Summary of the CompHP Pan European Accreditation Framework for Health Promotion

DRAFT 1

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The CompHP Pan European Accreditation Framework for Health Promotion

Background

The CompHP Pan-European Accreditation Framework for Health Promotion is being developed as part of the work of the CompHP project ‘Developing Competencies and Professional Standards for Health Promotion Capacity Building in Europe’¹, which is funded by EAHC (2009-2012). The CompHP Project aims to develop competency-based standards and an accreditation system for health promotion practice, education and training that will positively impact on workforce capacity to deliver public health improvement in Europe. The project employs a consensus building process based on consultation with health promotion stakeholders across Europe.

The CompHP Pan-European Accreditation Framework is based on the core concepts and principles of health promotion as outlined in the Ottawa Charter (1) and successive WHO charters and declarations on health promotion (2-7). Health promotion is understood to be ‘the process of enabling people to increase control over, and to improve, their health’ (1). The CompHP Accreditation Framework is underpinned by the understanding that health promotion has been shown to be an ethical, principled, effective and evidence-based discipline (8,9) and that there are well-developed theories, strategies, evidence and values that strengthen good practice in health promotion (10).

The CompHP Accreditation Framework draws on several sources including a Europe wide scoping study on health promotion capacity (11), and a feasibility study on accreditation for health promotion in Europe (12). It also informed by reviews of existing accreditation systems for health promotion in Europe, in particular a comparison of those in place in Estonia, The Netherlands and the UK. Based on these sources a voluntary registration system based on an agreed set of competencies (13) and professional standards (currently being developed) is proposed.

Accreditation

Accreditation in the context of the CompHP project is viewed as a way of ensuring quality practice, as a European-wide quality seal, and a benchmark that will enhance professional profiles and give recognition to best practice based on health promotion values and principles. The term ‘accreditation’ applies to the whole quality system and to the process of recognising education and training providers. The terms ‘registration/registered’ apply to the process by which individual practitioners are recognised as meeting agreed criteria within the CompHP Accreditation system.

Key Principles for the CompHP Accreditation Framework

The Framework is based on key principles reflecting its emphasis on quality (Figure 1).

![Figure 1 Key Principles of CompHP Accreditation Framework](image-url)
Main elements of the CompHP Accreditation Framework

The framework proposes devolved accreditation at national level by Accreditation bodies approved by a pan-European Organisation. Intrinsic to the proposed system is a Continuing Professional Development (CPD) programme building on education and training which meets agreed criteria and which will form the major part of the ongoing quality assurance which is the core of the accreditation system. The main responsibilities of the National and European Accreditation Bodies are summarised in Figure 2.

<table>
<thead>
<tr>
<th>European Level</th>
<th>National Level</th>
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<tr>
<td>• registering practitioners at a European level</td>
<td>• registering practitioners at a National level</td>
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<tr>
<td>• establish a framework</td>
<td>• signatured nomination for European registration</td>
</tr>
<tr>
<td>• provide competence profiles</td>
<td>• accreditation of training activities</td>
</tr>
<tr>
<td>• monitoring national organisations</td>
<td>• handling complaints</td>
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<tr>
<td>• stimulate discussions about professional development</td>
<td>• encourage practitioners and training providers to join the system</td>
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Figure 2 Responsibilities of National and European Accreditation Bodies

Participating countries will identify a National Accreditation Organisation, which may be a professional association, an established national Accreditation organization, or other type of organisation depending on the national context. It will also be possible to form an Accreditation Organisation comprising a number of countries based on either geographic proximity or mutual interests for countries with limited health promotion infrastructure.

The key role of the National Accreditation Organisation will be to manage and maintain the accreditation of practitioners and education and training organisations within their country.
In the proposed model a European Health Promotion Practitioner (HPP) register will be maintained at a European level. The European Accreditation Organisation will have an overseeing role in respect to National Accreditation Organisations and will approve national agencies responsible for country registers if they meet the requirements as specified in the CompHP Core Competencies Framework (13) and Competency-based Professional Standards for Health Promotion in Europe.
Accreditation/registration for Health Promotion Practitioners

Within the proposed Framework a health promotion practitioner will normally register and be accredited at the national level and may, through the National Accreditation Organisation, seek registration at the European level. Registration at the European level will lead to a title such as EurHP or EuHP (to be agreed). If there is no national Accreditation organisation, a health promotion practitioner may apply directly to the European Accreditation Organisation for registration.

The main elements of the proposed framework for health promotion practitioners are:

- Entrance/registration requirements
- Continuous Professional Development (CPD)
- Re-registration based on agreed criteria

![Figure 4 Main Elements of the CompHP Accreditation Framework- registration of practitioners](image)

To be eligible for registration within the CompHP Pan European Accreditation Framework an individual practitioner must be:

- Educated to graduate or post graduate level in a relevant discipline

**Exceptions from the time requirement may be negotiated with the NAO, for example, in the case of parental leave or other exceptional circumstances for defined limited time periods.**
The practitioner must also complete and submit the required application forms, together with any documents required to support the application and pay the accreditation fee.

Following a successful initial application the health promoter practitioner will be added to the national (where relevant) and European professional registers. The registers will be updated on a regular basis with dates for submission widely disseminated.

Re-registration for Practitioners

In the proposed Framework, re-registration for individual practitioners is obligatory after five years and will be based on evidence of Continuing Professional Development (CPD).

The basic conditions for re-registration are that the practitioner remains:

- an active practitioner working a minimum of 20 hours per week\(^4\) and with 50% or more of their tasks/role focusing on health promotion (i.e. Tasks/role reflect the Ottawa Charter’s definition and principles of health promotion)
- a registered member of a National Accreditation Organisation (where available)

In addition, the practitioner must be actively engaged in continuing professional development and demonstrate a minimum level of achievement over the 5 year period (120 credits) (see Table 1).

The practitioner must complete and submit the required application forms, together with any documents required to support the application and pay the accreditation fee.

Credit system for reregistration

A credit or ‘registration points’ system is the basis for registration within the CompHP Accreditation Framework as it is measurable and transparent. Candidates for re-registration will earn credits by attending approved training and education activities and other personal development activities (see Table 1).

\(^4\) Exceptions from the time requirement may be negotiated with the NAO, for example, in the case of parental leave or other exceptional circumstances for defined limited time periods.
Definitions of what constitutes a recognised course, training, conference, meeting, workshop etc., and all other criteria, will be clearly indicated and updated on a regular basis by the European Accreditation Organisation in partnership with National Accreditation Organisations. The criteria will be derived from the CompHP Core Competencies and Professional Standards.

Candidates for re-registration can earn credits by attending training and education activities and other personal development activities to achieve 120 credits in a five year period. 1 credit equals the investment of 1 hour of participation in the activity. A minimum number of credits must be earned across a diversity of CPD activities (i.e. not all credits can be earned in one type of CPD activity).

The practitioner must record the CPD activities they have completed on an online registration system which will make it possible for the accreditation organisations and the practitioner to easily monitor, check and assess whether the required levels of credit have been meet.

**Table 1 Type of CPD Activities and Value in Registration Credits**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Max credits per year</th>
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<tbody>
<tr>
<td>Course</td>
<td>Education imparted in a series of lessons</td>
<td>20</td>
</tr>
<tr>
<td>Training</td>
<td>Activity leading to skilled behaviour</td>
<td>15</td>
</tr>
<tr>
<td>Conference</td>
<td>A pre-arranged meeting with a formal agenda for consultation or exchange of information or discussion</td>
<td>10</td>
</tr>
<tr>
<td>Meeting</td>
<td>A formally arranged gathering with specific purpose</td>
<td>5</td>
</tr>
<tr>
<td>Workshop</td>
<td>A brief intensive course for a small group</td>
<td>15</td>
</tr>
<tr>
<td>Lecture</td>
<td>Teaching by giving a discourse on some subject</td>
<td>5</td>
</tr>
<tr>
<td>Presentation</td>
<td>A visual representation of something</td>
<td>5</td>
</tr>
<tr>
<td>Group Intervention</td>
<td>A group of professionals who exchange experiences</td>
<td>20</td>
</tr>
<tr>
<td>Publishing articles</td>
<td>In a health promotion (or related discipline) peer viewed journal</td>
<td>15</td>
</tr>
<tr>
<td>Mentored practice</td>
<td>Gaining knowledge / skills through working with a mentor</td>
<td>10</td>
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</table>

Where a practitioner wishes to record an activity which is not clearly outlined in the table above they will be required to provide addition details of the activity and show its relevance to the CompHP Core Competencies and Professional Standards.
A flowchart of the steps for practitioners in gaining and maintaining registration at a European level which summarised the information above is presented in Figure 5.

**Figure 5 Flowchart – Registration process for health promotion practitioners**

1. Subscribe to the national organisation and apply for national and/or European accreditation

2. Fill in a self assessment questionnaire on admission requirements

Registration approved by the national accreditation organisation (continue at step 3)

3. Meet the administrative requirements

4. Set up and maintain an online personal profile to record ongoing CPD

5. Search for approved CDP activities

6. Take part in CPD activities

7. Update the online personal profile by filling in the credits earned by participating in activities

8. After receiving a reminder when reregistration due, check the amount of credits needed for re-registration

9. Update the personal profile for re-registration and ensure required credits recorded

10. Meet the administrative requirements for re-registration

Note: National organisations can select an assessment method to check the credits reported by the practitioner within an agreed range of options.
Accreditation for education and training providers

Providers of education and training in health promotion can seek accreditation for full courses at Certificate, Diploma, Bachelor and Masters Level and for other types of organised training and education for CPD, including suitable conferences, workshops, short courses and other revenant forms of education.

The criteria for the accreditation process will be based on the CompHP Core Competencies and Professional Standards.

All required information must be submitted to the National Accreditation Organisation on or before a specified date. If there is no national organisation providers of education can training may apply directly to the European Accreditation Organisation. In the case of courses run by international educational groups application should be to the European level. The application process may be scheduled either on an annual basis or more frequently as decided by the national and European accreditation organisations.

Education and training providers will be obliged to meet the administrative requirements such as providing all information required, paying fees, etc. Costs may differ per programme.

It is the responsibility of the education or training providers to present their rationale for accreditation based on the CompHP Core Competencies and Professional Standards. In relation to Bachelor and Master’s level courses, which are preparing entry-level practitioners, all core competencies and standards must be covered within the course curriculum.

A checklist of all requirements will be available to those preparing to apply for Accreditation including details on:

- Aims and learning outcomes for the course.
- Details of how the course will be presented, and by whom.
- A schedule of learning activities.
- Assessment methods which are clearly described and related to the core competencies, professional standards and practice.
In relation to CPD programmes the specific competencies which will be addressed and relationship of the learning outcomes to the CompHP Professional Standards must be clearly presented.

For both full courses and CPD activities, the educational or training provider must demonstrate the availability of relevant materials and resources (for example, a library with a range of health promotion texts, training facilities etc.) to be eligible for accreditation. In addition, support systems for students must follow national guidelines for students’ wellbeing and best practice in learning and teaching.

In the process of accreditation all aspects of the course will be reviewed. In the case of full courses, on-site professional peer reviews by experts designated by the European Accreditation Organisation in partnership with the National Accreditation Organisation may be required because of differences in level, duration, perspective, content and didactics of courses.

The assessment process may result in the course being approved, be given recommendations to add or change certain elements of the programme or denied accreditation. As with individual practitioners, an Appeals Procedure will be available to those denied accreditation.

Successful accreditation for full courses will be for a five year period. Should any major changes to the course be planned, in particular to the course content, the provider should inform the relevant Accreditation Organisation of the details of the changes. The changes will be reviewed by the appropriate Accreditation Committee which may, if necessary, ask for a full re-accreditation process even if the five year period is not completed.

Short training and education programmes will be accredited either for the period of their delivery or, where they are to be repeated on a regular basis, for a maximum of 5 years.

In the assessment of CPD programmes for accreditation, the number of credits which can be attributed to the course will be indentified. This number will be based on, for example, and will be established by the Accreditation Organisation through a checklist.
Apply to national and/or European accreditation for details of process

Fill in a checklist and questionnaire about the course and submit with supporting information

Positive assessment

Meet administrative arrangements

Course accredited for 5 years

Re-accuracyation - restart at step 2

Negative assessment

Change the course based on feedback

Positive Reassessment

Negative Reassessment

Report major changes within 5 years to accrediting

Reapply following in-depth review

Figure 6 Flowchart Accreditation Process for education/training providers
REVOCATION/CANCELLATION OF ACCREDITATION

In relation to both individual practitioners and providers of training and education accreditation can be revoke. Decisions on revocation and cancellation will be made by the European Accreditation Organisation in partnership with the relevant National Accreditation Organisation. Reasons for revoking or cancelling Accreditation may include:

- Breach of the ethical principles and values as defined in the CompHP Core Competencies for Health Promotion Framework
- Evidence of dishonesty in details supplied in application process
- Failure to pay any required fees/ other costs
- Other situations as may be identified by the European and National Accreditation Organisations.

Application for appeal of cancelation/ revocation of accreditation can be made to the Appeals Committee, which will give a final decision on the case within 60 days of application for appeal.
REFERENCES


