checklist** provides guidance on the minimum evidence required for credentialing, including the competences, presentations and procedures for which a mandated assessment is required. As part of your credentialing application, you are required to identify the single most appropriate/relevant item (or items if more than one are indicated) that you wish to be considered as the primary evidence for each element of the curriculum and link this to the appropriate section of the checklist.

Please note that not all curriculum items are included in the checklist; therefore you should not rely on the checklist alone but always refer to the curriculum and the [Guide to RCEM Emergency Care ACP Credentialing](#), published on the College website, to determine what is required and to guide you in your personal development.

Please ensure that the appropriate checklist has been assigned to your portfolio for the curriculum against which you are intending to submit your credentialing application, i.e. adult, paed, or adult and paed combined. If an incorrect checklist has been added to your Kaizen account, please contact ePortfolio@rcem.ac.uk.

Please note: the ACP Credentialing Checklist was previously available as a Word document to be completed and uploaded to your document library. PDF versions of the checklists may still be downloaded from the RCEM website but should be used for reference only.

2. RCEM EC-ACP Academic Component Credentialing Declaration

All ACPs are required to demonstrate how the learning outcomes of the modules completed as part of their advanced practice qualification fulfil the learning outcomes required by the College for the topics of history and examination, and diagnostics and clinical reasoning. You will need to complete an **RCEM EC-ACP Academic Component Credentialing Declaration** on Kaizen and link this to the **Academic Competences** section of your checklist. Within this form you will need to map the relevant learning outcomes from your studied modules to the individual RCEM learning outcomes identified in the declaration by providing the name of the module and full text of the outcome.

Please note: if you have already completed the Word version of the Academic Component Credentialing Declaration which was previously available to download from the College website, please link this document from your documents library to the Academic Competences section of your checklist. You do not need to complete the Kaizen form of the same name.

3. Mandatory life support certificates

All mandatory life support course certificates must be valid at the time you submit your credentialing application and should be linked to the **Life Support Courses** section of the credentialing checklist.

If you have been unable to certify or re-certify in any of the mandatory life support courses due to the pandemic, you will still be able to submit your application **providing** you are able to show evidence of a place allocated on a course within 6 months of the date of the Credentialing Panel. For the Autumn 2021 application window, you must have evidence of a place booked before 19 July 2022.

4. eLearning

We are working hard to ensure RCEMLearning data (certificates) will be uploaded to Kaizen by the end of September. Unfortunately it has not been possible to retain existing

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links to the curriculum and therefore you will need to re-link the completed modules that you wish to use as part of your evidence for credentialing. We are continuing to work with e-LfH to ensure completed e-LfH modules are migrated by late Autumn.

We would like to reassure all ACPs intending to submit their credentialing application in the Autumn 2021 application window (Friday 05 November 2021 to Sunday 21 November 2021) that there is minimal impact upon your application.

eLearning is strongly encouraged as a way of developing knowledge; however, eLearning certificates alone are not sufficient evidence for a competence, as stated in the [Guide to RCEM Emergency Care ACP Credentialing](#) – there should be other evidence as well. ACPs are reminded that best practise is to accompany the eLearning module with reflection on how the eLearning has changed your understanding of the topic or impacted upon your clinical care. All reflective practice logs or self-directed learning reflection forms that were completed to accompany eLearning modules prior to August 2021 have been migrated across to Kaizen and will be accepted as sufficient evidence of completion of eLearning in the absence of a certificate, i.e. can be considered as a substitute for the eLearning certificate itself if that is not available.

Reflective practice logs and self-directed learning reflection relating to eLearning modules should be included within the maximum number of 7 items of evidence permitted for each curriculum item (up to 10 for common competences).

5. Linking reflection to assessments

Within the Kaizen ePortfolio platform, it is no longer possible to link forms to other forms, e.g. a reflective practice log to an assessment. All existing reflection has been migrated across from your NES portfolio but as separate items of evidence. If you wish to link the reflection to the assessment in Kaizen, you will need to save the form as a PDF to your documents library and then attach it to the appropriate assessment as an attachment.

Reflection not attached in this way will be counted towards the maximum number of 7 items of evidence permitted for each curriculum item (up to 10 for common competences), although, as this is a new ePortfolio platform, there will be some flexibility for this credentialing window only.

6. Sign-off of the portfolio by the named Educational Supervisor

Prior to submission of your credentialing application, your portfolio of evidence must be signed off by your named Educational Supervisor to confirm that they have examined all the evidence and believe it is complete and meets the standard required. Within Kaizen, this sign-off process has been incorporated into the checklist. Your named Educational Supervisor is required to mark each section of the checklist as 'achieved' once they have reviewed the evidence.

You will notice that not all sections of the checklist require evidence to be linked to it, namely the logbook output (or curriculum item rating) and curriculum evidence. For these sections your Educational Supervisor is required to confirm that curriculum item ratings have been tagged to all presentations, procedures and competences, and that appropriate evidence has been provided for all areas of the curriculum (within the maximum number of items allowed), including the correct assessment type where mandated.

The sign-off by the Educational Supervisor is the final action to be completed prior to submission of your credentialing application.