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**Continuing Training & Educational Event**

**EXTERNAL REVIEWER'S REPORT**

**Version 1.2. 2023**

Dear Reviewer,

We would firstly like to express our thanks to you for agreeing to undertake a review of the following Continuing Training & Educational Event (CTEE). Events cover a range of activity from trainings through to conferences. Below you will find a template for organising your review.

We would like to emphasise that this exercise is not solely for ‘checking’ but also for quality improvement purposes and throughout the document you are invited to comment on any areas you believe may be of benefit to the event. The reviews will be anonymously presented to the applicant as part of the accreditation process.

Please complete the document in English and return to the APHEA Secretariat from where it will be passed on to the APHEA Board of Accreditation for a decision.

Once again, we thank you for your time and efforts in this review.

# Instructions for use:

In the following review template, you are asked to provide an assessment of the application based upon a series of statements (criteria) and how they are addressed, and evidence provided for, in the application and associated paperwork

The assessment score used throughout the document is the following:

|  |  |
| --- | --- |
| **Assessment score** | **Brief explanation** |
| 1. Met: | Evidence completely satisfies the criteria. |
| 1. Met with comments: | Evidence is satisfactory but the programme might benefit from improvements or reflection. |
| 1. Partially met with comments: | Although certain elements of evidence are satisfactory there are clear areas for improvement that the programme should address. |
| 1. Not Met: | Evidence clearly does not satisfy the criteria. |

Assessment scores 2, 3 & 4 will need to be accompanied with comments. These comments will be forwarded to the Board of Accreditation as well as to the applicant. However, as this is a formative exercise, please feel free to add any comments to a score of 1 (Met) if you feel they would be of benefit to the applicant. Positive commentary is also welcome and encouraged.

The review is designed to be completed on screen. To enter your assessment, click on to the green box and a small arrow to the right will appear. Click on this arrow to access the drop-down menu with the values.

At the very rear of the document in Section 9 you are asked to provide your decision as to your opinion on the accreditation status of the applicant.

Please don’t forget to save your work on your local drive as you progress through the review.

# SECTION 1: CONTACT DETAILS

## Event name and address details (you can copy this from the application)

|  |  |
| --- | --- |
| Provider name: |  |
| Event title: |  |
| Address 1: |  |
| Address 2: |  |
| Address 3: |  |
| Town / City: |  |
| Country: |  |
| Date: |  |

## Reviewer name and address details (will not be passed on to applicant)

|  |  |
| --- | --- |
| Name: |  |
| Your Institution’s name: |  |
| Position in institution: |  |
| Country: |  |
| Contact email: |  |
| Date or review: | dd/mm/yyyy |

# SECTION 2: REVIEW OF THE ACCREDITATION CRITERIA

|  |  |
| --- | --- |
| Section 2.1: Aims | **Your Assessment** |
| The aims of the Event and the needs it addresses are clear. | Click here to add assessment |
| Comments: | |

|  |  |
| --- | --- |
| Section 2.2: Organisation | **Your Assessment** |
| The information provides a clear description of the event and of those providing it. | Click here to add assessment |
| Comments: | |

|  |  |
| --- | --- |
| Section 2.3: Content | **Your Assessment** |
| 1. The content meets the aims of the event. | Click here to add assessment |
| 1. Sufficient time is allocated for the participants to comprehensively digest the content of the event. | Click here to add assessment |
| 1. The content of the event is sufficient to enable the participant to achieve the stated objectives/learning competences. | Click here to add assessment |
| 1. The methods of knowledge and skills transfer are appropriate for the competences / objectives. | Click here to add assessment |
| 1. Professional reflection is encouraged. | Click here to add assessment |
| 1. Certification is issued at the end of the event (if required by the participants). | Click here to add assessment |
| Comments for this section: | |

|  |  |
| --- | --- |
| Section 2.4: Participants | **Your Assessment** |
| The target groups (and how many) are clearly defined and in line with the event aims. | Click here to add assessment |
| Comments: | |

|  |  |
| --- | --- |
| Section 2.5: Human Resources & Staffing | **Your Assessment** |
| The background of the staff and their contributions are sufficient for the delivery of the event. *(bio-sketches or CVs should be attached*) | Click here to add assessment |
| Comments: | |

|  |  |
| --- | --- |
| Section 2.6: Budgeting and Facilities | **Your Assessment** |
| 1. The financial arrangements of the event are clear and any conflicts arising from the financing are identified. | Click here to add assessment |
| 1. Any conflicts of interest[[1]](#footnote-1) identified (perceived or real) do not jeopardise the integrity of the event | Click here to add assessment |
| 1. The workspace and facilities are appropriate for the size and format of the event | Click here to add assessment |
| Comments for this section: | |

|  |  |
| --- | --- |
| Section 2.7: Internal Quality Management | **Your Assessment** |
| The event is evaluated and it is made clear how previous evaluations (if any) have been used for improvement. | Click here to add assessment |
| Comments: | |

## SECTION 3: YOUR OVERALL ASSESSMENT

|  |  |
| --- | --- |
| **In your opinion, should this event be accredited?** | Click here to add decision |
| If ‘Denial’ or ‘Provisional,’ please inform us of how you arrived at this assessment and what changes the CTEE may take to redress any issues? The section is broken down into 3 areas: a) Changes sought within the application and associated documentation and b) changes sought within the CTEE c) Other areas of note which are not specific to the application or programme. | | |
| a) Documentation based comments:  b) CTEE based comments:  c) Other | | |

The decisions available consist of the following:

|  |  |
| --- | --- |
| **Assessment score** | **Brief explanation** |
| Accreditation: | The event demonstrates minimum compliance with all applicable accreditation criteria. |
| Denial of Accreditation: | The event does not meet the criteria for accreditation. The applicant may reapply. |
| Provisional/conditional Accreditation: | The event presents shortcomings that could potentially be rectified within a reasonable period of time. |

|  |
| --- |
| If you have not done so in the individual comment sections, would you be able to identify any areas of strength or areas for improvement? If so please state. |
| Comments: |

|  |
| --- |
| Finally, as part of our ongoing quality improvement. Are there any areas of this application and review process which you believe we can improve on? |
| Comments: |

**Thank you once again for your time and efforts in this review!**

**APPENDIX A: Guidance on Conflicts of Interest**

A **Conflict of interest** can arise whereby financial or personal interests may cast doubt on the reliability or credibility of the event and why it is being organised.

For this section the applicant should explain any constraints or conditions that accompany external financial sources*.* (The applicant is reminded that they must declare all financial and commercial sources as well as any arrangements that these interests place on the CTEE event)

- All potential or actual institutional or personal conflicts of interest must be outlined in the Conflict of Interest Declaration form and be attached to the application.

- The Declaration form must be attached to the application.

**APHEA Statement on Conflicts of Interest**

*APHEA CTEE accreditation and the associated points will not be issued for the specific parts of an event where funds are accepted from enterprises which have a direct commercial interest in the outcome of the applied event toward which they would be contributing. For example, an event solely funded by direct commercial interests may forfeit accreditation but, alternatively, within a larger conference which may have specific sponsored sections their forfeiture would not affect the accreditation of the overall conference.*

*Considerable caution should be exercised in accepting funding from enterprises that have an indirect interest in the outcome of the activities (i.e. the activity is related to the enterprise’s field of interest, without there being a conflict as referred to above).*

*Of particular focus are tobacco and alcohol financing. The business objectives of the tobacco industry are deemed wholly incompatible with public health goals of APHEA and, as such, are ethically unacceptable. In a similar manner alcohol is considered a contributing factor of serious harm to public health and other social concerns. APHEA will not accredit any event which has a connection, financial or otherwise, direct or indirect, with tobacco or alcohol producers. This applies to third party entities such as think tanks, working groups or enterprises which are funded or promote tobacco and alcohol production and sale.*

1. Guidance on Conflicts of Interest can be found in Appendix A below or on page 6 of the Handbook [HERE](https://www.aphea.be/Pages/A1a.CTEE/docs/CTEE_HANDBOOK.pdf) [↑](#footnote-ref-1)