

ONLINE APPLICATION CHECKLIST

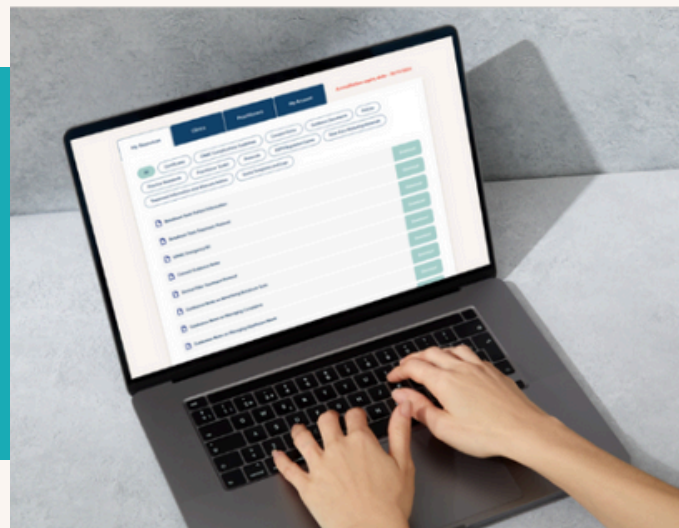


OVERVIEW

It should take no longer than 20 minutes to complete your online accreditation application. Before starting the online questionnaire, please review this document to ensure you have all of the required information readily available for upload.

COMPLIANCE PACK

Save Face provides free templates for all required compliance documents available to download in your Save Face dashboard. All you need to do is edit them to suit your clinical practice



ABOUT YOUR PRACTITIONERS

- Professional Registration number
- Training certificates for each treatment provided
- Insurance Certificate
- BLS certificate
- If you are not a registered prescriber: Your prescriber's NMC, GDC or GMC registration number
- Their contact details
- A signed statement from them
- CPD activity log of CPD undertaken in the last 12 months (optional)
- Procedure log of treatments undertaken in the last 12 months (optional)
- Information Commissioners Office (ICO) Registration (if applicable)



DOCUMENTARY EVIDENCE

- Treatment Protocols for each procedure
- 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)
 - Consent forms
 - Treatment information documents
 - Aftercare information

Templates for all of the above are available in your Save Face dashboard



CLINIC PROFILE INFORMATION

You can add the following information to your Save Face profile:

- Treatment menu & price list
- Logo
- Clinic Photos
- Practitioner photos
- Opening times
- Parking facilities
- Website link
- Social media accounts
- Before and after images
- Patient reviews
- Awards
- Professional body membership