



Support Guidelines

If your organisation is developing a Sport and Exercise Medicine (SEM) specific professional standard, clinical guideline, educational programme or evidence-based resource, Faculty of Sport and Exercise Medicine UK (FSEM) support may be of benefit to you.

FSEM support is a seal of approval offered to organisation's resources that meet our quality standards and criteria. It provides quality assurance to professionals associated with SEM who want to access first-class continuing professional development (CPD), patient or practitioner-facing resources, and materials that further develop and/or enhance the SEM profession. Please note that at present, we do not offer endorsement, or permit the display of the FSEM logo on supported resources.

Principles of support

If FSEM supports an externally produced resource, it means that:

- It is fit for UK SEM practice.
- It conforms to our quality criteria for professional standards.
- You are permitted to state that your resource is supported by FSEM within your resource, without displaying the FSEM logo in association with your supported resource.

Support will only be considered if the resource meets the following mandatory criteria:

- It is of direct relevance to SEM and concerned with services, practice and/or other competences.
- It applies nationally or across the UK.
- It is provided on a non-commercial basis e.g. free to use, not associated with a specific product etc.
- It meets our quality criteria for professional standards.

Please note that face-to-face programmes that exceed five days and graduate or postgraduate programmes which carry academic credit are excluded from obtaining FSEM support.

How to seek FSEM support

Complete the support application form on the FSEM website and return it, together with all required documentation and evidence, to accreditation@fsem.ac.uk. Please complete all sections; if some information is missing, this may result in delays. We will send an acknowledgement email within one week. The assessment process is free of charge.

The following information must be submitted to FSEM:

- Full details of materials you are seeking support for.
- Text of any materials you wish us to assess – in particular, full text of any guidelines.
- Telephone and email details of a person whom we can contact if we need further information.

Written feedback will be provided by FSEM to the applicant indicating support or non-approval within 12 weeks of a full application being submitted to FSEM. If your submission does not meet the criteria for support, we may ask you to resubmit further information for reassessment. In the event of a decline or withdrawal of FSEM support, FSEM is not responsible for reimbursement or compensation for any costs incurred, e.g. promotional materials or loss of revenue.

If your resource is supported by FSEM, we will send you a confirmation letter.

Terms and Conditions

- The resource must have been developed with appropriate involvement from experts in the field addressed by the submission; reviewers will use their judgement to determine whether appropriate involvement and expertise has been used.
- The resource must have a direct application to SEM.
- The standards/quality criteria will be different for each type of resource to take account of the different purpose, structure, format and content of each resource.
- Each resource will be reviewed by a separate, appropriate, expert review panel, selected by FSEM. The panel may comprise internal staff only or may include clinicians.
- The support of any resource is time limited and will be allocated for a prescribed period specific to the resource. All support must be renewed after three years from confirmation

of support, and it is your responsibility to contact FSEM at accreditation@fsem.ac.uk to renew your support. A renewal fee does not apply.

- Organisations will be requested to inform FSEM by email to accreditation@fsem.ac.uk of any change to the supported content to enable FSEM to decide if further support review is required.
- Retrospective support, for example after the resource has been created, will be possible only for specific resources. For example, clinical guidelines may seek support after development has begun; courses may not seek CPD approval after the course has run.
- The resource is not or will not be supported or co-supported by arms and tobacco companies or organisations which exploit children and young people or promote values in opposition to the ethos of FSEM.
- Successful submissions can declare that the resource is supported by the Faculty, but use of the existing FSEM logo is not permitted on any supported materials.

Use of FSEM brand without permission

Should an updated version of your previously supported resource become available, or should you make any changes to your supported resource, you must notify FSEM of the exact changes made by email at accreditation@fsem.ac.uk. Failure to notify FSEM of any updates or changes to the supported submission may result in support withdrawal. In the event of a withdrawal of support, the organisation must remove all reference to FSEM support within 5 working days of receiving confirmation of the withdrawal from FSEM.

Appeals

In the event of a decline or withdrawal of FSEM support, you may appeal the decision within 14 working days of receiving confirmation of the decline or withdrawal in writing to accreditation@fsem.ac.uk. An appeal will involve a review of your submission by the FSEM Office Bearers. You will receive the outcome of the appeal within eight weeks of receipt of the written appeal request.