



Why pursue Accreditation with HPCO?

HPCO Accreditation is an indicator of compliance with Hospice Palliative Care Ontario’s Standards. It ensures the delivery of consistent, high quality hospice palliative care among accredited programs and services throughout the province and serves as an indicator of commitment to continuous learning and improvement.

HPCO Accreditation signifies to health professionals, the public and funders that an organization, institution or program complies with industry standards and has been recognized by HPCO based on a rigorous review of overall performance by industry peers.

The HPCO Accreditation program, and the Standards upon which it is based, is tailored to meet the needs of HPCO member organizations.

Who can become accredited by HPCO?

HPCO member organizations that offer Visiting Hospice Services (VHS) and/or Residential Hospice (RH) are encouraged to register to participate in HPCO’s Accreditation Program.

Standards for other hospice programming are in development and, once published, will be included in the Accreditation offering. This includes: Day Hospice, Grief and Bereavement Support, and Spiritual Care

How does it work?

The initial accreditation process spans at least 10 months and includes three major phases (see reverse page) and the timeline below provides an overview. The Accreditation Report is followed by ongoing compliance requirements.

For more information, please contact the Standards and Accreditation Coordinator at 416.304.1477 x26

Accreditation Timeline

Name of Cohort	Registration deadline	Application deadline	Collection of Evidence	Submission Deadline	On-site Review	Accreditation Report
<i>Based on timing for collection of evidence</i>	<i>Org declares intent to participate</i>	<i>HPCO assesses eligibility & preparedness of org.</i>	<i>For electronic submission</i>	<i>Org provides evidence of compliance to HPCO</i>	<i>If applicable</i>	<i>Delivered in writing by HPCO</i>
Spring/Summer	Feb. 1	April 1	May-Aug	Sept. 1	Sept/Oct	Dec. 1
Fall/Winter	Aug. 1	Oct. 1	Nov-Feb	March 1	Mar/April	June 1



Accreditation Process

1. COMPLETE REGISTRATON FORM

Inform HPCO that you intend to participate in Accreditation Program.

Registration should be completed as early as possible due to limited number of spaces in each cohort. There is no formal commitment or fee at this time.

Registration deadlines:

- Feb 1 (for Sept submission)
- Aug 1 (for March submission)

<http://www.hpcoco.ca/accreditation/>

2. COMPLETE APPLICATION FORM

Demonstrate that your organization is prepared and eligible to participate in the Accreditation Program.

The completed Standards Review and Board declaration will be submitted as part of the online application. The link is made available following registration.

Application deadlines:

- April 1 (for Sept submission)
- Oct 1 (for March submission)

3. COLLECT AND SUBMIT EVIDENCE

Use HPCO's web-based system to collect evidence that demonstrates compliance with the standards. List of evidence is available in Accreditation Manual.

Submission is made online and must include declaration from Board. The link is made available following approval of application.

Submission deadlines:

- September 1
- March 1

HPCO provides "Standards Review" document via email.

Participating organization:

- Completes "Standards Review" (self-assessment of compliance with standards, allow 4-6 weeks)
- Makes Board declaration
- Pays Application Fee

HPCO assesses eligibility and preparedness of your organization and notifies if organization is approved to participate in the Accreditation Program.

If yes, organization begins collecting evidence and pays Review Fee prior to submission deadline.

Organization is notified of on-site review date (if applicable).

HPCO Review Panel assesses the accreditation submission.

Accreditation decision and information regarding next steps are provided in a written report.