EM-ACP Credentialing Screening Process

Upon submission of your credentialing application, RCEM officers will conduct an initial screening process to confirm that all mandated evidence has been linked to the **Essential Elements** area of the dashboard.

In addition, your portfolio will be checked to ensure that the **Foundation Skills sign-off** form has been completed, **Curriculum and Syllabus Comments** (ACP) and **Resolution Comments** (ACP ES) have been added for each Key Capability (KC), the **Essential Elements** panel has been signed off, and the maximum number of items of evidence permitted for each KC has not been exceeded.

All screening criteria are listed below, and we would advise you to check this list prior to submission to ensure all mandated evidence is present.

Upon completion of the screening process, you will receive an email advising you of the outcome. If all criteria have been met, this email will confirm that your portfolio has progressed to the Panel review stage.

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, and it is clear that the portfolio would be unsuccessful were it to progress to Panel review, the Chair of the ACP Credentialing Panel will determine whether your submission should be deferred. 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
Prior experience: CV that includes the following details: • Primary and secondary qualifications, including the name of the awarding body/higher education institution and the year of completion   • Employment history reflecting a minimum of 5 years of post-registration experience completed prior to starting ACP training.   • Experience working in an Emergency Department as an EM tACP/ACP. Posts must equate to a minimum of 30 hours (clinical) per week for 3 years (or 4 years if credentialing in both adults and children concurrently). For each position, the CV must indicate the dates and clinical hours worked per week   • Periods of absence longer than 3 consecutive weeks (e.g. parental leave, sickness, etc.), including dates and the reasons for absence   ***Note:*** *For ACPs credentialing in both adult and children concurrently, the CV must demonstrate sufficient time (approx. 25%) spent in a children's Emergency Department (where adult and children's EDs are separate) to ensure the required experience has been gained.*

Academic qualification: evidence of successful completion of a **Master's degree in advanced practice**. All academic transcripts and certificates must be uploaded to the portfolio.

Academic Credentialing Declaration form with the learning outcomes from the completed academic modules mapped to the RCEM-required learning outcomes listed in the declaration.

*(**Note:** completion of the Academic Credentialing Declaration form is not required if the ACP has attained a Master's degree in Advanced Practice that has been accredited by the NHSE Centre for Advancing Practice. In this circumstance, the programme title, reference number, name of HEI and start date must be listed in the CV).*

Independent prescribing: 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 FEGS): final sign-off has been completed by an ACP Educational Supervisor who meets all eligibility criteria as defined in the ACP Credentialing Regulations.

Mandatory courses: certificates for the following:

Adult credential:

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

Children's credential:

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

Note: Where a safeguarding certificate has not been issued, a screenshot from the ACP's electronic staff record may be provided as evidence.

Life Support courses: certificates, valid on the date the portfolio is submitted (or, for Trust training, a screenshot from the ACP's electronic staff record), for the following:

Adult credential:

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

Children's credential:

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

Note: For ACPs unable to certify or re-certify in one or more of the mandatory life support courses, there must be evidence of a place allocated on a course within 6 months of the date the Credentialing Panel meets.

Educational Supervisor Report (ESR): Minimum of 3 ESRs, including the **Final Educational Supervisor Report for Credential** which must be completed within 3 months of submission.

ESRs must be completed annually by the ACP Educational Supervisor for the previous 12 months of training, regardless of whether the ACP is full or part-time.

*Note: 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 Educational Supervisor Report for Credential (2022 curriculum).***

Faculty Educational Governance Statement (FEGS): Minimum of 3 FEGS, including the **Final FEGS for Credential** which must be completed within 3 months of submission. A minimum of 4 consultants, including the ACP ES, must be present at each faculty meeting and the role of each faculty member present must be listed.

FEGS must be completed annually by the ACP Educational Supervisor for the previous 12 months of training, regardless of whether the ACP is full or part-time.

MSF (Multi-Source Feedback): MSF summary report for each year of training, each with a minimum of 12 respondents, of which 2 must be consultants. A minimum of 3 MSF reports are required in total, each created no less than 8 months apart, with the final MSF report created within 6 months of submission.

Note: for ACPs credentialing in adults and children, separate MSF cycles must be completed for both patient groups.

Curriculum and Syllabus Comment (CSC) completed by the ACP for every KC.

Goal rating and resolution comments completed by the ACP ES for every KC.

Quantity of evidence (KCs): no more than 7 items of evidence linked to each KC, excluding Curriculum and Syllabus Comments and eLearning (eLearning modules not to exceed 5 modules per KC)

Quantity of evidence (mandated evidence): no more than one item of evidence (excl. CSCs) linked to the 'mandated evidence for credential' section of each KC.

Foundation Sign-off form completed by the ACP ES.

Essential Elements Panel: All mandated evidence linked to the appropriate areas. All sections marked as '**achieved**' by the ACP ES.

Note: resolution comments are not required for the Essential Elements panel unless the ACP ES wishes to comment on the evidence or provide additional information or context for the Panel.