



**Accreditation and Re-Accreditation Protocol
for Specialist Training Programs
in Paediatric Dentistry**

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Table of Contents

General Information	1
Summary of Accreditation /re-Accreditation Process	2
First Accreditation	2
Re-Accreditation	2

General Information

Institutes with accredited paediatric dental training programs should be revisited every 6 years by 2 EAPD members who have been appointed by the EAPD Education Committee. The Education Committee has previously advised that the (re)visitation committee should consist of one member from the Education Committee with previous experience and one member from the list of eligible visitors from an accredited Institute.

As part of the re-accreditation process, the Program Director will be asked to submit a completed Application Form for Re-accreditation by the EAPD which should indicate the current status of the training program and any changes in the program. The completed form will be appraised by the 2 members of re-visitation committee who will then advise the Education Committee if a re-visitation (1 day) or a new visitation (, 2 days) should take place. Major changes in the program or key staff in an Institute could be reasons to perform a new visitation. If a completely new visitation of the Institute is recommended, the Chairperson of the Education Committee will inform the Board about this decision. The procedure will be the same as for new visitations. In case of a re-visitation, a short 1-day visit to the Institute will be arranged by the re-visitation committee on receipt of a satisfactorily completed Application Form for Re-accreditation by the EAPD.

After the 1-day visit a written re-visitation report is completed in accordance with the guidelines of the EAPD and the chairman of the education committee will send this report to the Institute for approval of factual content before dissemination to other members of the Education committee. The training program may then be approved for a maximum of 6 years. If the committee decides not to grant re-accreditation to an Institute, the Program Director will be asked to resubmit an Application Form for Re-accreditation by the EAPD and another site visit would be undertaken when he/she thinks that all the recommendations of the committee have been adequately met. Finally the report is sent to the Board.

The two members of the re-visitation committee will undertake a 1-day visit to the Institute. The re accreditation site visit should consist of:

- A discussion of the submitted Application Form for re-accreditation by the EAPD
- Interview of:
 - the Program Director
 - the Director of Postgraduate Education Program
 - the Director of the Scientific program
 - a delegation of the staff members
 - a delegation of the first, second and third year trainees and recent graduates

In both situations (accreditation given after a full visit or re-accreditation) the Program Director has to send the Chairperson of the Education Committee a list of current staff members and vacant positions at the beginning of every academic year.

Summary of Accreditation /re-Accreditation Process

First Accreditation

1. Program Director submits a completed Accreditation Form (full visit) to the Education Committee of the EAPD along with the Appendices A1, A2, A3.
 - A1. Programme director's CV
 - A2. Schedule of the clinical and theoretical activities, month by month for each year of the programme.
 - A3. A full list of recent publications (eg. the past 5 years) in peer-reviewed journals written by the staff of the department being visited.
 - A4. Electronic log book of patients, for the third year postgraduate students.
2. Education Committee assesses the completed Accreditation Form. Application form accepted as satisfactory.
3. 2 appropriate members of the EAPD undertake a 2-day (full) visit of the Institute,
4. Accreditation successful (if unsuccessful, Program Director may re-submit a completed Accreditation Form when s/he thinks that recommendations by the visitation committee have been met successfully).

Re-Accreditation

1. Program Director must submit a completed Re-Accreditation Form and Appendices A1, A2, A3. He must also resubmit the form from last accreditation.
2. Application accepted as satisfactory by Education Committee (if unsuccessful, Program Director must submit a new Re-Accreditation Form).
3. 2 appropriate members of EAPD undertake a 1-day (short) visit to the Institute.
4. Re-Accreditation successful (if unsuccessful, the Program Director may re-submit a completed Re-Accreditation Form when s/he thinks that recommendations by the committee have been met successfully).