

Guidelines for Submitting an Accreditation and Re-accreditation Application for Scientific Support in the Interdisciplinary section of BASES

Suggested reading prior to formulating an application.

Candidates for accreditation in the interdisciplinary section should be able to clearly define interdisciplinarity and distinguish an interdisciplinary approach from multidisciplinary. Burwitz et al (1994) provides clear definitions and is a must read for applicants.

In addition certain roles that interdisciplinary sport and exercise scientist assume have been described by Miles et al. (1997) in an internal BASES document. This document also provides definitions and explanations of Bridge Building, Networking and Restructuring, core skills for the interdisciplinary sport and exercise scientist.

Candidates would also be advised to read the Interdisciplinary section strategic plan (Crone-Grant, 2000). This document outlines the vision and mission for the interdisciplinary section, and provides a background for BASES and interdisciplinary development.

A recent series of articles in BASES World, (Jevon 2001, Crone Grant 2002 and Leedale Brown 2002) may also assist in understanding applied interdisciplinary work.

Scope of Practice

Applicants should be aware that in submitting an accreditation application they are going some way towards defining their scope of practice as laid out in the BASES code of conduct. Therefore particularly through the portfolio BASES applicants should ensure that there are sufficient inclusions and evidence to properly describe their professional roles. The accreditation application reflects a demonstration of competence. All applicants should be aware and demonstrate an understanding and application of the BASES code of conduct.

Application Content

Candidates should pay close attention to the BASES guidelines for accreditation; however the following may be viewed as suggestions which may enhance both the content and facilitate the review process for the section accreditation committee.

It is critical however that applicants demonstrate Interdisciplinary practice. No longer is the Interdisciplinary section a catch all and BASES has established case history for non-sectional accreditation for example in notational analysis, where excellent scientific support is not Interdisciplinary in nature. Applicants who are not certain their practice is Interdisciplinary are advised to seek advice from the BASES office, section accreditation committee or to make a non sectional application.

Covering Letter

This should be short and sweet and detail your enclosures. If you wish to draw the reviewer's attention to particular points in your application, this may be done more appropriately through highlights on the contents page, or a well constructed executive summary.

Contents Page

A contents page should clearly lay out the application and allow a reviewer to easily cross check information. It is suggested that all pages including the covering letter in the application are numbered. The entire application need not be more than 20-30 pages long. Detailed appendices

are difficult to contextualise within applications and should be avoided. Appendices should be kept for copies of certificates etc. Information which you feel may critically demonstrate your competence as an accredited sport and exercise scientist should not be included in an appendix.

Executive Summary

A good executive summary will take up no more than 2/3 rds of an A4 page. It will highlight the main points of the application, allow you to summarise the information contained and its relevance and give the reviewer an immediate flavour of the application. Whilst this is in no way a requirement, the time involved in producing such a summary does help to focus the applicants own mind regarding appropriate inclusions and discards within the application.

Portfolio of client work

The portfolio should contain details of the clients you have worked with, the clearest way of submitting this is in an A4 table, landscape

If submitting for first time accreditation the following table headings may be useful

Client name or Identifier	Level of competition or Type of population e. cardiac	Length of time Worked with	Type of work done how was it Interdisciplinary	Science base (use refs etc)
How supervised Or quality assured				

If for re-accreditation, you may wish to use the headings above but further detail how work was evaluated and how evidence based and reflective practice has been applied. The level of quality assurance provided by a supervisor, will not be in place following accreditation and candidates for re-accreditation are encouraged to demonstrate how they have independently assured quality in practice.

Case Study

Many case studies attempt to describe particular interventions in detail, but fail to address one of the core skills of interdisciplinarity, how that intervention was identified, designed and evaluated. Case studies would be well advised to include:

- A detailed description of the client and their environment
- Needs analysis methods used and justification for their use
- Interventions employed and reflections on the critical decision making process used in the intervention
- Impact of the intervention on the client and how evaluated
- A clear demonstration of where the case study is interdisciplinary by reference to Bridge building, restructuring and integration.
- Evidence base used and how reflective practice would inform future interventions
- How your own and potentially a wider knowledge base may benefit from this work

It is recognised that there will be justifiable exceptions to this format, but applicants are advised that it would help the reviewing panels if any exceptions can be highlighted and the reasons for these exceptions explicitly stated.

Philosophy and implications for delivery in practice

Interdisciplinary sport and exercise scientists may adopt a number of different philosophical approaches, particularly if their work encompasses psychological strands. Even on re-accreditation applications, it would be helpful to the reviewing panels if a clear statement of philosophy and how this philosophy influences the applicants practice was made. Re-accreditation applicants may wish

to demonstrate how their philosophy and practice has evolved since their last application. This is helpful in highlighting where continuous professional development has taken place over merely maintaining competence at the level of the previous application, which is insufficient for re-accreditation.

Evidence Based and Reflective Practice

All BASES accredited sport and exercise scientists must demonstrate a working knowledge of evidence based and reflective practice. 2 or 3 short paragraphs which demonstrate an understanding of the underlying theory and a practical example of where in particular reflective practice has been used in your work would help accreditation reviewers. An understanding of the other types of evidence other than research evidence that may be used in practice should also be made clear.

Client References

Applicants should provide at least one client reference, if it is possible to provide the client reference that relates to your case study without breaching confidentiality then this would reinforce your case study presentation. If not the reference should indicate how long the writer has known you, the length, depth and breadth of the work you have done and the client satisfaction with the work.

Copy of Certificates

A copy of all certificates should be provided, it is useful to attach these as an appendix, but include a summary sheet detailing the inclusions, with date, issuing or awarding body, qualification or course attended.

Statement of Equivalence for non post graduate qualifications

BASES criteria states that applicants should normally have a post graduate qualification or equivalent. Where applicants are looking to demonstrate equivalence a single side A4 rationale would be helpful. This should include formal and informal education, practical experiences and summarise achievements that would evidence a post graduate level. Of further assistance would be peer as opposed to client references, from already accredited sport and exercise scientists, or equivalently qualified professionals or academics that can support the rationale submitted.

Workshop and Conference Attendances and Presentations

Candidates should submit all conferences and workshops attended. Grouping these by date and/or subject would be helpful, as would clearly identifying those workshops which have been approved by BASES.

Additional weighting may be claimed for those workshops which have an examined element or learning test.

Contributions to BASES

These should be appropriately summarised and include committee work, work done for or on BASES behalf, supervision of probationary sport and exercise scientists etc.

Supervision

If you are applying for accreditation following a period of supervised experience it would be helpful to attach your final feedback from your last SE report, and a reference from your supervisor.

Conclusion

This guide is by no means exhaustive or fully inclusive. The Interdisciplinary section recognises that applicants do engage in a wide variety of work within the discipline and leave it to the applicant's best judgement on how they appropriately present this for accreditation.

References:

Burwitz, L., Moore, P. M. and Wilkinson, D. M. (1994) Future Directions for Performance-related Research. An Interdisciplinary Approach. *Journal of Sport Sciences*, **12**, 93-109.

BASES. (1997) *Interdisciplinary Section: Future Directions*, December 1997.

BASES. (2000) *Interdisciplinary section strategy document*, September 2000.

Jevon, S.M. (2001). *Interdisciplinary support in professional Rally Driving*. BASES World, December 2001.

Crone-Grant, D. (2002). *Interdisciplinary work in Public Health*. BASES World.

Leedale- Brown, D. (2002). *Interdisciplinary work in Exercise Science*. BASES World.

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