

Centre for Perioperative Care External Endorsement Policy

POLICY:	Centre for Perioperative Care External Endorsement Policy
NAME OF GOVERNING BOARD:	Centre for Perioperative Care Board
POLICY APPROVAL DATE:	29/01/2026
DATE FOR REVIEW:	01/01/2029

The Centre for Perioperative Care (CPOC) may be asked to endorse or support publications developed by other organisations. This document outlines CPOC's policy in this area for reference by the CPOC Board so as to ensure consistency of practice and an efficient response to requests.

Definition

Endorsement is defined as formal badging with the CPOC logo or brand displayed on or in the final product and the provision of a CPOC statement confirming formal endorsement.

External Endorsement Process

- i. For CPOC to endorse a publication, it requires that a named representative chosen by CPOC be involved in the development of the external organisation's publication from the outset. The representative will be identified and chosen by the CPOC Executive.
 - o This is usually via membership of a working party, and the representative must make it known to the external organisation that their role in the development of the publication involves representation of CPOC.
- ii. CPOC representatives are expected to provide the CPOC Board with early sight of the publication to allow opportunity for consultation.
 - o The document for consultation will be shared via email with a two-week deadline. This is an opportunity for CPOC to provide comment and raise any concerns before it is presented for final endorsement.
- iii. CPOC reserves the right to withdraw its representative or decline to endorse a publication.
- iv. The final publication must be reviewed and approved by the CPOC Executive and escalated to the CPOC Board for final decision.
- v. By default, final outputs for endorsement will be shared via email with the CPOC Board for a period of two weeks for final response.
- vi. Only contentious requests will be delayed and presented at the next available CPOC Board meeting for endorsement consideration.
- vii. It is the responsibility of Board members to confirm their approval of use of the CPOC Logo on the final output. Where responses have not been received, a majority view will be reflected in CPOC's response to the requesting organisation.
- viii. The Perioperative Care Manager or CPOC Coordinator will be responsible for confirming endorsement and providing the CPOC Logo for the final publication.
- ix. CPOC will not endorse publications that have been developed without its involvement. In rare cases in which the document is particularly relevant to perioperative care, the CPOC Board may make an exception. In these circumstances, endorsement may only be granted following a thorough review by two CPOC Board members, one of whom will be familiar with the subject matter area, who will make a recommendation on endorsement to the CPOC Board.
- x. Whenever a document has been endorsed by the CPOC Board, the RCoA Communications Directorate and will receive notification of publication before its public launch.