

ACCREDITATION PROCESS CHECKLIST

STAGE 1 PRE-QUALIFICATION

It should take no longer than 20 minutes to complete the online pre-qualification questionnaire

Before you start

To make the process even easier, before starting the online questionnaire, please review this document to ensure you have all of the required information readily available for upload.

About Your Practitioners

- ✓ Professional Registration number
- ✓ Training certificates for each treatment provided
- ✓ Insurance Certificate
- ✓ BLS certificate last 18 months
- ✓ CPD activity log of CPD undertaken in the last 12 months
- ✓ If you are not a registered prescriber:
- ✓ Your prescriber's NMC, GDC or GMC registration number
- ✓ Their contact details
- ✓ A signed statement from them

Website & Patient Information

- ✓ During stage one of the accreditation process, we will assess:
 - ✓ Your website to ensure compliance with cap code
 - ✓ That your T&Cs are published on the website if applicable
 - ✓ That you Signpost to Alternative Dispute Resolution service
 - ✓ Verify that you are Registered with the Information Commissioners Office (ICO) if applicable
 - ✓ Examples of client facing literature, for example: treatment information, aftercare advice etc.

Documentary Evidence

The following documents will be inspected during the on-site assessment. At stage 1 you will need to confirm whether you will be using your own documents or whether you will be using the Save Face template documents available in your online dashboard:

- ✓ Treatment Protocols
- ✓ Policies or Procedures for:
 - ✓ Complaints
 - ✓ Adverse reactions & medical emergencies
 - ✓ Basic Life support & First aid training
 - ✓ Sharps
 - ✓ Infection Control
 - ✓ Data Protection, Management of Medical Records
 - ✓ Medicines Management including storage
 - ✓ Consent Policy
 - ✓ Fire Safety
 - ✓ Health & Safety (for clinics who employ more than 5 people)

Don't have documented policies?

Save Face provides free templates for each required area, simply download the policy review it and upload it to the relevant section(s)

STEP 1

Register & Business description

Once you've submitted these details you will be able to save your application progress and return at any point.

Deposit Payment Required

A deposit payment is required to progress your application

STEP 2

STEP 3

Clinic/ Premises Details Required

Remember to use your checklist to ensure you have all the required documents ready as these will need to be uploaded

Don't Forget!

If you want to leave your application and complete it at another time, ensure you hit save before leaving the page

NOTE

STEP 4

About your Practitioner Details Required

Remember to use your checklist to ensure you have all the required documents ready as these will need to be uploaded.

Don't Forget!

If you want to leave your application and complete it at another time, ensure you hit save before leaving the page

NOTE

STEP 6

Pre Qualification and site Assessment

Save Face will review your application Documents submitted, ensuring they are as per your checklist, and will arrange an on-site visit

Accreditation

Save Face awards accreditation and issues Certificate, welcome pack and stickers. On-site Assessment submitted within 24hrs providing there are no recommendations to address accreditation should be awarded 1-3 working days.

STEP 7