BACPR/NACR National Certification Programme for Cardiovascular Rehabilitation (NCP_CR)

**GUIDANCE**

How to apply for an assessment to certify whether a cardiovascular rehabilitation programme meets NCP_CR requirements

It is very important to read this guidance before completing the Registration Form.

*This document is valid from 14th June 2017* until it is reviewed during 2018. Please check with education@bacpr.com for updates to this guidance. This document is reviewed on an annual basis.

If you have any queries please email:  education@bacpr.com
Contents

Information 2
How to apply for certification 3
How to obtain the NACR NCP_CR Report 3
How to complete the Registration Form 4
What happens once you have sent the documentation to BACPR? 5
Flowchart showing the process of certification 6
The Minimum Standards for Certification 2017 7
Information

The British Association for Cardiovascular Prevention and Rehabilitation (BACPR) has successfully developed Standards and Core Components for cardiovascular disease prevention and rehabilitation\(^1\) as a guide to what should be expected from a high quality cardiovascular rehabilitation (CR) programme.

There is a need for a mechanism to support the quality assurance of CR programmes throughout the UK. A certification scheme for CR has been identified as a way forward in providing this. However, we recognise that it is difficult for CR programmes to demonstrate that they meet all of the BACPR Standards and Core Components.

What is a CR programme certification scheme?

This is a system by which CR programmes within the UK can voluntarily declare that they adhere to a minimum standard of service based on BACPR Standards and Core Components and data from the National Audit for Cardiac Rehabilitation (NACR). The BACPR would then assess whether the CR programmes meet these minimum standards. Those CR programmes which meet the minimum standards will receive a certificate to this effect.

What does “minimum standard” mean?

The BACPR Standards and Core components are the gold standard for delivery of CR within the UK. However, from reading the NACR annual report, we realised that we would need to set the minimum standards at an achievable level that CR programmes could aim to meet whilst still delivering a good standard of CR service. So, for the majority of targets, we have used the national average taken from the latest published version of the NACR annual report. Please note that these 2017 minimum standards are based on data from 2015 NACR annual statistical report.

Example of using the national average to set a minimum standard

Standard 4 of the BACPR Standards 2017 state that “a CPR should be deemed underway ... within 10 days of receipt of referral ...” – however most CR programmes are not yet delivering early CR. So we have used the national average (median) figure from NACR data for time in days from referral to start of CR to assess this, which in 2015 was 40 days for people post MI or PCI – so this was the figure used as the minimum standard for this aspect of certification in 2015. As more programmes meet the minimum standard, this will drive the average time down, so in future years we would expect a shorter average time between referral and start of CR – which then would be the minimum standard.

Information needed to support such a scheme

We will use two sources to assess whether you meet minimum standards for certification. The first is the BACPR NCP_CR Registration Form (available by emailing education@bacpr.com) which should be completed by the CR programme clinical lead or their nominee. The second source for the certification scheme will be a NCP_CR Report from the National Audit for Cardiac Rehabilitation (NACR), and currently will involve a request to NACR for them to download a report with a programme’s certification data.

This Guidance will advise you on the process of certification, and will include the current requirements for certification.

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How to apply for certification

First steps

Before you decide to commit to certification, you need to assess whether you think you meet the minimum standards (as there is a cost and it would be a shame to apply and not meet the standards).

1. **Decide the start and end dates of the certification period.** The data for certification must be for a (recent) 12 consecutive months – but it is for you to decide which start month to use.
   a. Recognising that there is often a time lapse between the end of CR and uploading of data, we are starting certification with a fairly lenient time allowance between the last date in the patient data and the date of the NACR NCP_CR report.

   **In order for your 12 months of data to be considered recent, there must be NO MORE THAN 6 months between the last date in the patient data and the date of the NACR report that you will be submitting.**

   This gives programmes a very generous 6 months to upload all data for the chosen year. This timeframe will tighten in the future as timely uploading of NACR data will be required.

2. **Email NACR** (via Nerina Onion - nerina.onion@york.ac.uk) to request the NCP_CR Report for the 12 months certification period that you have set. The NACR NCP_CR report will be sent to you within the next two weeks. Once you have received the report, this will start the clock ticking, as you will only have 3 months from the date of the NACR NCP_CR Report in which to register for certification.

3. **Request the most recent version of the Guidance for BACPR/NACR NCP_CR Assessment** from education@bacpr.com. This document contains the minimum standards which are updated each year. This is why you must be sure that you have the most recent version – don’t simply use a version from somewhere else – it may not contain the standards that your programme will be required to meet!

4. Using the NACR NCP_CR report and the Guidance for NCP_CR assessment, you can decide whether your programme is likely to meet minimum standards.

5. If you decide to apply for NCP_CR assessment, then **complete the NCP_CR Registration Form** (available from education@bacpr.com). This should be sent with the NACR NCP_CR Report and payment to the address given in the Registration Form.

6. **The charge for NCP_CR Assessment is £200.** This is required to cover administrative costs, and will include any need to resubmit within a given timeframe to meet certification requirements if the first application did not succeed. Certification is for three years, after which there will be need to recertify.

   We recognise that some NHS finance processes may take longer than the 3 months allowed between downloading the NACR NCP_CR Report and registering. If you are unable to ensure payment at registration, then we will accept a copy of the purchase order that has been raised to pay for the NCP_CR assessment. This will allow the NCP_CR assessment to be undertaken, however, we will not issue the results of the assessment until full payment is received.

   Invoice details (including purchase order) should be emailed to education@bacpr.com.
To pay by credit or debit card call 01252 854510 (Please note there will be a 2% fee if paying by credit card)

To pay by BACS please quote our reference / invoice number on your remittance.
Account name: BACPR Education
Account number: 03591970
Sort code: 30 95 36

If paying by cheque please make payable to **BACPR EDUCATION** and forward to:

BACPR Education Office, Suite 8, The Granary, 1 Waverley Lane, Farnham, Surrey GU9 8BB. Tel: 01252 854510 Email: accounts@bacpr.com

How to complete the registration form

Please read these instructions prior to completing the registration form

The Registration Form is available in two versions: one with drop down lists which is suitable for computers running later versions of word (2007 onwards with the “.docx” file extension), and a version suitable for those within the NHS still using word 1997-2003 (with the “.doc” file extension). PLEASE CHECK THAT YOU HAVE THE REGISTRATION FORM THAT BEST SUITS YOUR VERSION OF WORD.

**SECTION 1**: starts with details about your cardiovascular rehabilitation programme, including about the senior clinician (clinical coordinator) and the details of the main contact for registration. To type in your responses please simply place the cursor in the yellow text box and begin to type – it should type over the holder text. The boxes give brief indication of the detail that you should include in them.

We continue with questions about the frequency and duration of your programme in questions with answer boxes.

**SECTION 2**: This section asks details which will help us to assess how you have complied with minimum standards that are not captured by NACR data. Standard 2 (the multi-disciplinary team) is dealt with before Standard 1 (the core components) as piloting of the document showed that this order was less confusing.

**Standard 2**: Here we ask details about the professions that are included in your multi-disciplinary team and their hours of employment – this can be either as a percentage of full time equivalent work (%FTE) or as hours worked per week. Please check the current Minimum Standards for the requirements to meet this minimum standard.

- **Core member of the multi-disciplinary team** - is defined as a person or role who regularly contributes to the CR programme. This can include, for instance, input from a rotating role where the post is always filled but by different people, or someone who has regular input into the programme (such as a pharmacist) but does not attend each session. If there is more than 1 person/role with the same job title e.g. 2 nurses, place each person on a separate line.

**Standard 1**: The BACPR standards state that each of the six Core Components should be led by an appropriately trained professional. In this section we have given a drop-down box for you to identify the profession of the person who leads each of the core components. If you select “other” please specify in the appropriate box with the component number and the job title - for example, **Component iiB: nutritionist**.
SECTION 3: In this section give details as requested about the patient and public involvement in your programme, beyond simply attending or completing patient satisfaction questionnaires.

SECTION 4: This section allows us to know something about how you deliver the core components, and how you plan to develop your service. There are no minimum standards yet for this section, but goals that you develop will be considered by the Certification Assessment Panel and may be included in the plan for meeting re-certification targets.

If you have any queries while completing this form, please email education@bacpr.com

What happens once you have sent the documentation to BACPR?

Once BACPR have all of the documentation that we will require to assess whether your programme meets the minimum standards for certification, we will forward these to the Chair of the NCP_CR Assessment Panels, who will appoint a team of at least 3 panel members to undertake the assessment. The minimum standards are based on assessment of 6 BACPR standards. The NACR NCP_CR Report demonstrates that Standard 6 is met and so all programmes submitting a valid application for certification will meet this standard.

The assessment and outcome report will be completed within a total of 6 weeks of receipt of all documentation. There are three possible outcomes of assessment for certification:

a). Pass. A certificate of meeting the minimum standards for cardiovascular rehabilitation will be issued, along with the agreement form which needs to be signed in order for you to receive the logo to use.

b). Deferred (one of the assessed standards from the REGISTRATION FORM [not NACR data] is failed). You will receive feedback on the requirements to meet the failed standard, and be given 3 months to reapply for certification to demonstrate that it has been met. If the reapplication is successful, then a certificate of meeting the minimum standards will be issued. Reapplication for deferred programmes will be undertaken at no extra charge.

c). Fail (if any NACR data or more than one standard is failed). You will receive feedback, and where possible, support to help develop plans to meet minimum standards for cardiovascular rehabilitation in the future. You will need to undertake a completely new application for certification once standards are met.

You will be informed by email in the first instance if you meet the minimum standards for certification (providing that payment has been received). On achieving a pass your programme will receive a certificate stating that your CR programme meets the minimum standards for cardiovascular rehabilitation. No matter what the outcome, you will receive feedback about your submission and, if applicable, some possible goals to think about before recertification (Certification is for 3 years).

If you have any queries or need for clarification regarding feedback based on data from the NACR Report, please contact Nerina Onion (nerina.onion@york.ac.uk) in the first instance to discuss this. Any other queries regarding feedback or comments on the assessment process, please email education@bacpr.com who will forward the query onwards.
Administration flow chart for certification process

START: Contact from CR Programme to education@bacpr.com - current Guidance (with Minimum Standards) for certification is emailed

Programmes request NACR/BACPR Certification report for a complete year from noel@york.ac.uk (allow 2/52 for the report which will be in pdf)

Programmes to use both the Guidance and the NACR report to assess whether their programme is likely to meet the minimum standards given in the Guidance

YES: Registration document is requested from education@bacpr.com

NO: Assess what needs to happen for the programme to meet standards and make plans for a future application.

Complete registration form and submit with NACR report and payment (invoice details or evidence of purchase order raised) to education@bacpr.com. Must be within 3 months of NACR report data.

If forms are in order and payment details received, BACPR to add registration number to match NACR report number and send to 3 members of the Certification Assessment Panel (CAP) to assess. BACPR to raise an invoice. Notify NACR that an assessment is in process.

Certification Assessment team assess and report back to chair within 3 weeks of receiving documents. These are sent to Chair of the CAP.

Chair of Certification Assessment Panel validates the decision, collates the feedback and sends the report to education@bacpr.com and Nerina.osien@york.ac.uk within 6 weeks of application being received by BACPR. BACPR sends the report to the CR lead providing the invoice has been paid. There are three potential outcomes:

Pass – certificate issued and logo agreement sent to be signed and returned in order to use NCP-CR logo

Deferred – One standard is failed. Feedback given on what is needed to meet the standard – if this is reached within 3 months of first assessment, a certificate of passing minimum standards will be issued. Notify NACR if deferred assessment is subsequently passed.

Fail – more than one standard is failed. Feedback and support will be given where possible for programmes to achieve the minimum standards in the future.
The Minimum Standards for National Certification Programme for Cardiovascular Rehabilitation: 2017

We will use a combination of the details from the NCP_CR Registration Form and from the NACR NCP_CR Report to ascertain whether a cardiovascular rehabilitation (CR) programme meets the following minimum standards.

Within the NACR NCP_CR report are four fields where it is possible to assess not just the median value but also the confidence interval.

What is a confidence interval? If we looked at lots of different CR programmes in batches or the same batch on lots of different occasions, we would be likely to end up with a number of slightly differing mean or median values for our NACR data. In order to overcome that uncertainty over whether we have the correct mean or median we often use a confidence interval. This is a range of values within which the true population mean or median is highly likely to lie. In evidence-based medicine the range we often is the 95% confidence interval (95%CI) – which means that the true mean or median is included in the confidence interval range 95% of the time.

If a programme does not meet the NACR national median, we can assess whether their data falls within the 95% CI.

The four NACR fields we can assess in this way are:

- % with assessment 1
- % with assessment 2
- Time from referral to start of CR - MI/PCI
- Time from referral to start of CR – CABG.

New pass criteria: The data in the NACR NCP_CR Report allows a CR programme to fall short in ONE of the four fields so long as the value resides within the threshold of the 95% confidence interval (95% CI). This will be considered an overall pass providing the other standards are met. An exception to this is Time from Referral to Start of CR (rehab start date – minimum standards 5.1 and 5.2) where a programme will pass so long both values reside within the 95% CI threshold.

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<th>Minimum Standards (MS)</th>
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**Standard 1: The delivery of seven core components employing an evidence based approach**

MS 1.1 Named leads for each of the core components

i. Health behaviour change and education
   ii. Lifestyle risk factor reduction: Physical activity
   iii. Lifestyle risk factor reduction: Diet
   iv. Lifestyle risk factor reduction: Smoking cessation
   v. Psychosocial health
   vi. Medical risk factor management
   vii. Long term strategies
   viii. Audit and evaluation
Standard 2: An integrated multidisciplinary team consisting of qualified and competent practitioners, led by a clinical coordinator

MS 2.1: At least three professions in the CR team – these are professionals who regularly have input into the CR programme.
MS 2.2: Named Clinical Coordinator

Standard 3: Identification, referral and recruitment of eligible patient populations

MS 3.1: Cardiovascular rehabilitation is offered to all these priority groups: MI, PCI, CABG, heart failure.

Standard 4: Early initial assessment of individual patient needs in each of the core components, ongoing assessment and reassessment on programme completion

MS 4.1: Percent of patients with recorded assessment 1 is equal to or more than 76%
MS 4.2: Percent of patients with recorded assessment 2 (end of CR) is equal to or more than 53%

Standard 5: Early provision of a cardiovascular rehabilitation programme, with a defined pathway of care, which meets the core components and is aligned with patient preference and choice.

MS 5.1: Time from referral to start of main CR programme for MI/PCI is equal to or less than national median of 38 days
MS 5.2: Time from referral to start of main CR programme for CABG is equal to or less than national median of 50 days
MS 5.3 Duration of main CR programme is equal to or more than national median of 56 days.

Standard 6: Registration and submission of data to the National Audit for Cardiac Rehabilitation (NACR)

MS 6.1: Obtaining of a valid NACR NCP_CR report

Assessment of delivery of the core components:

Currently, we are not assessing the efficacy of delivery of the core components – simply that there is a named person to lead on each component and that each component is delivered. In the Registration Form we ask programmes to discuss their strengths in each of components, and whether there are areas that need to be developed and if so, what plans do they have for this. These plans and goals may be included in the feedback as goals to achieve for NCP_CR re-certification. In future, once the standard of data included in NACR is improved, then we will be able to assess whether these components are being delivered in a way that meets minimum standards for outcomes of the components.