



COLLEGE CENTRE FOR QUALITY IMPROVEMENT

ECTAS

Accreditation Process

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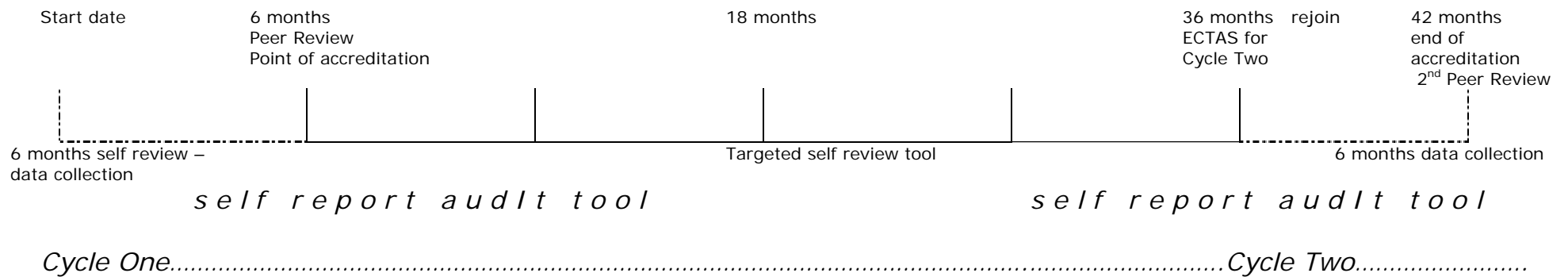
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The Accreditation Process

Cycles One to Two



Aims and Objectives

The purpose of ECTAS is to improve the way in which Electroconvulsive therapy (ECT) is administered in the United Kingdom and Ireland. It will achieve this by:

- Accrediting ECT clinics
- Creating a national network to support ECT staff through:
 - a database of standards in the administration of ECT
 - the ECTAS peer-review process
 - an email discussion group
 - an annual members' forum
- Maintaining a database of standards in the administration of ECT

What accreditation means

Accreditation is against the ECTAS standards which cover the preparation for treatment, assessment for treatment, and administration of treatment. This should not be taken to apply to review or accreditation of any aspect of the service which falls without the remit of the standards. ECTAS standards are available at www.ectas.org.uk.

The Standards

The standards are drawn from key documents including the Royal College of Psychiatrist's ECT Handbook (2005), the NICE Health Technology Appraisal of ECT (2003), and the Scottish National Audit of ECT (2000). The standards also incorporate feedback from representatives of SURE and MIND as well as pilot studies and experts from a range of relevant professions.

The standards cover the following topics:

- Special precautions
- Assessment and preparation
- Consent
- Anaesthetic practice
- The administration of ECT
- Recovery, monitoring and follow up
- The ECT clinic and facilities
- Staff and training
- Protocols

The standards have been approved by the College ECT committee and the ECTAS reference group which includes service users, psychiatrists, nurses and anaesthetists.

The set of standards is comprehensive and aspirational; it is unlikely that any clinic could meet all of them. To support their use in the accreditation process, each standard has been categorised as follows:

- **Type 1:** failure to meet these standards would result in a significant threat to patient safety or dignity and/or would breach the law;
- **Type 2:** standards that an accredited clinic would be expected to meet;
- **Type 3:** standards that an excellent clinic should meet

A copy of these standards will be sent to every clinic at the beginning of the self-review process.

In the event that the ECT Accreditation Service finds evidence that the Trust's (or other organisation's) ECT service threatens the dignity, safety or rights of service users, the Trust (or other organisation) will take appropriate action. If the Royal College of Psychiatrists is not satisfied that appropriate action has been taken, it reserves the right to inform those with responsibility for the management of the service and/ or the relevant regulatory body.

Data Collection Tools

The standards have been incorporated into a set of data collection tools for use in the self- and peer-review process. Some standards have not been included because they cannot be measured reliably.

There are several data collection tools because it is important that each standard is evaluated using the most appropriate method and source of information. The methods are described more fully in the sections that describe the self-review and the peer-review.

The Accreditation Period

A diagram showing the progress of the clinics through the review process is shown on page 3. You will be expected to meet the deadlines except in exceptional circumstances. Accreditation is from date of Peer Review and accreditation level will normally remain the same throughout the Cycle (ie between Peer Reviews). Clinics that satisfactorily complete the initial self-and peer-review process within the normal time frames will be accredited for three years. However, maintenance of approved status will be conditional on the satisfactory completion of an interim self-review. Accreditation is from the point of Peer Review (when Peer Review has taken place within reasonable time from start date), so extends 6 months beyond the end of Cycle One membership. Cycles One and Two of the review process therefore overlap, in order to ensure continuous accreditation.

Please note that only one peer-review visit will be made to the clinic during the three years and that if a further visit is required because it is found that the clinic poses a threat to patient/ staff safety, the re-visit will be charged at the rate of £600 per day.

If, during this three year period, the Trust, (or other organisation) is aware of changes to ECT practice that may affect quality, it must report this to ECTAS which will re-consider the clinics' accreditation status. To ensure that accredited clinics are continuing to meet standards, they will be asked to undertake a self-review at the half-way point of membership. Any significant changes to the clinic's documentation, staffing or environment outside of self review periods can be flagged up at any time via the online self report form.

ECTAS periodically supplies the Healthcare Commission with an updated list of member and accredited clinics.

The College Website

Membership of the ECT Accreditation Service will be listed on the Royal College of Psychiatrists' website. Once a final accreditation rating has been awarded, this will be posted on the website next to the Trust (or other organisation) name.

Costs

ECTAS received start-up funding from the Royal College of Psychiatrists, but is now funded and maintained entirely by annual subscription of clinics that participate in the network. The current subscription is three annual instalments of £2200 (plus VAT), or a one off payment of £5940 (plus VAT) which will cover the full three years.

Once a clinic's membership application form is received by the CRU, the local contact will be advised approximately when their self- and peer-review will take place. The trust will then be invoiced for the year commencing on the first day of the clinic's self-review. For example, if a clinic's self-review process begins in January 2007, the trust will be billed for the period January 2007 to December 2007.

The Accreditation Process

The time from registration to a decision being made about a clinic's accreditation category will be between six and nine months, assuming that data is collected and returned within the timeframes set out in the diagram on page 3. There are three main phases: self-review, a peer-review visit and a decision about accreditation category and feedback.

Self-review

This is an opportunity for the local multi-professional ECT team to review their local procedures and practices against the ECTAS standards and, if necessary, to make the changes necessary to achieve accreditation.

At the beginning of the self-review period, the local ECT lead will be sent a copy of the ECTAS 'Standards for the administration of ECT' and the self-review data collection tools. The latter should be completed and returned within three months.

The self-review has a number of components:

- **A clinical audit** of the case notes of 20 patients who have completed a course of ECT in the last 6-months. The purpose will be to collect information, relevant to ECTAS standards, which would normally be recorded in the patient record.
- **A patient questionnaire** of the reported experiences of at least 5 patients who have completed a course of ECT in the last 6-months. The clinic will be asked to distribute questionnaires to patients who will then complete and return them directly to the ECTAS team in an envelope provided. The patients will be asked not to identify themselves to us.
- **A staff questionnaire** to be completed, during a multidisciplinary team meeting, about staffing levels, training and supervision.
- **A review of key documents** including policies, procedures and protocols.
- **A questionnaire for the psychiatrists who prescribed ECT** covering issues of consent and after care.
- **A review of the environment and facilities** by the multi-professional team to review facilities, equipment and medication.
- **A systematic observation of 5 ECT treatment sessions** being administered by the consultant psychiatrist in charge of ECT. The consultant will complete an audit sheet detailing what occurred before, during and after the treatment session.

Local staff will transfer their self-review results into a simple electronic format and send this to the CRU for analysis and collation. A summary of the results will inform the peer-review team.

Peer-review visit by an external team

The purpose of the one-day visit by a peer-review team is to validate the self-review findings and to provide a valuable opportunity for discussion, and for

the review team members to share ideas, make suggestions, offer advice and give support.

The one-day, peer-review visit will be scheduled for 4-8 weeks after the self-review data has been returned. Typically, the team will consist of 3 or 4 staff from other ECT clinics. Staff from clinics participating in ECTAS will be expected to act as members of peer-review teams. The team will be led by a lead reviewer who has undergone specific training at the CRTU.

A typical timetable of a review day.

Time	Activity
10.00-10.30	Morning brief: Introductory meeting for reviewers, timetable reviewed and queries about the day answered, followed by brief on clinic from host team member
10.30-11.30	Inspection of the environment and facilities: Staff team will take reviewers round the clinic and answer questions
11.45-12.15	Treatment role-play and scenarios: Staff will take reviewers through a typical and non-typical treatment session
1.00-1.45	Lunch with clinic staff
1.45- 2.30	Discussion of documentation: Clinic staff will take reviewers through the relevant documentation including clinic procedures, literature available to the patient, health records etc
2.30- 3.30	Staff interview: Discussion around responsibilities, procedures, patient care and training
3.30-4.30	Review team meeting: Action points summarised and feedback to local staff

Please note: the day **does not** require the review team to observe an ECT treatment session.

How Accreditation Category is Decided

Data from the self- and peer-review will be compiled by the ECTAS team into a summary report of the clinic's strengths and areas for improvement. Once this has been verified by the lead reviewer who visited the clinic, the ECTAS Accreditation Advisory Committee will consider the data and their recommendation about the accreditation status of the clinic will be passed to the Royal College of Psychiatrists' Court of Electors for ratification.

There are four categories of accreditation status:

- **Category 1: “approved with excellence”.** The clinic would *at the point of Peer Review*:
 - meet all type 1 standards;
 - meet a minimum of 95% type 2 standards (usually with a clear plan for how to achieve the others);
 - meet all or the majority type 3 standards, with a clear plan for how to achieve the others;
 - have received positive Service User feedback;
 - be likely to have excelled in other ways e.g. research, audit or teaching.
- **Category 2: “approved”.** The clinic would:
 - meet all type 1 standards;
 - meet the majority of type 2 standards;
 - meet many type 3 standards.
- **Category 3: “approval deferred”.** The clinic would:
 - fail to meet one or more type 1 standards but demonstrate the capacity to meet these within a short time;
 - fail to meet a substantial number of type 2 standards but demonstrate the capacity to meet the majority within a short time.

The clinic will receive a report detailing the strengths and weaknesses that have been identified, with an emphasis on those standards that need to be addressed for accreditation to be awarded. Data will be collected through a further self- and/or peer-review within a 6-month period to confirm that the clinic now meets the criteria for category 2 approval.

- **Category 4: “not approved”.** The clinic would:
 - fail to meet one or more type 1 standard and not demonstrate the capacity to meet these within a short time;
 - fail to meet a substantial number of type 2 standards and not demonstrate the capacity to meet these within a short time.

The clinic will receive a report detailing the strengths and weaknesses that have been identified and a clear statement of which standards would have to be met for the clinic to be approved. It will be advised that, in the opinion of ECTAS, ECT should not be given in that clinic until this has been done.

The Appeals' Process

The grounds for an appeal against a decision about accreditation category are that:

- The decision has been made on the basis of a summary report that contains factual inaccuracies about the clinic at the time of the review;
- The decision is not consistent with stated criteria that determine categories of accreditation.

An appeal must be lodged within eight weeks of the accreditation decision having been communicated to the local ECT lead consultant. Appellants are asked to provide documentary evidence to support claims of factual inaccuracy and/or a clear statement of in what way(s) they consider the decision to be inconsistent with the stated criteria for the category of accreditation awarded. A detailed description of the stages of the appeals process is available on request.

Activities and support during a clinic's accredited period

Standards revision

The standards will be revised and updated annually to take account of new developments.

Once the updated standards have been ratified, a copy will be sent to all member clinics.

Interim self-review

During the period for which they are accredited, clinics will be asked to undertake a targeted self-review at 18 months. This will be to confirm that the criteria for accreditation are still met and to review progress against the recommendations contained in the previous year's report. Any significant changes to the clinic's documentation, staffing or environment outside of the self review period can be flagged up at any time via the online self report form.

Peer-review

No further peer-review visits will take place during the clinic's accredited period except in exceptional circumstances.

E-mail discussion group

Throughout the period of accreditation, clinic staff will have access to advice and support from the CRU and their peers through the email discussion group.

Joining a peer review team

It is expected that ECT Staff from member clinics will wish to visit other clinics as a member of a review team. This will normally involve spending a day at a clinic and possibly commenting on a draft of the clinic's report summary. Travel expenses will be reimbursed according to the policy of the Royal College of Psychiatrists.

We are currently seeking psychiatrists, nurses and anaesthetists to lead ECTAS review teams. Lead reviewers will be responsible for leading peer-reviews around the UK and Ireland with the aim of raising standards and promoting best practice in the administration of ECT.

Lead reviewers will be expected to commit 2-4 days per year and to attend a one-day training session at the Royal College of Psychiatrists. All travel and subsistence expenses will be reimbursed. If you would like to become a reviewer or lead reviewer, please contact us at:

ectas@cru.rcpsych.ac.uk / 020 7977 6696 or by post to ECTAS, The Royal College of Psychiatrists' Research Unit, 4th Floor, Standon House, 21 Mansell Street, London, E1 8AA

for an information pack.



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ECTAS member clinic joining form

To join the ECTAS accreditation network please complete and return this form to the address/ fax number below

Details of local contact

NB: This should be someone who is responsible for the ECT clinic

Title

First name

Surname

Job Title

Email

Clinic Name

Trust

Clinic mailing address

Postcode

Telephone

Fax

Address if other than above

Postcode

Other staff to include in ECTAS email group

Name

Email

Name

Email

Name

Email

Payment

I would like to pay for the 3-year cycle in 1 instalment. Please invoice our Trust for **£5940 (+£1040 VAT) (10% discount)**

I would like to pay for the 3-year cycle in annual instalments. Please invoice our Trust for **£2200 (+£385 VAT) per annum**

Please mark the invoice for the attention of

Name

Address

Postcode

Email

Telephone

Fax

**Please return this form to
Chloë Hood, ECTAS, The Royal College of Psychiatrists' Research Unit, 4th Floor,
Standon House, 21 Mansell Street, London, E1 8AA
Tel: 020 7977 6695 Fax: 020 7841 4831**

ECTAS – SUMMARY OF TERMS AND CONDITIONS OF MEMBERSHIP

ECTAS Accreditation is based on a continuous review process. Clinical standards are assessed by self- and peer- review at the start of each three year cycle. Accreditation is maintained by yearly self-assessment between the three-yearly peer review.

Accreditation is dependent on:

- 1) Remaining in good standing as a member of the ECTAS network
- 2) Continuing to meet ECTAS standards, which are revised on a yearly basis
- 3) Fulfilling ECTAS self review conditions, as laid out in the ECTAS Accreditation Process document.

Failure to meet any of these conditions will result in accreditation being withdrawn by ECTAS. In this case, the name of the clinic concerned will be removed from the list of clinics who are members which appears on the Royal College of Psychiatrists website and will appear on a separate list of clinics who have had membership withdrawn. Organisations who receive updates on ECTAS membership such as the Healthcare Commission will also be informed that membership has been withdrawn.

Clinics whose accreditation is withdrawn will be asked to return their certificate of accreditation forthwith.

Clinics who withdraw their own membership during a three year cycle will also be removed from the list of members on the website as above and asked to return their certificate of accreditation.