

ADEE APPLICATION FORM
FOR THE ACCREDITATION OF EDUCATIONAL ACTIVITIES (EdA)
PAN-EUROPEAN ACCREDITATION FRAMEWORK FOR GRADUATE
DENTISTS

Title of the Educational Activity (EdA)	
Nature of the EdA NEED TO CONSIDER WHAT TO PUT ON LIST TO THE RIGHT	<input type="checkbox"/> lectures <input type="checkbox"/> hands-on/clinical simulation <input type="checkbox"/> conference <input type="checkbox"/> workshop <input type="checkbox"/> on-line/e-learning/distance learning <input type="checkbox"/> Other: <i>(please specify)</i> <i>In the case of "hybrid" materials, please contact the ADEE Office before submitting your application.</i>
For On-line/e-learning/distance learning EdAs Means by which the EdA is made available	<input type="checkbox"/> Website: <i>(please provide URL)</i> <input type="checkbox"/> CD – DVD <i>(please provide us with 4 copies of the Material)</i> <input type="checkbox"/> Supported by Personal Digital Assistant (PDA) <input type="checkbox"/> Other: <i>(please specify)</i> <i>Please provide the direct access to the EdA as well as the necessary log-in details (e.g. username and password) for at least 3 Reviewers and this, for the entire duration of the evaluation process (i.e. ca.3 months).</i>
Overall description of the EdA	
Provider	
Contact person e-Mail Telephone Address	
Invoicing information e-Mail Telephone	

Address VAT number Please specify whether you are: <i>- EU registered</i> <i>- EU not registered</i> <i>- EU exempt</i> <i>- Non-EU</i>	
Start date	
End date	
Main language of the EdA Translations available into	

ESSENTIAL CRITERIA

A. Educational Objectives (Learning Outcomes) fulfilment of the Learning Needs

The 'Provider' must clearly state in a readily accessible manner:

1. that the **EdA(s)** has been prepared in order to **fulfil stated educational needs** and indicate how this will be achieved.

This confirmation must demonstrate that a "needs assessment" process has been performed, that these educational needs have been defined, and will be fulfilled.

Open response box

2. the expected educational learning outcome(s) of the **EdA(s)**?
These must be explained in terms of the knowledge, skills, attitudinal or behavioural, or ethical lessons that can be learned, and whether these are clinical or non-clinical and how/where it is likely to benefit a professional's practice

Open response box

3. and clearly define the "**target audience**" for whom the **EdA(s)** is most likely to be suitable?
*This must be explained in terms of the topic (s)/speciality(s) and seniority/role of the dental professional (dentists/allied dental professional etc.) - henceforth referred to as the "**Learner**" most likely to benefit.*

Open response box

B. Description of the Educational Activity (EdA)

The 'Provider' must clearly state in a readily accessible manner:

4. and clearly explain in a brief summary the **content** of the **EdA(s)**. This will include the title of the EdA(s) and the latest version of the programme at the time of application. *This must detail whether the EdA will involve, lectures, groups, workshops, educational material, single or multiple sessions. The ADEE will consider applications for conferences/scientific meetings or specific time-based events*

Open response box

5. information regarding the expected number of attendees/learners and scheduled fees, if applicable. *It is accepted that at the time of application these may be provisional figures. Final figures should be submitted to ADEE following the conclusion of the EdA(s)*

Open response box

6. that they respect and confirm how the **privacy and confidentiality** of the 'Learner' will be respected, and how you will make sure that any information provided by the 'Learner' will only be utilised for the specific purposes of completing the **EdA(s)**. *This is particularly relevant in the case of interactive EdA(s) (such as online websites). The only permitted exception to this will be with the valid consent of the 'Learner'.*

Open response box

7. the **duration** of the **EdA(s)** in order to fulfil the educational '**learning outcome**'(s)? *This will facilitate ADEE in determining the maximum number of ECEC(d)s that may be claimed by a 'Learner' who has attended the EdA(s). This must be a minimum of one educational hour, with each hour of educational time expected to count as one ECEC(d), up to a maximum of 3 ECEC(d)s for a half day and 6 ECEC(d)s for a full day (educational time can be flexibly structured throughout the day). The scale used by the ADEE to define the number of ECEC(d)s that will be allocated is set out in the ADEE Pan-European Framework document*

Open response box

8. compliance, of the **EdA(s)**, with all relevant **ethical, medico-legal and legal requirements** be met.
Where applicable, these must include: consent by patients and other participants to inclusion in the EdA(s), confirmation of confidentiality for patients and other participants, compliance with research ethics requirements, compliance with data-protection legislation, and copyright arrangements for the EdA(s) (where applicable). It is essential to ensure that patients are not and cannot be identified in any of the EdA(s) content which is presented. The relevant legal, regulatory and industry-based standards will be those for the country in which the EdA(s) is being provided

Open response box

9. the **format** of the **EdA(s)** - if it is a face to face b. on-line/e-learning/distance learning (must provide contact details for assistance provision) c. workshop d. 'hands-on'/simulation e. conferences/symposium/meetings f. of another format
Provide contact details for the provision of assistance.

Open response box

C. Content of the Educational Activity (EdA)

The 'Provider' must clearly state in a readily accessible manner:

10. that the 'content' of the **EdA(s) is evidence-based** and specify the **level of evidence** of the **EdA(s) content**.

All content within the EdA(s) must be evidence-based, with notes on the level of evidence (where applicable), and suitable references, at the standard required for a publication in a scientific journal.

Open response box

11. how the **EdA(s)** will encourage the '**Learner**' to employ **methods of active, adult learning, including reflection on impact of the EdA(s)** to achieve the educational '**learning outcomes**'(s).

These may include problem-orientated learning, task-based learning, case-based learning, reflective learning, and performance improvement. The ADEE also strongly recommends feedback be provided on the 'learner's' engagement with the EdA(s), such as an explanation of why a response to the self-assessment component was incorrect.

Open response box

12. that the **EdA(s)** includes a means of confirming '**Learner engagement**, and **achievement of the educational learning outcome(s)**. at a minimum there must be a method of confirmation of attendance and a process for the Learner to provide feedback. Engagement may be measured through a formative or summative assessment of the '**Learners**'.

Any 'assessment' must be of quality, duration and content appropriate to the EdA and the educational learning outcome(s), and it must be integral to the EdA(s). It may be based on multiple-choice questionnaire or other self-assessment methodologies but must have clearly stated assessment criteria (e.g. pass mark). This should be set by the 'provider' of the educational content (as distinct from the developer or provider of an educational product). This self-assessment component must comprise a minimum of 10 minutes within the duration expected for the accreditation of each educational hour (1 ECEC(d)).

Open response box

13. that the '**content**' of the **EdA(s)** is **free from any commercial or other forms of bias**.

Where there is a valid evidence base for a specific therapy or agent, this may be stated, but must be referenced in a manner that is appropriate for a scientific journal. The ADEE will reject any application that, in its opinion, includes biased information. For sponsors of EdAs ADEE will accept acknowledgement of the sponsor's role in the EdA(s) programme. Where there are associated exhibition areas for sponsors/companies etc. to exhibit their products, the Provider must confirm compliance with national rules, regulations and standards

Open response box

14. that the '**content**' of the EdA(s) is **free of any form of advertising**.
The ADEE will reject any application that, in its opinion, includes advertising of any product or company.

Open response box

15. the extent to which the '**content**' of the EdA(s) is suitable for an **international audience**. *This refers to the use of international terminology for procedures and therapeutic agents. Where applicable the EdA(s) should use a primary language dependent on the audience, with facilities available for interpretation as required*

Open response box

D. Details of the 'Provider'

The 'Provider' must clearly state in a readily accessible manner:

16. a **short description of the Provider organisation.**
where the Provider is a company producing a programme on behalf of another organisation (e.g. pharmaceutical or device manufacturer) their relationship must be fully disclosed.

Open response box

17. the **names and qualifications of the individual(s) involved in preparing the EdA content.**
The ADEE requires that all individuals who have contributed to the preparation and presentation of the EdA(s) are identified (the 'developers' – who may also be the 'providers').

Open response box

18. the **name and title of the educator/registered practitioner who will take responsibility for EdA(s) content.**
This individual must be registered with the appropriate Regulatory Authority, and his/her registration details must be provided (for a conference/scientific meeting this should include the lead individual for the event and all members of the organising committee)

Open response box

19. the provision of a **full declaration of actual or potential conflict of interest** of the individual(s) involved in preparing the content of the EdA(s).
It is essential that the educator/practitioner who will take responsibility for the EdA(s) provides a full declaration of actual or potential conflict of interest. This should include any fee/honorarium or expenses reimbursement in relation to the EdA(s).

Open response box

20. a declaration and statement of the **source of all funding** provided for the preparation of the EdA(s).
If an educational grant or other financial support has been obtained by the 'developers' or the 'providers' of the EdA(s), the source and nature of this must be declared.

Open response box

E. Quality Assurance by the 'Provider'

The 'Provider' must clearly state in a readily accessible manner:

21. confirmation that they have applied their own 'quality assurance process' to the **EdA(s)** prior to application to the ADEE for accreditation. Details should be provided
As a minimum, the ADEE requires the 'provider' to have assessed its EdA(s) using the criteria described in this application form and set out in the ADEE Pan-European Framework document – REF###

Open response box

22. that they provide a reliable and effective means for the '**Learner**' to provide **feedback** on the **EdA(s)**. The 'provider' must make available, to the ADEE, a report on this feedback and on its responses to the feedback.
In order to maintain accreditation, this feedback must be submitted to the ADEE within 12 months of accreditation having been granted.

Open response box

23. evidence that their **evaluation record** for previous or ongoing modules/courses/programmes is satisfactory. If this is not the case, the 'provider' must specify how the reasons for unsatisfactory ratings have been addressed.

Open response box

Please send the completed application form to
elarning@uems.net

On application for accreditation by the ADEE, I have provided:

- **the Educational Activity, EdA details**

*For all **EdAs**, please provide the **direct access to the educational content** as well as the necessary **log-in details** (e.g. username and password) for at least 3 Reviewers and this, for the entire duration of the evaluation process (i.e. ca.3 months).*

*For all **EdAs**, which are not widely available (e.g. through the Internet), please provide us with **4 copies** of the supporting documentation.*

- **a fully completed ADEE application form**, confirmed by the educator/practitioner who is taking responsibility for the EdA.

*Please note that only fully completed application forms will be considered as valid. Please make sure that **all criteria are filled in**.*

as well as upon receipt of invoice by the ADEE

- **the full payment of the application fee**

By signing this document, I declare to have read in its entirety the document with reference to the ADEE Pan-European framework document REF#### and agree to comply with the requirements of that document as well as with any further request from the ADEE. I hereby also recognise the ADEE authority in delivering European accreditation to the EdA submitted.

Date:

Signature: