

Authorising Committee:	Board
Responsible Committee:	Practice, Policy and Partnerships Committee
Document Code:	Policy PPP RANZCP Policy for endorsing external or third party clinical guidance

Endorsement Policy and Procedure

1. Purpose

The purpose of this policy is to serve as a reference for external organisations and/or third parties (e.g. requests from Royal Australian and New Zealand College of Psychiatrists (RANZCP) Fellows who are not representing the RANZCP on a document development group), who wish to have clinical guidance documents endorsed by the RANZCP.

2. Scope

The scope of this policy is to provide clear guidance for external organisations and/or third parties on the procedure for applying for RANZCP endorsement of their clinical guidance documents (e.g. clinical practice guidelines, consensus statements, clinician summaries, position statements).

This policy also provides guidance on the internal management of endorsement requests from external organisations and/or third parties.

This policy does not cover the endorsement process for non-clinical resources (e.g. training events).

3. Endorsement

For the purpose of this policy, the RANZCP endorsement procedure is the process that the RANZCP undertakes to assess the quality of documents produced by external organisations and/or third parties against pre-determined standards or criteria.

In order for endorsement to be recommended, certain criteria should be met. The application should:

- be relevant to the scope of practice of a specialist psychiatrist and be based on sound clinical and evidence-based principles
- include psychiatrist involvement in the documents development and/or consultation
- not conflict with any existing RANZCP guidance
- include information on all direct and indirect funding provided (e.g. pharmaceutical companies)
- include declaration or transparency in the disclosure of any conflict of interests if identified and the steps taken to manage these interests.

4. Objectives

The objective of this policy is to ensure that the RANZCP reputation and name is always upheld and maintained in relation to any endorsements it may grant. To achieve this aim, the RANZCP will only consider endorsement requests from external organisations and/or third parties that adhere to this policy.

5. Commercial endorsement

Commercial endorsement occurs when an organisation or third party receives a benefit through association with the RANZCP. This potential benefit may include monetary or non-monetary gains (e.g. RANZCP endorsement may have the potential to be viewed as adding legitimacy to the organisation or third party). The RANZCP will not normally consider commercial endorsement requests.

6. Procedure

All endorsement requests for RANZCP consideration must be submitted in writing. If a document has previously been endorsed, this does not mean that there is automatic endorsement or support for future versions of the document. An application must be made each time and will be judged on its individual merits, as if for the first time.

The endorsement application should include the following information:

- Details of the organisation or third party seeking endorsement.
- Details of what type of endorsement is sought, i.e. use of the RANZCP name and/or crest on the document, hosting a link on the RANZCP website.
- Provision of the document and any supporting materials which should satisfy the following criteria checklist:
 - Relevant to psychiatrists' scope of practice.
 - No conflict with existing RANZCP guidance.
 - Clear methodology and evidence-base.
 - Sufficient governance details.
 - Process for managing conflict of interest.
 - Details of psychiatry involvement in the development and/or consultation process.
 - Details of funding.

Step-by-step process for RANZCP endorsement (see Figure 1):

- All endorsement requests will be reviewed by the Practice, Policy and Partnerships (PPP) Department to ensure that all required information has been received.
- Requests which meet the RANZCP criteria checklist will be submitted to the Office of the President and CEO (OPCEO) for review.
- PPP Department to recommend RANZCP groups and/or individual members for consultation on the endorsement request. This recommendation is to be tabled for approval at the Executive Management (EM) meeting.

- PPP Department to circulate the draft document across the recommended RANZCP groups and/or members identified in the EM meeting for feedback and recommendation regarding endorsement.
- All responses and recommendations are to be tabled at a subsequent EM for consideration of endorsement response.
- Once a decision has been made by the RANZCP regarding endorsement, the external organisation or Third Party will be advised via a formal written letter from the President or CEO.
- All RANZCP groups and individual members who provided feedback regarding RANZCP endorsement will be advised via email of the outcome.
- All RANZCP endorsed guidance will be disseminated to the wider RANZCP membership via the RANZCP website and newsletters.

7. Non-endorsement

On some occasions the RANZCP will review documents and may provide feedback for consideration as a requisite for considering the document for endorsement at a later date. In these cases, the RANZCP will provide formal feedback to the document originator outlining the RANZCP feedback and a request to review the revised document again prior to considering endorsement. The external organisation and/or third party can then decide if they wish to revise the document or to remove the endorsement request.

For those documents that have been reviewed and assessed as not suitable for RANZCP endorsement, a formal written letter will be provided to the document originator, outlining the reason(s) for the RANZCP decision.

8. Contact and Enquiries

For all enquiries about the RANZCP endorsement policy, please contact the Practice, Policy and Partnerships Department via policy@ranzcp.org.

REVISION RECORD

Contact: Executive Manager, Practice, Policy and Partnerships

Date	Version	Approver	Description
November 2018	1.0	B2018/7 R25	New document
March 2019	1.1	B2019/1 R11	Minor amendments to wording to improve clarity following piloting

NEXT REVIEW

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Figure 1. Flowchart of RANZCP endorsement process

