



The Association
of UK Dietitians

Document Endorsement Guidance and Information



Contents



1.0	Introduction	3
2.0	The Endorsement Process.....	4
3.0	Endorsement Criteria	5
4.0	The Application Process	5
5.0	Endorsement Fees.....	Error! Bookmark not defined.
6.0	Assessor recommendations and revisions	7
7.0	Terms and conditions.....	7
8.0	Contact details	8

1.0 Introduction

The British Dietetic Association, established in 1936, is the professional association for dietitians. Its aims are to advance the science and practice of dietetics and associated subjects, promote training and education in the science and practice of dietetics and associated subjects and regulate the relations between dietitians and their employer through the BDA Trade Union.

BDA endorsement is valued by both the dietetic profession and by external stakeholders due to the emphasis on quality that the BDA endorsement logo implies.

This document provides guidance about: the BDA document endorsement process, criteria, application process, fees and terms and conditions.

1.1 What is BDA Document Endorsement?

Document endorsement is a process whereby documents and publications can gain a mark of quality from the BDA. This guidance does not cover learning events, please see 'Endorsement of Learning Activities Guidance and information' for this.

The BDA document endorsement process has been developed as a flexible tool which can be applied to a range of documents. These include, but are not limited to:

- Leaflets/Booklets and Posters
- Books/Manuals/Guides
- Policy Statements/Clinical Statements
- Toolkits

In granting endorsement and release of its logo, the BDA is confirming that the content and format are evidence-based and appropriate to the subject matter and intended audience. Written article for CPD are endorsed via the BDA CPD endorsement process.

1.2 Benefits of BDA Endorsement

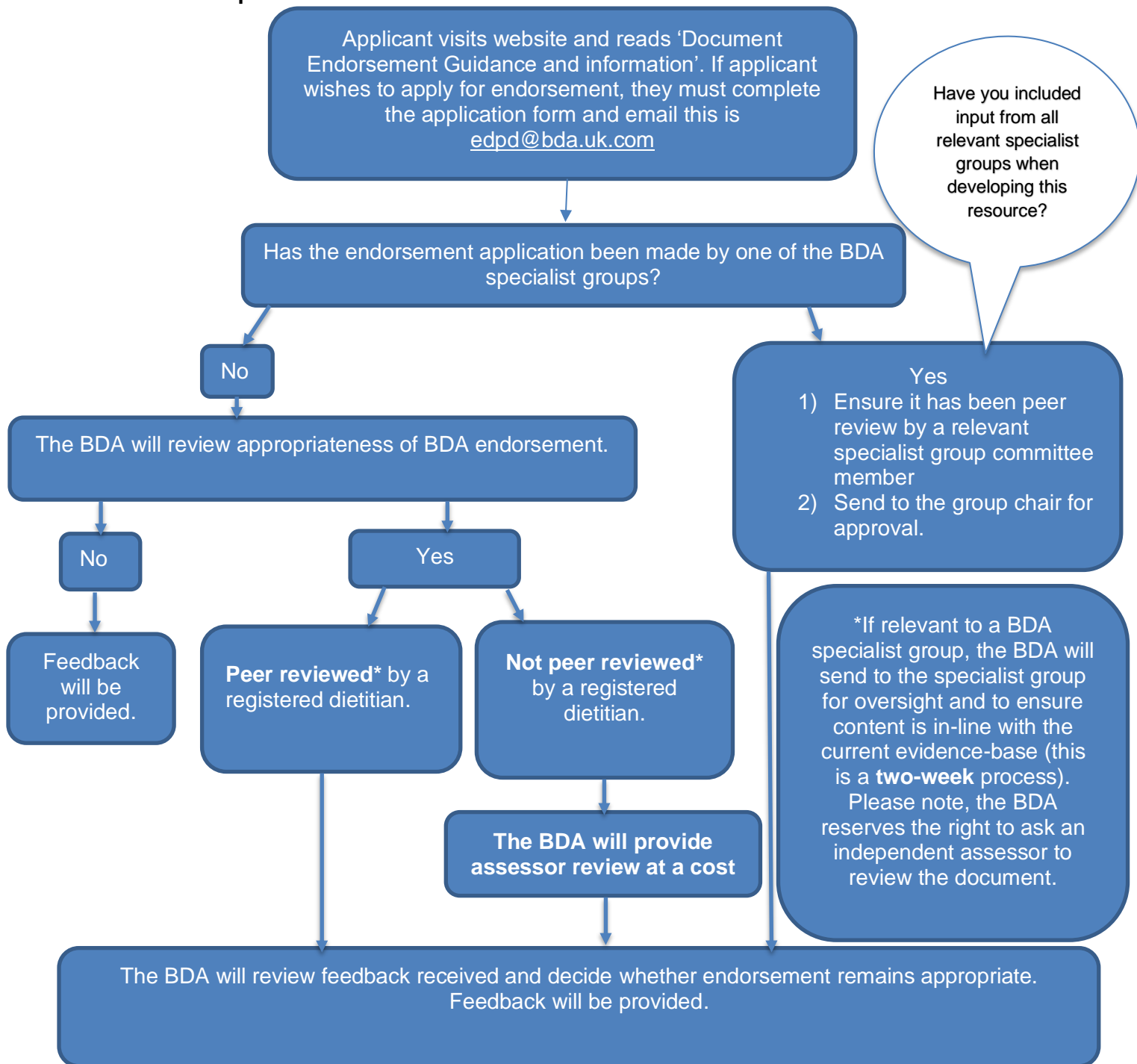
In gaining endorsement from the BDA, the provider will benefit from:

- Quality assurance for consumers, the public and healthcare professionals that the content is evidence-based, peer reviewed by a registered dietitian and quality assured as per the BDA process
- Added value for the target audience that the document is recognised as an indicator of quality
- The use of the BDA endorsement logo on the document for the three-year duration of the endorsement, providing content has not significantly changed* since granting endorsement

*see section 5.4 for more information on re-endorsement

2.0 The Endorsement Process (figure 1)

Figure 1 illustrates the BDA's document endorsement process. **Please note, this process could take up to six weeks.**



Invoicing information

For all endorsement requests* (either successful or unsuccessful), an application fee will be invoiced to the applicant. For successful applications, they will also receive an invoice for the cost of endorsement for three years. Once the completed application form along with the final copy of the product has been quality assured by the BDA, the BDA logo is released to the applicant.

*For unsuccessful applications, applicants will be provided with feedback and can choose to appeal against the decision.

3.0 Endorsement Criteria

In order to assure the protection of the BDA's mark of quality, all endorsed documents must meet a number of criteria. The BDA requires that consideration of the following elements must be explicitly demonstrated through the application process:

- The content of the document must be appropriately written in-line with evidence-based information and current best practice
- Dietetic content should be confirmed as reflecting the evidence-base as detailed in an appropriate source e.g. Practice Based Evidence in Nutrition (PEN)/NICE/Cochrane/WCRF/JHND on the application form
- Whilst there is no stipulation regarding persons involved in development of the document, the BDA requires evidence that the document content has been produced in collaboration with or peer reviewed by a HCPC registered dietitian. The BDA reserves the right to uptake peer review from a member of the relevant specialist BDA group regarding the evidence base/content

4.0 The Application Process

Each endorsement application will be assessed on the criteria above and requires the following information to be included on the application form:

- Clear definition of intended audience
- Aim and purpose of the resource
- Details of references taking into account PEN, BDA policy Statements and nationally recognised sources of guidance such as NICE
- Where the document will be available e.g. printed/online and any websites listed
- Identification of any partnership/sponsorship arrangements
- Declaration of conflict of interest*
- Declaration of any sources of funding
- Evidence of peer review from a HCPC registered dietitian

*The definition of what needs to be recorded is: **the interests of a member which might reasonably be thought by others to influence their actions in their capacity as a BDA member acting on behalf of the BDA.** This is consistent with our Members Charter and the way other Councils work (including the Health and Care Professions Council). **Please note**, if conflicts of interest are not declared, the BDA reserves the right to withdraw endorsement at any stage and will not be able to provide a refund for this.

Applications will be processed on receipt of the completed application form together with supporting information and application fees.

An initial application may take **up to six weeks**, therefore please submit your application in good time by e-mailing the completed application form and supporting information to [**edpd@bda.uk.com**](mailto:edpd@bda.uk.com).

5.0 Endorsement Fees

5.1 Fee Structure

Table 1 describes fees for the three-year endorsement period

		Application fee	Endorsement fee	Assessor fee
1	Specialist groups of the BDA and	FREE	FREE	FREE
2	Other Allied Health Professional Associations	FREE	FREE	£50
3	Small/medium charities Higher Education Institutes Freelance dietitians Alliance partners 3rd Sector organisations	£100	£500-1500	£100-£200
3	Commercial companies Large charity/organisation *Corporate members	£450	£2000-4000	£100-200

*Corporate members to go through account manager as discounts may apply

5.2 Successful Endorsement

On approval (including a fully completed application form with signed agreement to comply with the terms and conditions below), the BDA will send confirmation of endorsement via email to the applicant and the endorsement fee will be invoiced.

5.3 Duration of Endorsement

Once the product is successfully endorsed, the endorsement is valid for a period of three years (unless a major change occurs to the evidence-base within this period).

It is the responsibility of the applicant submitting the endorsement request to ensure information contained in the resource is updated as and when required. If any changes to the content are required within the three-year endorsement period, it is the responsibility of the applicant to contact the BDA via email edpd@bda.uk.com and inform them of these changes.

- If minor changes are required, section 4 of the application form will need to be completed and no additional fee will be charged.
- If major changes to the content are required within the three-year endorsement process, the application form will need to be completed in full and an additional application fee along with a peer review fee may be charged.

5.4 Re-endorsement

The re-endorsement process needs to commence six weeks before the end of the third year. It is the responsibility of the applicant to contact the BDA to apply for re-endorsement, however, the BDA will endeavour to issue a reminder two months prior to the renewal date. If this process is followed, the application fee will be waived and the applicant will pay the endorsement fee for a further three years. An assessor fee may also be required.

For re-endorsement:

- If minor changes are required, section 4 of the application form will need to be completed
- If major changes to the content are required, the application form will need to be completed in full

6.0 Assessor recommendations and revisions

Assessors may provide recommendations and or revisions. Recommendations are not requirements and the author will decide whether to implement or not. If an assessor makes a suggested revision, this is it required change that is needed to ensure a successful application. If the applicant disagrees with a revision, the BDA will make a full and final decision.

7.0 Terms and conditions

7.1 Endorsement

- 7.11 The BDA accepts no responsibility for how the content of the product might be interpreted by individual(s).
- 7.12 The BDA reserves the right to refuse or remove endorsement in response to professional body or specialist group concerns. This may include endorsement by another organisation.
- 7.13 Products endorsed by the BDA must clearly state endorsement by the use of the BDA endorsement logo and the 'BDA Identity Guidelines' must be followed.
- 7.14 Endorsement lasts for a period of three years starting from the day that the endorsement was granted. For re-endorsement, applicants will be expected to adhere to the timeframes as described in the document. If this is not followed, all references to BDA endorsement must be removed from the document.

7.15 The BDA reserves the right to withdraw endorsement if there are:

- Any significant changes to content
- Failure to disclose significant changes of the content to the BDA
- Misuse of BDA endorsement logo
- Concerns raised regarding the evidence base. A judgement will be taken only after full investigation.
- The content has been superseded by new clinical guidelines and is considered no longer safe or appropriate.

7.2 Fees

7.21 Fees will be payable upon invoice

7.22 Each application will be charged an application fee which is non-refundable.

7.23 An endorsement fee is charged if an application is successful, this is also non-refundable.

7.24 Costs are reviewed on an annual basis during the month of February and increased by at least the rate of inflation. Revised costs will commence on the 1 March each year.

7.3 Use of Endorsement Logo

7.31 The BDA requires that all successful applicants send the document that requires the endorsement logo to the BDA for approval.

7.32 The BDA guidelines for logo usage must be followed at all times and the logo cannot be used without prior consent.

8.0 Contact details

If you have any queries regarding the document endorsement process or your application, please contact us at:

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