

Handbook for the Accreditation of
Training Programmes

within the Training and Further Training
in Anthroposophic Nursing

by the International Forum for Anthroposophic Nursing
in the Medical Section of the School of Spiritual Science
at the Goetheanum in Dornach, Switzerland

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1. PREFACE TO THE ACCREDITATION HANDBOOK

Anthroposophic Nursing is based on a holistic view of the human being, his social and natural environments and the spiritual dimension of existence. Since 1923 numerous concepts have been developed that demonstrate the nursing needs of the human being in health and sickness and their social and cultural implications. Working with these concepts has led to an approach to nursing that is filled with life and that values and treats patients as dignified human beings. This kind of nursing requires skills which are conveyed in training courses. Private study and the professional practice accompany the process of lifelong learning and of professional and personal development.

The accreditation serves to acknowledge training programs in Anthroposophic Nursing. It guarantees the equivalence of training and further training programs of all institutions that are closely connected to the International Forum for Anthroposophic Nursing in the Medical Section at the Goetheanum.

By developing training standards that are fundamental in form and content the accreditation has the following goals:

- To achieve the integration of individual courses into the public education programs by meeting international standards;
- To alleviate and enhance transparency and communication among the course providers;
- To guarantee the worldwide mutual recognition of courses offered by different educational providers

2. INTRODUCTION

Accreditation in accordance with the current procedure is only possible for courses that specialize in Anthroposophic Nursing. Within this margin all courses are, in principle, accreditable, whatever their scope and target group.

Applications for accreditation are submitted for formal assessment to the bureau “Quality in Anthroposophic Nursing” (QAN). If necessary, the Accreditation Committee will refer back to the applicant and ask for additional information or corrections. It will then appoint a panel of assessors consisting of up to three experts depending on the scale of the application. This panel assesses the application, refers back to the applicant if necessary, visits the premises (from foundation course) and submits one of the following recommendations:

- Recommendation for accreditation,
- Conditional recommendation for accreditation
- Accreditation denied.

The final decision lies with the International Forum for Anthroposophic Nursing (IFAN). Accreditation is granted for a period of 5 years after which it has to be re-applied for. If essential components of the course change before the end of the five-year-period re-application also becomes necessary.

If the applying institution has been granted accreditation it is authorized to use the title: ‘Accredited by the Medical Section of the School of Spiritual Science, Goetheanum, Dornach (CH), represented by the International Forum for Anthroposophic Nursing’.

3. THE ACCREDITATION PROCEDURE

3.1 OUTLINE OF THE ENTIRE PROCESS

Accreditation of courses is granted after application to the Bureau for Accreditation and Certification of the International Forum for Anthroposophic Nursing (QAN). Once the necessary documents have been received the Bureau appoints one to three auditors depending on the scope of the accreditation who assess the documents, refer back to the course provider and, from a particular course size, visit the institution.

When the assessment has been completed the auditors submit an audit report to the Bureau. This report contains either a recommendation for accreditation, a conditional recommendation for accreditation or the recommendation to deny accreditation. The Bureau passes on the auditors' report and recommendation to the International Forum for Anthroposophic Nursing. The Conference decides whether to accept the recommendation. If the auditors recommend unconditional or conditional accreditation the course provider can, on receipt of written notification, advertise the course stating: 'Accreditation by the International Forum for Anthroposophic Nursing in the Medical Section of the School for Spiritual Science at the Goetheanum in Dornach (CH) applied for'.

In principle, accreditation should be granted within three months of the submission of all accreditation documents.

A fee is payable for the accreditation which covers auditors' expenses and an administrative charge. The accreditation is valid for five years and expires at the end of this period. It also ceases to be valid if the course concept, the qualification of instructors, methods and general conditions change significantly. In these cases accreditation has to be re-applied for.

The bureau can delegate parts or the entire process to a national association which is represented in IFAN.

	Accreditation process	Responsibility
1 .	Sending application and documents to Bureau	Institution
2 .	Payment of accreditation fee to Bureau	Institution
3 .	Appointment of auditors	Bureau
4 .	Assessment of documents and course	Auditors
5 .	Preparing audit report with recommendation for accreditation and submission to Bureau	Auditors
6 .	Feedback process between auditors, institution and Bureau	Auditors, Bureau, institution
7 .	Recommendation for accreditation	Bureau
8 .	Confirmation of accreditation	IFAN
9 .	Written notification of accreditation to applicant	Bureau

3.2 COURSES WITH LESS THAN 20 LEARNING UNITS¹

3.2.1 DESCRIPTION OF PROCEDURE

- Accreditation is granted after examination of the application documents by the Bureau on behalf of IFAN.

3.2.2 REQUIRED DOKUMENTS

- Application form with master data
- List of criteria
- Course prospectus (draft)

3.2.3 CRITERIA FOR ACCREDITATION

Accreditation is granted if the following criteria are met:

- Application documents are submitted in full
- The course's anthroposophic orientation is evident
- The main course instructor is an 'Anthroposophic Nursing Specialist (IFAN)'
- Course fees and premises are adequate

3.3 COURSES OF UP TO 180 LEARNING UNITS

3.3.1 DESCRIPTION OF PROCEDURE

- Once all necessary documents have been received in full the Bureau appoints an auditor who is familiar with the specialist field.
- Accreditation is granted by the Conference for Training and Further Training.
- If the auditor decided in favour of accreditation, the course can be advertised stating: 'Accreditation by the International Forum for Anthroposophic Nursing applied for'.

3.3.2 REQUIRED DOCUMENTS

- Application form with master data
- List of criteria
- Course prospectus (draft)
- Information on the qualification of course instructors
- Quality assurance questionnaire for course participants

3.3.3 CRITERIA FOR ACCREDITATION

Accreditation is granted if the following criteria are met:

- Application documents have been submitted in full
- The course's anthroposophical orientation is evident
- The main course instructor(s) are 'Anthroposophic Nursing Specialists (IFAN)'
- The course objectives can be achieved with the means and methods specified.
- Course fees and premises are adequate

¹ One unit is 45 minutes

3.4 FOUNDATION COURSES IN ANTHROPOSOPHIC NURSING

3.4.1 DESCRIPTION OF PROCEDURE

- Once the necessary documents have been received in triplicate, the Bureau appoints three auditors. In the auditors' team the necessary specialist, pedagogical and scientific qualifications must be represented.
- One auditor will visit the institution
- Accreditation is granted by the IFAN.
- Once the auditors have decided to recommend unconditional accreditation or the conditions have been evidently met, the course can be advertised stating: 'Accreditation by the International Forum for Anthroposophic Nursing applied for'.

3.4.2 REQUIRED DOCUMENTS

- Application form with master data
- List of criteria
- Course prospectus (draft)
- Curriculum
- Information on instructors' qualifications
- Quality assurance questionnaire for course participants

3.4.3 CRITERIA FOR ACCREDITATION

Accreditation is granted if the following criteria are met:

- The application documents have been received in full
- The main instructor(s) are 'Anthroposophic Nursing Specialists (IFAN)'
- The course objectives can be achieved with the means and methods specified.
- The course comprises a minimum of 200 hours of tuition. Private study, if supervised by a named mentor, can also be credited as tuition time.
- The course content covers all areas of anthroposophic nursing knowledge. The individual areas do not have to be exhaustively dealt with nor do the participants have to acquire specific skills.
- A final dissertation is required. (Team work or individual work, practical or theoretical, on a nursing theme)
- Course fees and premises must be adequate

3.5 ADVANCED TRAINING COURSES IN ANTHROPOSOPHIC NURSING

3.5.1 DESCRIPTION OF PROCEDURE

- Once the necessary documents have been received in triplicate the Bureau appoints three auditors. In the auditors' team the necessary specialist, pedagogical and scientific qualifications must be represented.
- One auditor visits the institution
- Accreditation is granted by the IFAN.
- Once the auditors have decided to recommend unconditional accreditation or there is evidence that the conditions have been satisfied, the course can be advertised stating: 'Accreditation by the International Forum for Anthroposophic Nursing applied for'.

3.5.2 REQUIRED DOCUMENTS

- Application form with master data
- List of criteria
- Course prospectus (draft)
- Curriculum
- Information on instructors' qualifications
- Quality assurance questionnaire for course participants

3.5.3 CRITERIA FOR ACCREDITATION

Accreditation is granted if the following criteria are met:

- Application documents have been received in full.
- The main course instructors are 'Anthroposophic Nursing Specialists (IFAP)'
- The course goal is admittance to the examination for 'Anthroposophic Nursing Specialists (IFAN)' or to other examinations that lead to a certification as specialists in a field of Anthroposophic Nursing.
- The course objectives can be achieved with the means and methods specified.
- The course comprises a minimum of 200 learning units. Private study if supervised by a named mentor can be credited as tuition time.
- Course contents are deepened in all areas of Anthroposophic Nursing so that a Specialist examination can be successfully undertaken.
- It is demonstrated how the individual deepening of skills in the field of Anthroposophic Nursing can be made possible.
- An assignment is required that shows that independent research has been done in an Anthroposophic Nursing subject.
- Course fees, premises and resources are adequate.

3.5.4 THE EXAMINATION OF ANTHROPOSOPHIC NURSING SPECIALISTS CONDUCTED BY THE PROVIDER OF THE ADVANCED TRAINING COURSE

An advanced training course in Anthroposophic Nursing can apply for the permission to conduct examinations for Anthroposophic Nursing Specialists. Permission is granted if the following criteria are met:

- An application for the conduct of the Specialist examinations has been submitted.
- The application includes the names and qualifications of the individuals consigned to conduct the examination.
- The institution acknowledges IFAN's examination regulations
- Examination costs, including administrative charges, are the responsibility of the examining institution.
- Examination costs and course fee have to be specified to the candidate in advance.
- Premises and resources are adequate for the examination

Even when the course provider is entitled to organize and to carry out a specialist examination IFAN keeps responsible for the procedure. The exam is conducted by an external examiner who is appointed by the bureau for Quality in Anthroposophic Nursing (QAN). Only the second examiner can be nominated by the course provider.

4. QUALIFICATION OF AUDITORS

All auditors have completed a training for the accreditation of courses in Anthroposophic Nursing.

Course	No	Qualification of auditors and procedures
< 20	1	A member of the Bureau decides on behalf of IFAN on the basis of the complete documents
< 180	1	An Anthroposophic Nursing Specialist recommends Accreditation to IFAN on the basis of the complete documents
Foundation Course	3	Two Anthroposophic Nursing Specialists with the necessary expert, pedagogical and scientific knowledge – or a Anthroposophic Nursing Specialist and an auditor who had completed IKAM Auditor-Training - recommend accreditation to the IFAN on the basis of the complete documents and a personal on-site interview
Advanced training course	3	Two Anthroposophic Nursing Specialists with the necessary specialist, pedagogical and scientific knowledge – or a Anthroposophic Nursing Specialist and an auditor who had completed IKAM Auditor-Training - recommend accreditation to the IFAN on the basis of the complete documents and a personal on-site interview.

5. FEES

The accreditation bureau is funded by fees payable for certification and accreditation. Individuals and institutions from countries with low course income can apply for a reduction of course fees by presenting their financial situation. (See enclosure 5)

6. BUREAU

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7. ENCLOSURES

1. Master data sheet for application
2. List of criteria
3. The audit report as part of the accreditation process (in German)
4. Master data sheet for audit report (in German)
5. Fees