

EM-ACP Credentialing Screening Criteria (2022 Curriculum)

Upon submission of your credentialing application, RCEM officers will conduct an initial screening process, during which time your portfolio will be reviewed against a number of criteria to confirm that specific items of mandatory evidence (primarily non-clinical) are present, and that the 'map of evidence', if required for that specific credentialing window, has been uploaded and completed correctly. All screening criteria are listed below for information.

If a small amount of evidence is found to be missing, for example an academic certificate or transcript, or an expired life support certificate has been uploaded in error, you will be given a short period of time to rectify this.

If multiple items of evidence are found to be missing from the portfolio, and it is clear that, if the portfolio were to progress to the Panel review, it would be unsuccessful, the Chair of the ACP Credentialing Panel will determine whether you may still progress to the review stage. If your application is rejected at this stage you will be required to resubmit within a future credentialing window. Your application fee will be refunded, with a small administrative charge retained to cover the screening process.

If you have any queries regarding the screening process or the criteria used, please email ACP@rcem.ac.uk.

Screening Criteria
Map of evidence: is the map of evidence uploaded to the portfolio and completed appropriately?
Prior experience: does the CV demonstrate a min. of 5 years' (WTE) experience in clinical practice, with a min. of 3 years (WTE) in advanced clinical practice in an ED (min. of 4 years for concurrent adult and children's applications) with the equivalent of 30 hours of clinical contact per week over 3 years (4 years for concurrent adult and children's applications)?
Academic qualification: does the portfolio include evidence of successful completion of an advanced practice qualification at Level 7 (min. PGDip., 120 credits)? All academic transcripts and certificates must be uploaded to the portfolio (if the ACP has completed all but the thesis for their Masters, i.e. they have enough credits for a PGDip, but without award of the qualification, a letter from the University must be provided that confirms that the ACP has achieved the equivalent of a PGDip).
Academic component: has the Academic Credentialing Declaration been completed with the learning outcomes from the completed academic modules mapped to the RCEM-required learning outcomes listed in the declaration? Completion of the academic declaration is not required if the ACP has attained a Masters in Advanced Clinical Practice that has been accredited by the NHSE Centre for Advancing Practice, in which case the specific course and module numbers must be clearly defined.
Independent prescribing: is there proof of registration on the appropriate professional register, such as a screenshot of the register entry (NMC/HCPC) or a 'statement of entry' (NMC)? Registration must be current; a valid explanation must be provided if the entry appears to have expired.

Portfolio sign-off (i.e. completion of goal marking, SLO/KC resolution comments, Final ESR and Final FECS): has final sign-off been completed by an ACP Educational Supervisor who meets all eligibility criteria as defined in the ACP Credentialing Regulations?

Mandatory courses: has a valid certificate (or, for Trust training, a screenshot from the ACP's electronic staff record) been provided as evidence for.

Adult credential:

- Safeguarding children level 3, completed within the last 3 years
- Safeguarding adults level 2, completed within the last 3 years
- GCP (NIHR online course) completed within the last 2 years

Children's credential:

- Safeguarding children level 3, completed within the last 3 years
- GCP (NIHR online course) completed within the last 2 years

Life Support courses: has a certificate, valid on the date the application window closes (or, for Trust training, a screenshot from the ACP's electronic staff record), been provided as evidence for the following:

Adult credential:

- Advanced Life Support (ALS)
- Paediatric Basic Life Support (Trust training)
- Advanced Trauma Life Support (ATLS) or European Trauma Course (ETC) - as a candidate, not observer

Children's credential:

- Adult Basic Life Support (Trust training)
- Advanced Paediatric Life Support (APLS) or European Paediatric Advanced Life Support (EPALS)
- Advanced Trauma Life Support (ATLS) or European Trauma Course (ETC) - as a candidate, not observer

If the ACP has been unable to certify or re-certify in one or more of the mandatory life support courses, they may still submit providing they have evidence of a place allocated on a course within 6 months of the date the Credentialing Panel meets to ratify outcomes.

Educational Supervisor Report (ESR): is there an ESR for each year of training (minimum of 3 required, completed at regular intervals)? The final ESR must be completed within 3 months of submission. For ACPs who have transitioned from the 2017 ACP curriculum, STRs will be permitted for the early stages of training, but all submissions will require a final ESR.

Faculty Educational Governance Statement (FECS): is there a FECS for each year of training (minimum of 3 required, completed at regular intervals)? The final FECS must be completed within 3 months of submission and list the names and roles of all faculty present.

MSF (Multi-Source Feedback): is there a summary report for each year of training, each with at least 12 responses, of which 2 must be consultants (minimum of 3 MSF required, completed no less than 8 months apart)? The final MSF must be completed within 6 months of submission.

<p>Annual appraisal and record of progress: is there a Trust appraisal (in line with local HR policy) and an ACP credentialing record of progress for each year of training on the 2022 curriculum? For ACPs who have transitioned from the 2017 ACP curriculum, an annual appraisal is not required for the training years prior to transition.</p>
<p>ACP entered Curriculum and Syllabus Comments (CSCs): has the ACP entered a CSC for every KC within each SLO?</p>
<p>ACP ES goal rating and resolution comments: has the ACP ES goal rated and entered a resolution comment for every KC within each SLO?</p>
<p>Quantity of evidence (KCs): are there no more than 7 items of evidence linked to each KC (except SLO6), excluding Curriculum and Syllabus Comments and eLearning (eLearning modules not to exceed 5 modules per KC)?</p>
<p>Quantity of evidence (mandated evidence): is there a single of item of evidence (except SLO6 and where otherwise indicated) linked to the 'mandated evidence for credential' section of each SLO/KC?</p>
<p>Foundation Sign-off form: has this been completed by ACP ES?</p>
<p>ESLEs: are there a minimum of 3 ESLEs within the portfolio?</p>
<p>QIAT: is there a minimum of 1 QIAT form within the portfolio?</p>