



## POGP Engagement and Endorsement Guidance

This document sets out the guidance for when POGP is asked to engage with, collaborate, support, promote or endorse an activity, development or publication that may or may not include the use of the POGP logo.

The aim is to create a clear structure for all Board and appointed POGP members for how to engage with external requests in a timely way to the greater good of POGP, the benefit of POGP members and more broadly the pelvic health community.

### Definitions

**POGP** refers to the Board, subcommittees or identified individual members of POGP representing the POGP organisation.

**Product** refers to an activity, project, development, event or publication. Product does not include a device or commercial item.

**Endorsement** is when POGP are asked to formally put their name to a product that may or may not include the use of the POGP logo. Endorsement will be approved or rejected following a formal process conducted by POGP Board / subcommittee members using the POGP Endorsement Guide. If a POGP Board member or designated POGP member has been included in the project from the beginning the Endorsement process will be expedited or agreed in advance unless the participating member feels the process has become unrepresentative and no longer meets the POGP objectives for endorsement.

The use of the POGP logo is subject to quality standards being maintained.

This Guidance document does not affect POGP members promoting and endorsing products, publications and events on POGP social media platforms which are considered to be personal opinions and does not imply POGP endorsement or support.

**Engagement** describes the POGP involvement in a product that may or may not result in a collaboration, endorsement or support. A request for engagement may come from an individual, or an organisation, and may come from POGP or be directed to POGP.

## The Objectives of POGP

POGP is a registered charitable incorporated organisation (no. 1181424 ).

Any request for engagement, collaboration, support or endorsement will be considered according to the charity's objectives. If there is a request for POGP endorsement of a product that POGP have not previously been involved in, the POGP Endorsement Information document will be sent initially, asking for specific answers prior to POGP reviewing the product.

### The objectives are:

- To define and promote high standards of physiotherapy practice within the areas of obstetrics, gynaecology, urology, bladder, bowel and sexual health for men and women.
- To act in the professional interest of the chartered physiotherapist working in the fields of obstetrics, gynaecology, urology, bladder, bowel and sexual health for men and women.
- To encourage and provide means by which physiotherapists may improve their specialist therapeutic skills and understanding of the speciality by promoting relevant courses, workshops and research, and facilitate professional development.
- To promote and further the role of the physiotherapist in obstetrics, gynaecology, urology, bladder, bowel and sexual health for men and women and inform members of the relevant professional and political developments in those areas.
- To foster and encourage relevant research within the speciality
- To foster mutual understanding, collaboration and inter-professional learning opportunities and facilitate good working relationships between the members of the obstetrics, gynaecology, urology, bladder, bowel and sexual health healthcare teams and their professional bodies
- To promote all aspects of health education and patient care within the relevant specialties.

## The Endorsement / Engagement Procedure

Requests to POGP are received by [info@pop.co.uk](mailto:info@pop.co.uk) and by individual POGP members and POGP Board and subcommittee members.

Communications will be screened by the POGP administrator with the support of the Chair or vice Chair and sent to the POGP Board member with the most relevant experience for initial consideration.

### Engagement Procedure

A request may be reviewed by one POGP member who will then share their opinion and decision with the POGP Board for approval to engage and either support or offer

collaboration henceforth. The member decision may include a recommendation to the Board to:

- Engage through the use of the POGP Communication networks
- Agree to collaborate requiring identification of further POGP engagement which may include resource / member participation and time.

### **Endorsement Procedure**

A request for endorsement received by POGP will follow the same process as above with a designated POGP member leading the process, using the Engagement checklist and a request for further information from the enquirer if required. Two POGP Board or appointed members, (with a third as required to resolve a difference of conclusion) will review the product and will require:

- A copy of the document which identifies:
  1. the title
  2. the format of the submission
  3. the authors and contributing members/organisations must be clearly identified
  4. its purpose and for whom it is intended
  5. the date of completion and publication or a proposed timescale
  6. where the submission is primarily held and how it will be accessed
  7. a clear review process in place with the date for review
  8. routine transparency clause and note of any possible conflict of interest both personal and commercial.
- a statement which summarizes the content and the process by which the document was developed with reference to the relevance to the physiotherapy profession and how it particularly aligns with the POGP objectives
- a clear timescale that allows sufficient time for the endorsement process to be completed in full. A shorter timescale may be considered if required.

The endorsement reviewers will also use the **Engagement checklist**

## Engagement Checklist

<b>Reviewer:</b>	<b>Date:</b>	
<b>Organisation:</b>	<b>Contact:</b>	
<b>Request for: Endorsement / Engagement</b>	<b>Yes / No</b>	<b>Comment</b>
Has a POGP Board or designated member been involved in this project?		
Does the product broadly meet the objectives of POGP specified in our charitable status?		
Is the information in this project / event / publication / website correct and in line with current teaching of POGP?		
Is the project for the benefit of patients?		
Is the project for the benefit of the wider pelvic health community?		
Is there an associated website? (add link)		
Will POGP website links be included?		
Is there representation of other organisations that have relevance to the objectives of the POGP?		
Are other pelvic health physiotherapy organisations involved in this project/event?		
Is the CSP involved in this project / event?		
Does this project / event / publication connect to NHS policy including National Guidelines?		
Is there any corporate or commercial sponsorship attached to this project?		
Is there a cost implication for POGP with this project/event?		
Is there a clear and reasonable timescale for comments/ feedback		
Will comments be collected following the publication/ event?		
Is there a defined review process?		

Is a review date included in the updated document / product		
If this project / event / publication is for patients – does it conform to recommendations for accessibility?		
Is it clear where this document / project will be available and the dissemination process identified?		
Is additional information required to be able to make an endorsement/ engagement decision		
<b>Decision: Endorsement / Engagement</b>	<b>Reason:</b>	

**Suggested changes:**

**Response to organisation:**

## Timescale

It is expected that this process will be completed within a short timescale depending on the size of the document. Ideally within 2 weeks and up to 1 month if required.

The decision to endorse a product will be made by the Endorsement reviewers and the Board informed. The POGP Communication subcommittee may then lead the promotion for the endorsed product.

If POGP agree to endorse a product:

- Use of the POGP logo will be subject to adherence to quality standards for the logo which will include where it may be displayed
- The logo must be displayed with the title 'POGP – Excellence Matters' (
- any subsequent changes to the document/publication must be shared with POGP
- Endorsement will be assumed until the review date after which there must be resubmission to be considered for a further period of endorsement subject to changes as above

## Endorsement resubmission

A previously endorsed product for review should be sent to POGP with a clear timeline for comments to be received.

The author/organisation should be asked to indicate any planned changes in the aims or format of the document, and whether any comments relevant to the review have been received or taken into consideration.

The endorsement revision procedure may be conducted as for the engagement procedure, by a designated POGP member, or may follow the endorsement procedure with the establishment of an Endorsement committee depending on the size and complexity of the product which is to be reviewed.

An example is shown in Appendix 1

## Communicating the decision – options for replies

### **In favour of endorsement:**

POGP are delighted to have had the opportunity to review this document for endorsement.

POGP are happy to endorse / continue to endorse this document as it continues to broadly meet the objectives of our charitable organisation.

(If required) Please find attached the suggested minor changes to text (complete as required) .

Additionally we would suggest a review date, and broader representation for future reviews.(add if required / relevant)

POGP have a new logo which is attached.

The image is in vector format which preserves the scale and quality of the image and it should appear as it is in colour preferably with the words “excellence matters” included.

### **In favour of engagement**

POGP are happy to be involved with supporting this document / product / initiative and will... ( add the extent to which POGP will be involved – promotion / tweet / advertising etc

### **Not in favour of endorsement**

Thank you for asking POGP to consider this document / product / report for endorsement.

Two reviewers have applied our endorsement criteria and we do not think that this sufficiently meets the aims and objectives of our organisation.

The following suggestions are made for modifications, and we would be happy to review this decision.

Or: we might turn down endorsement but agree to support the campaign etc.

### **Not in favour of engagement:**

Thank you for contacting POGP to ask about support for your project / product / publication.

POGP are not able to support your request for the following reasons:

(add key criteria where this has not met our standards)

### **Recording Engagement and Endorsement Activity**

The link POGP member involved in the product engagement process will be asked to complete the **Record of Endorsement and Engagement activity** and may be asked to provide an update to the Board or a report to a Board meeting.

An example of the Endorsement and Engagement table is shown in Appendix 2.

## Appendix 1:

Example of the review process and use of the checklist for an endorsement resubmission request

Project/ Publication / Event	BSSVD Standards of care for patients with vulval conditions 2021 review
POGP member:	Kate Lough Ruth Hawkes
Update information	<p>POGP links / definition - replace Association of Chartered Physiotherapists in Women's Health with Pelvic Obstetric and Gynaecological Physiotherapy (POGP)</p> <p>Suggested changes to text for the standards are:  p3: All refs to physiotherapy should align and use: "specialist physiotherapy"  1.1.2 – consider adding information about offering guidance for patients to suitable online information  1.1.4 – Photography – mention should be made of the use of patient generated images particularly in light of virtual appointments  1.1.7  Ref to GDPR standards – reference will need to be updated to Data Protection act 2018 which has now superceded DPA 1998  2.1.2 Suggest "clear networked pathways between" to better indicate non- linear pathway. (Rationale – physiotherapy may be provided in the community and in primary care and may be NHS or private and may be as First contact practitioner)  3.1.2 – add physiotherapists to the list that includes GPs, nurses – for highly variable training</p> <p>P 18 Stakeholders:  Should include Institute of Psychosexual Medicine (IPM)  Pelvic Obstetric and Gynaecological Physiotherapy (POGP)  <a href="http://thepogp.co.uk">POGP (thepogp.co.uk)</a>  Description of POGP should read: "a professional network of the Chartered Society of Physiotherapy specialising in the pelvic, obstetric, and gynaecological health of women and men"  P19 – list of stakeholders - change ACPWH to POGP</p> <p>Comments:  Add a review date  Consider including broader multidisciplinary representation on the next working party</p>
Timescale:	End June 2021 for endorsement decision
Proposed output:	Support continued endorsement following implementation of suggested changes, and corrections to links / titles and POGP definition



<b>Checklist (previous version)</b>	<b>Yes / No / other comment</b>
Is there a clear and reasonable timescale for comments/ feedback	Yes
Is a review date included in the updated document / product	NO
Has a POGP Board or designated member been involved in this project?	No
Is the project for the benefit of patients?	Yes
Is the project for the benefit of the wider pelvic health community?	Yes
Is there representation of other organisations that have relevance to the objectives of the POGP?	Yes
Is there any corporate or commercial sponsorship attached to this project?	Not stated
Will comments be collected following the publication/ event?	Not stated / N/A
Is there a defined review process/date?	No
Will POGP website links be included?	Yes
Is there a cost implication for POGP with this project/event?	No
Are other pelvic health physiotherapy organisations involved in this project/event?	No
Is the CSP involved in this project / event?	No
Is the information in this project / event / publication correct and in line with current teaching of POGP?	Yes
Does this project / event / publication connect to NHS policy including National Guidelines?	Yes
If this project / event / publication is for patients – does it conform to recommendations for accessibility?	N/A
Is it clear where this document / project will be available and the dissemination process identified?	No

**Appendix 2:** Record of endorsement and engagement activity of POGP: to be held in dropbox with access granted for POGP administrator

Date of contact	Organisation / Publication / Event	Link POGP person	Summary of input / involvement (including updates)	<b>Engagement Collaboration Support Endorsement</b>	Review date if applicable
Example: May 2021	Know your floors: Birthing Body explaining the unexplained event	KL	<p>Asked for further information re the event and request for what level of involvement required.</p> <p><b>“About our company</b>            Know Your Floors is a CIC (not-for-profit company) aimed at improving education for those with conditions causing pelvic floor issues. We have plans to work on projects educating the general public, health professionals and healthcare students.</p> <p><b>Our current project</b>            We are starting with perinatal education and plan to tackle the taboo and less covered subjects of pregnancy and childbirth. We are running an online perinatal event <a href="#">on 2-3rd July</a>. This will be a webinar format with 500 participants. The event will be for pregnant women and those who are postpartum. I would imagine it will appeal more to 1st time parents. We have secured National Lottery funding to cover the costs of the event and so we are able to provide the event for free.</p> <p>We currently have 17 speakers lined up from health professionals, charities and perinatal fitness professionals; including pelvic foundation partnership, active pregnancy foundation, Sands, a GP, Health Visitor, midwives, Adore Your Pelvic Floor, lactation</p>	Support	N/A

			<p>consultant (la leche league), a pharmacist and breast and pelvic health physios. We are also being sponsored by YES. We are covering perinatal physical and mental health issues.</p> <p>There is a landing page for anyone to register for more information. I'll be emailing ticket links to registrants as well as, schedule plans and speaker information. This will also give registrants chance to ask questions prior to the event.</p> <p><a href="https://mailchi.mp/1bbf5a0c9fab/birthing-body-explaining-the-unexplained">https://mailchi.mp/1bbf5a0c9fab/birthing-body-explaining-the-unexplained</a></p> <p>I am also going to try to pull together some resources that health professionals can use to advertise the event if this would be useful?</p> <p>Agreed to promote on POGP platforms Left open the option to have further collaboration</p>		
2019	NICE Guideline: Pelvic floor dysfunction: prevention and non-surgical management	POGP as stakeholder Doreen McClurg-Topic Chair LB committee	Consultation for comments opens from 28 <sup>th</sup> June 2021 and closes on 9 <sup>th</sup> August 2021.	Engagement	Due for publication Dec 2021
Feb 2021	Pelvic Floor Report	KL as respondent	<p>Asked for data on number of pelvic health physios to add to the report. Not asked to be involved at that stage.</p> <p>April 2021 – POGP asked to endorse. POGP Board discussion to agree level of involvement. Changes made to final draft. POGP did not endorse</p>	Engagement – Shared to POGP members	Launched 28 <sup>th</sup> April 2021

April 2021	RCOG Patient information leaflet	KL	Comments on the leaflet added as track changes to the document and submitted	Engagement and offer of further input	Deadline 9.5.21
May 2021	Review of BSSVD - STANDARDS OF CARE FOR PATIENTS WITH VULVAL CONDITIONS	KL/RH	Previously endorsed by POGP, and up for review	Continue endorsement Send revised info re endorsement and use of logo	End June 2021