

Clinical Management Quality Mark 2011 – 2013

Conditions of Award

Eligibility

Only Fellows, Members, Associate Members and Provisional Members of the College 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 College 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 2011-2013 (as indicated at the top of the form).
- Copies of the Application Form are available by request from the College (admin@colchiro.org.uk ; 0118 946 9727) or can be downloaded from the College website at www.colchiro.org.uk
- Application forms must be completed on a computer using the electronic version of the Application Form.
- 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 College 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.

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 the specified supporting evidence 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 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.

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.

Charge

There is an application fee of £50 per application. A cheque, payable to 'The College of Chiropractors' must accompany each application form.

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 College of Chiropractors. Any use by the College 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, to signal excellence in meeting patient expectations, and will also be eligible to print the CMQM logo on letterheads and paperwork relating to the Practice. The College will also assist in producing a suitable Press Statement. Awards will be presented at the AGM on Wednesday 19 January 2011. Each applicant or other Practice representative (who must be a member of the College) must endeavour to attend the AGM event, including any awards reception that may follow, for which there will be no charge. By making an application, applicants are agreeing to be photographed receiving their award and to their Practice being publicised as a PPQM recipient in appropriate publicity materials.

Queries

Any questions or comments about CMQM applications should, in the first instance, be directed to Sandra Tigwell on 0118 946 9727, sandra.tigwell@colchiro.org.uk

Address for submissions

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

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

Closing date for the 2011-2013 award period

The closing date for receipt of entries is **Thursday 28th October 2010**. You will be notified of the outcome on or shortly after Wednesday 10th November.

Acknowledgement of receipt of applications

Receipt of all applications will be acknowledged. If you do not receive an acknowledgement within one week of submission, your application may not have been received and you should telephone the College on 0118 946 9727. Use of recorded delivery is strongly advised.