

# Publishing external educational resources and events

October 2016

## 1. Introduction

- 1.1 The Royal College of Ophthalmologists (RCOphth) supports excellence in the training and continuing professional development of ophthalmologists.
- 1.2 We recognise that there are high quality external educational resources and events that may benefit our members and affiliates, and seek to share these where appropriate. This can include:
  - papers and articles;
  - online e-learning;
  - conferences;
  - training courses; and
  - awards.
- 1.3 We acknowledge that agreeing to share these may be seen as endorsement or advertising, therefore anything we do publish must be in line with the College's values, role and objectives. Further information can be found in our [Five Year Strategic Plan 2015-2019](#).
- 1.4 This sections below set out our approach to publishing external resources and events.

## 2. Acceptance criteria

- 2.1 We use the following criteria to assess whether a proposed resource or event is suitable for publication.
  - There is likely to be an educational or professional development benefit to members or affiliates.
  - Publication must have no conflict of interest, or perceived conflict of interest, with the RCOphth's values, role or work.
  - No inappropriate personal information is present, and publishing would not breach data protection laws.
  - They are in a format we can publish, such as PDF document or web link.

- Satisfactory permission to publish has been given by the creator, author or copyright holder.

2.2 We do not publish job vacancies for roles outside the College.

2.3 We undertake to provide a decision relating to events within five working days, and resources, such as papers and electronic resources, within one month.

### **3. Publication and review**

3.1 Resources and events that fulfil the acceptance criteria will be published or disseminated on one or more of the RCOphth communication channels.

3.2 Where we publish on the RCOphth website, we endeavour to keep all content relevant and up to date. Therefore, we advise authors to keep any material they share with us under review, to provide a suggested review date which we may alter, and to inform us of any changes that become necessary before that date if appropriate. We may remove material from the website without notice in order to maintain currency.

### **4. Contact**

4.1 Please provide a summary of the content and its educational relevance to our members and those practising, or with an interest in, ophthalmology. We require a contact name and details for the responsible individual or organisation, and any relevant dates associated with the content.

4.2 Please send submissions to [communications@rcophth.ac.uk](mailto:communications@rcophth.ac.uk)