

## Clinical Management Quality Mark 2019 – 2021

### Conditions of Award

#### Eligibility

Only Fellows, Members, Licentiate Members and Provisional Members of the RCC are eligible to apply for the CMQM on behalf of the Practice in which they work. Awards are made to Practices not individuals, and so are not portable. The RCC reserves the right to withdraw awards from Practices where no College members practise.

#### General guidance on making an application

- Entries must be made using the CMQM Application Form prepared for the award period 2019-2021 (as indicated at the top of the form).
- Copies of the Application Form are available by request from the College (admin@rcc-uk.org ; 0118 946 9727) or can be downloaded from the College website at www.rcc-org.uk
- Applications must not be hand-written. Please complete the application form on a computer deleting any white space beneath your responses in each box.
- Responses should be complete but succinct, and should normally be between 250 and 750 words for each section
- The Application Form must be printed and submitted as a single hard copy along with the accompanying evidence. The declaration must be signed. You are advised to submit your entry by recorded delivery and keep a copy since the RCC can take no responsibility for entries that do not arrive.
- All details prompted by the form must be provided. You must follow the brief guidance provided for each section and provide the required evidence. Further guidance notes and associated resources are also available at www.rcc-uk.org

#### Supporting evidence

Evidence is required to support the statements made in each section of the form, as specified. **Your application will not be successful if relevant supporting evidence, or a suitable explanation regarding its omission, is not provided.** Note that the assessors do not have time to visit websites to find evidence and so all relevant evidence must be provided with your completed application form or it will be deemed to be missing. You should help the assessors by organising and numbering your enclosed evidence in such a manner that they can readily relate each piece of evidence to the appropriate section/s of the application form. **Please ensure your supporting evidence is securely bound in numbered sections relating to the numbered answers on the form.**

#### Multiple Practice applications

If you wish to apply for the CMQM for more than one Practice, separate application forms must be completed for each, although it is understood that the information provided in some parts of the forms may be identical. If the same evidence is relevant in more than one case, only one copy of this evidence needs to be supplied.

#### Application fee

There are significant costs involved in administering the CMQM, marking entries, and providing awards. For this reason, a contribution of £50 must accompany each application form (payment details are provided on the form). If you are applying for two practices, for example, two lots of fees are payable.

### Assessment of applications

Applications will be considered by a Council-appointed panel which will make recommendations for awards to the College Council, the decisions of which are final. Note that the size of a Practice will not be a deciding factor and each application will be considered on its own merits. Most applications will be judged solely on the basis of the form and supporting evidence submitted, but the panel will reserve the right to check the veracity of statements as appropriate. This may involve visiting a Practice by arrangement.

### Confidentiality

All information provided by applicants will remain confidential to The Royal College of Chiropractors. Any use by the RCC of the information/data gathered through the CMQM initiative will be anonymous.

### Presentation of Awards

Awards are made for a period of three years after which a further application will be needed if the quality mark is to be retained. Each successful Practice will receive a CMQM plaque for display in the Practice and will also be eligible to print the CMQM logo on letterheads and paperwork relating to the Practice. The RCC will also assist in producing a suitable Press Statement. **Awards will be presented at the AGM in London on Wednesday 30<sup>th</sup> January 2019. Each applicant or other Practice representative (who must normally be a member of the RCC) must endeavour to attend the AGM event. Please make a note of this date in your diary.** By making an application, applicants are agreeing to be photographed receiving their award and to their Practice being listed as a PPQM recipient in appropriate publicity materials.

### Display of the CMQM logo

Successful applicants may display the PPQM logo (supplied at the time of the award) on letterheads, websites etc. However, the logo must not be deconstructed or modified in any way without written agreement of the RCC. In particular, the award dates must not be uncoupled from the rest of the logo.

### Withdrawal of awards

The RCC reserves the right to withdraw the CMQM from a Practice at any point during the three-year award period. The plaque remains the property of the RCC and must be surrendered on request.

### Address for submissions

Applications, along with the appropriate payment (see above), must be addressed to:

CMQM, The Royal College of Chiropractors, Chiltern Chambers, St Peters Avenue, Reading RG4 7DH

### Closing date for the 2019-2021 award period

The closing date for receipt of entries is **Friday 2<sup>nd</sup> November 2018**. You will be notified of the outcome on or shortly after Friday 26<sup>th</sup> November.

### Acknowledgement of receipt of applications

Receipt of all applications will be acknowledged. If you do not receive an acknowledgement within five working days of submission, your application may not have arrived, and you should telephone the RCC on 0118 946 9727. Use of recorded delivery is strongly advised.

### Queries

Any questions or comments about CMQM applications should be directed to Sandra Tigwell on 0118 946 9727, [sandra.tigwell@rcc-uk.org](mailto:sandra.tigwell@rcc-uk.org)