



**Patient  
Information  
Forum**

# **PIF TICK Application and assessment process**

Dan Wills

# Application process

- Our online application form is quick to complete and only asks a few questions
- The application form can be found here [PIF TICK application form](#)

# Application process



## Application for PIF TICK scheme.

Hi there, please fill out and submit this form.

START →

# Application process



Name

<input type="text" value="Dan"/>	<input type="text" value="Wills"/>
First Name	Last Name

NEXT →

# Application process



Email\*


example@example.com

← PREVIOUS

NEXT →

# Application process



Address 

Organisation name

Street Address

City

County

Post Code

Country

# Application process



Phone Number

<input type="text" value="12345"/>	<input type="text" value="12345678"/>
Area Code	Phone Number

← PREVIOUS

NEXT →

# Application process



Which of the below best describes your organisation type?\*

Non-profit

Commercial

Centrally funded (NHS, CCG)

Other

← PREVIOUS

NEXT →



# Application process



Which bracket does your organisations annual income fall into?\*

Under £500,000

Under £1,000,000

Under £50,000,000

Under £100,000,000

Over £100,000,000

Unknown

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NEXT →

# Application process



Thank you for completing this application to become a member of the PIF TICK Quality mark.

Your annual fee will be £500+VAT. If you are an existing PIF member this fee will be reduced to take into account the fees already paid for PIF membership.

By clicking Submit you will be applying to become a member of the PIF TICK Quality mark.

If I can be of any further assistance please do not hesitate to contact me.

I look forward to working with you.

Kind Regards

← PREVIOUS

SUBMIT

# Application process



Thank You!

A member of the PIF team will be in contact shortly to confirm the next steps. While you are waiting please feel free to download the [criteria](#) and start to map out your process in preparation for your assessment.

# Application process

Dear Dan,

Thank you for applying to be a member of the PIF TICK Scheme.

We have confirmed your revenue and verified your organisation and am happy to confirm your application has been successful.

If you could provide the below details we will get an invoice raised and progress your application.

Will you need to raise a purchase order number?

Are you VAT registered?

The billing address and who should the invoice be made out to?

# Application process

- We will then send you a copy of our criteria form and if you are new to PIF a link to register for the PIF member area.
- The criteria form will need to be completed by cross referencing where in your processes or policies you demonstrate how you meet the criteria.

# Application process



## Assessment Criteria for PIF Tick

Organisation name and address			
Contact name and email address			
PIF Assessors undertaking assessment		Assessment date	
Types of information products produced			

### 1.0. How does your organisation produce information?

**SYSTEMS** – The organisation produces health information in a consistent and systematic manner

#### 1.1 There is a designated person accountable for the overall quality of health information production.

<b>Why it's important</b>	<ul style="list-style-type: none"> <li>Having an accountable person responsible for the quality of health information ensures that all processes are followed correctly and that this is handed on to any new staff.</li> <li>Where possible, it is helpful to have a designated named director to uphold the organisation's commitment to the production of high-quality health information. This can help leverage resources at a senior level.</li> </ul>
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Criteria requirements to be met	Outline how your organisation meets the criteria	Assessor comments	R.A.G
<p>Minimum requirement: It is within someone's job description to oversee the quality of health information.</p> <p>Desirable: A designated named director to uphold the organisation's commitment to the production of high-quality health information.</p>	<p><i>Please provide copies of job descriptions for key individuals involved in the production process.</i></p>		

# Application process



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<p>Minimum requirement: It is within someone's job description to oversee the quality of health information.</p> <p>Desirable: A designated named director to uphold the organisation's commitment to the production of high-quality health information.</p>	<i>Please see attached job description for xxxxxx/</i>		

#### 1.2 There is a defined and documented process for producing health information.

# Application process

- We are happy to support you when completing the form
- Once you complete the form the next step is to send it over to us and we will review it within 10 working days and either ask for additional information or confirm you are ready for an assessment and ask for dates.



# Assessment process

- Our assessments are now being conducted via WebEx
- During your assessment we will confirm the types of information your produce
- Look at each criteria item and discuss
- It will last no longer than 3 hours
- They are designed to be supportive and we will discuss different ways you could meet our criteria
- Our assessments are based on the red, amber, green system
- You can have ambers and greens and still be certified. It doesn't matter how many you get.
- Your action plan will be agreed with you and a suitable timeframe for any actions to be carried out.

## Post assessment process

- If an action plan is required you will be sent a template to complete
- To be considered for certification you will need to provide an action plan that explains how you will address each criteria you received an amber rating for.
- The completion of the work might be in 3, 6 or 9 months time.

# On going Assessments

- Each year you will have an assessment
- Your assessment will be tailored to your situation each year
- Full process review is required
- Spot checking of information pieces
- Process updates
- Someone from PIF will always conduct your assessment

# Summary

- The application process is quick and easy
- The criteria form is designed to help you map your current process
- The assessment is supportive and designed to help you achieve the certification
- Action plans are agreed with you and we support the completion of them
- On going assessments are based on your needs at the time

# Questions