

Policy

Subject: **Educational Materials on the College Website – Review and Expiry**

Approval Date: November 2008, November 2013

Review Date: July 2017

Review By: BEA

Number: 5/2008

PURPOSE

This document describes the procedures for ensuring that educational materials on the College website are current and appropriate for their educational purpose.

DEFINITIONS

Educational material: Any learning module, document, multimedia file, video, podcast, clinical case and/or image including virtual microscope slides, or link to an external website that is recorded and/or stored in the content management system of the RCPA website.

Contributor: A person who provides the RCPA with educational material to support members with their learning or professional development.

POLICY

Unless an expiry date is specified, all RCPA educational material will have a defined review date nominated by the contributor(s), or set to a default of three years where no date is specified. On the review date, an email notice will be sent to the original contributor requesting advice regarding ongoing use. Where the default date is applied, an internal review process will be initiated by the Director, Education.

PROCEDURE

1. All contributors are required to provide copyright clearance, either assigned or licensed, together with a review or expiry date for any educational material submitted to the RCPA. In the case of licensed materials, the review/expiry date will correspond with the expiry date of the license. If the contributor does not wish to nominate a date, the default review period will be three years from the date of uploading.
2. For internally developed materials, the review date will be three years from the time of uploading.
3. The review date will be entered into the RCPA website content management system at the time of uploading the resource.

4. When the review date is reached, an email will be sent to the contributor or Director, Education, requesting advice as to whether the item is to be:
 - Retained without modification. The review date may be extended for up to three further years;
 - Removed from the RCPA website and archived; or
 - Updated, with a new review date applied.
5. If the item is to be updated, the original contributor(s) will either carry out the required revisions or recommend a person or persons who would be suitable to undertake this task.
6. If there is no response from the contributor(s) within four weeks, the item will normally be removed from the website and archived. This may be waived at the discretion of the Director, Education where an item is considered to be of possible ongoing value. In this case the Director, Education will nominate an alternative person to review the item.
7. Once every two years, the Education Team will audit web links on the RCPA website to ensure that they remain current and functional.