



ROYAL COLLEGE OF
PHYSICIANS OF IRELAND

CPD

Guide to Approval of CPD Events



Professional Competence Department
Royal College of Physicians of Ireland

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The Medical Practitioners Act 2007 places a statutory obligation on all registered Medical Practitioners to maintain their professional competence by participating in recognised Professional Competence Schemes. The Royal College of Physicians of Ireland and its constituent bodies have developed Professional Competence Schemes, in accordance with IMC guidelines, to provide participants with a way of formally documenting their participation in professional development activities.

These Schemes are designed to promote self directed and practice-based learning activities rather than supervised training. As well as promoting personal professional development the Schemes aims to maintain and develop the competencies, e.g. professionalism, knowledge skills and attitudes of the individual practitioner, which are essential for meeting the changing needs of patients and the healthcare delivery system. These Schemes will also encourage participants to plan, record and reflect on professional development needs, as part of their pursuit for lifelong learning.

The Scheme will consist of two elements initially:-

- Continuing Professional Development (CPD)
- Clinical Audit

Multi-Source Feedback will be added to the Scheme at a later stage in accordance with Medical Council guidelines.

This guide has been prepared to help individuals or organisations who are seeking CPD approval from The Royal College of Physicians of Ireland for educational events and is based on questions asked by event organisers.

What does the term “Continuing Professional Development” mean?

Continuing Professional Development (CPD) is the educative means of updating, developing and enhancing how physicians apply the knowledge, skills and attitudes required in their working lives. This includes CPD, professional (non-clinical) competencies, and all elements of good medical practice.

What activities require accreditation for CPD?

External Category (Ireland) Educational events organised specifically for the purposes of CPD are eligible for CPD approval under the “External” CPD category, using Code S. For example an academic or scientific meeting organised by a medical society. Where such events are aimed at one of the medical specialties for which RCPI is the recognised training body, an application for CPD accreditation should be submitted.

External Category (Overseas) Accreditation for an educational event must be sought from the local jurisdiction. Overseas organisers who wish to host an event in Ireland must seek approval from the relevant Irish medical training body. Irish organisers seeking approval for an event hosted abroad should contact the European Accreditation Council for CPD (EACCME) for information on European accreditation, or relevant local jurisdiction.

Multidisciplinary events A multi-disciplinary event of educational interest to both physicians and surgeons: All medical Royal Colleges (in Ireland and UK) have agreed to recognise and accept each other’s approval of events. If approval has been granted and CPD credits awarded by one of the medical Royal Colleges, further approval from one of the surgical Royal Colleges is not required.

Please note RCPI cannot give approval for CPD for events specifically aimed at General Practitioners, Medical Scientists, Nurses or other medical practitioners. Organisers of such events should contact the relevant recognised training body.

What activities do not require accreditation for CPD?

Internal Category Hospitals, hospital departments or units, medical practices and other medical organisations hold regular educational activities such as Grand Rounds for their staff. Many doctors attend journal clubs or similar activities. Occasionally there are small group meetings involving doctors from more than one hospital. Such activities are deemed to be “Internal” for the purposes of CPD and in these cases it is not necessary for an institution to seek CPD approval from RCPI.

However, doctors need some evidence of having attended these activities and RCPI recommends that organisers arrange to provide the following:

- A register of attendance. This can be a sign in sheet or sign in book clearly showing that it is being held to record CPD activities on behalf of the participating doctors. The register for each meeting should be held for a period of five years and should be easily available for checking.
- A simple certificate or memorandum confirming that each doctor has attended the activity

A template register and certificate of attendance is available on request from the Professional Competence Department or can be downloaded from the RCPI website, www.rcpi.ie.

Courses leading to Msc or Similar Certification It is unnecessary to apply for CPD approval for a full or part-time course leading to Msc or similar certification. Doctors engaging in such courses should be advised to contact the Professional Competence Department for advice on how to record this activity in their CPD Portfolio.

What activities may not be accredited for CPD?

Some events include, for instance, an AGM and dinner as well as an academic meeting. Please note the following activities will not be counted as educational time for the purposes of CPD.

General Registration time, breaks, lunch or dinner, award or prize-giving ceremonies, announcements and so on are not eligible for CPD accreditation

Specialists in Training Some academic/scientific events are specifically aimed at medical specialists in training - Senior House Officers (SHO) or Specialist Registrars (SpR) - and therefore would not normally be considered eligible for CPD accreditation. However, if you are engaged in the organisation of such an activity and feel that it would be of benefit to doctors participating in CPD, organisers should submit a letter to the Professional Competence Department from the relevant RCPI National Specialty Director indicating the reasons why the event should be considered eligible for CPD accreditation. This letter should accompany the initial application for approval.

Product Promotion Activities organised primarily to promote a product or service or which might be deemed as promotional are not eligible for consideration for CPD accreditation.

Unmoderated Poster Viewing Poster viewing sessions may only be accredited for CPD if a medical moderator is present at all times.

Opening / Closing speeches Opening / closing speeches are not eligible for CPD accreditation

Business / Committee Meetings An Annual General Meeting or other business or committee meeting is not eligible for CPD accreditation.

Other Disciplines Sections of an event aimed specifically at other medical disciplines (nursing, physiotherapy etc.)

Criteria for approval of CPD events

Providers of Approved CPD activities should meet the Approval Quality Criteria set out below.

1. The event should be predominantly aimed at post-training physicians.
2. Providers should list all of the Sponsors that are involved with the meeting.
3. Providers should list any commercial interests that the presenters or speakers have.
4. The learning objectives should reflect measurable outcomes, and use action verbs such as “evaluate,” “identify,” “review” etc.
5. Providers should include details about what the event hopes to achieve, and how this will be put in practice.
6. Providers should include a detailed programme of the event. This should include an hourly breakdown and a brief description of the session.
7. Providers should include a full list of speakers/facilitators. This must include details about the posts they hold, where they are based and what speaking experience they have in relation to the topic discussed.

Preparing the Application

Required Information	The organiser must supply the following information, using the application form provided. Applications should be submitted at least 4 weeks prior to the event
Objectives of the CPD Activity	<ul style="list-style-type: none">• The learning objectives• The target medical specialty
Programme / Schedule / Agenda	<ul style="list-style-type: none">• An outline of the educational content• The expected outcome• A full schedule for the event, indicating start and finish times of each activity• Name and appointment of each speaker and full title of their presentation
Location/ Venue	Full name and address of venue.
Title of the Event	The full title of the event must be entered on the application form.
Contact Details	Full name, address, e-mail and telephone numbers for: <ul style="list-style-type: none">▪ The Academic Organiser▪ Administrator in charge
Method of Evaluation	Indicate whether a feedback form, quiz or other form of assessment will be used to gauge the effectiveness of the event.

Sponsorship A list of sponsors and how they are connected to the event e.g. unrestricted grant, sponsorship of prizes, breaks, meals.

Pharmaceutical companies providing sponsorship follow the guidelines provided by Irish Pharmaceutical Healthcare Association <http://www.ipha.ie>. Meeting organisers are advised to familiarise themselves with these guidelines.

Applications submitted directly by a sponsoring organisation are not considered eligible for the unrestricted grant fee category. More information about the fee categories is available below.

Industry Sponsored Events:

- - Where events are industry funded it is important that the nature of the relationship between the sponsor and individual speakers is clarified.
 - If speakers are paid a copy of the contract should be provided on with the application for CPD accreditation.
 - All paid speakers (and speakers with any other conflicts) should have a conflict of interest slide in their presentation that indicates the nature of their conflict.
 - Information with regard to honoraria may occasionally be requested and considered as part of the evaluation for CPD accreditation.
 - Slides may not have a company logo.
 - Clear evidence of a planning group meeting must be shown.

Application Fee

- (a) Event organised and/or hosted by a single commercial organisation: €1,500
- (b) Event organised and/or hosted by a professional education provider: €1,500
- (c) Event supported by an unrestricted educational grant: €500
(application may not be submitted by the sponsor)
- (d) Un-sponsored event with registration fee: €250
- (e) Un-sponsored event with no registration fee: No Charge

Promotion of the Event

- The use of the RCPI crest or logo is not permitted under any circumstances.
- Wording such as “Applied for CPD accreditation” or “CPD Accredited” as appropriate may be used in material associated with the event
- Organisers should not specify the number of credits awarded or whether credits have been awarded on printed or other published material until such time as confirmation has been issued by RCPI
- Room hire for events at the Royal College of Physicians of Ireland building at No. 6 Kildare Street does not constitute a professional association between RCPI and the meeting organiser and published material for such events must never imply such an association.

Procedure for Approval

- Organiser submits:
 - Application Form
 - Detailed programme
 - Application fee

EVENTS WILL NOT BE CONSIDERED UNLESS ALL ABOVE ITEMS ARE SUBMITTED

- RCPI CPD Administrator checks the application and contacts the organiser for further information if required
- RCPI CPD Administrator submits the application for assessment
- Assessor responds to CPD Administrator with decision
- RCPI CPD Administrator forwards approval / refusal documents to the organiser as appropriate.
- Organiser ensures a register of delegates is kept
- When the event is finished, organiser issues certificates of attendance to delegates who have signed the register. The delegate’s name should be printed on the certificate.
- Organiser retains the register of delegates for a period of five years following the event.

Documentation

On approval of the event for CPD accreditation, RCPI provides:

Certificate of Approval A certificate of approval showing the following:

- Title of the event
- Name and address of the organiser
- Approval date
- Credits allocated
- Category and Code applied (normally External, Code S)

Certificate of Approval A template certificate of attendance which should be printed on the organiser's headed paper. Organisers may use their own layout but the attendance certificate must contain the following information:

- Name of delegate
- Title of event
- Venue:
- Date of event:
- Credits allocated, category and code
- RCPI approval reference number
- Organiser name and contact details
- Information for delegates as follows:
 - You must sign the meeting register
 - The credits above were allocated to the meeting. You should only claim credit for the time you spent at the meeting.
 - Please retain this certificate for your records
 - CPD certificates may be requested as proof of attendance in the future.

Distributing certificates of attendance.

- Delegates must not receive their certificate of attendance until the event is complete
- Where an event takes place over a number of days, separate attendance certificates are required for each day.
- Certificates may only be distributed to delegates who have signed the register for the day

A template attendance register The attendance register should show the title, date and location of the event, together with the RCPI approval reference number.

- Organisers must keep the register safely for a period of 5 years - they may be asked to produce it at a later date.
- It is recommended that the filed register be attached to the certificate of approval for the particular event.
- If the event is run over a number of days, organisers must keep a separate register for each day.

Format of Documents CPD approval document and templates will be issued by email unless a specific request is made for printed material.

Appeals

If an application is refused the organiser may appeal the decision in writing. Such appeals should be directed to:

Dr Mary Holohan FRCPI
Chair
RCPI Education and Professional Development Committee
Royal College of Physicians of Ireland
Frederick House
19 South Frederick Street
Dublin 2

The appeal will be considered at the next meeting of the Education and Professional Development Committee. These meetings take place six times per year.

FAQ

Doctors participating in CPD and meeting organisers should be aware of the distinction between Internal and External educational activities.

Q. What is an Internal Educational Activity?

A. Internal activities take place in a doctor's unit, department, hospital or practice on a regular basis and have their own codes - U, H, P and Q. It is not necessary to apply to this College or any other for approval of such activities. For example; Grand Rounds; journal clubs etc. (See section 7 for advice on evidence)

Q. What is an External Educational Activity?

A. Academic/Scientific meetings/symposiums which take place outside the doctor's hospital or practice. Codes applied to such meetings are 'S' for Specialty and 'C' for meetings arranged by RCPI, or its Faculties and Institute.

Q. What is a Personal Learning Activity?

A. Where the physician undertakes an individual activity and determines the education benefits gained.

Q. When should I seek CPD approval for an educational activity?

A. CPD approval should be sought for External activities only

Q. What information should I provide when applying for CPD approval?

A. This information is listed on the application for approval. All sections in this form must be completed.

Q. I am organising an Annual General Meeting and Symposium for my specialty society, can I have approval for the full day?

A. No, approval for CPD can only be applied to educational activities. You may seek approval for the Symposium portion of your event.

Q. I am organising a multidisciplinary activity, can RCPI give overall approval?

A. General Practitioners will require CPD approval from ICGP, Medical Scientists, Nurses, Occupational Therapists and other related disciplines have their own organisation and CPD structures and separate approval should be sought for these disciplines. RCPI and RCSI co-recognise each other's meeting approvals.

Q. I am organising an event abroad, can RCPI approve this?

A. RCPI approves events which take place here in Ireland. If you are organising a meeting in another country you are advised to contact the European Accreditation Council for CPD (EACCME) or the local jurisdiction.

Q. What about events in Northern Ireland?

A. RCPI will give approval if the event in Northern Ireland is organised by an All-Ireland society or group and is expected to attract a high proportion of doctors who are participating in RCPI's Professional Competence Schemes. However if the event is expected to attract a higher proportion of doctors who are participating in the British GMC equivalent programme, then the local jurisdiction should be approached for approval

Q. We organise the same event every year, can CPD approval be carried forward?

A. No. Approval must be sought for each event

Q. My delegates attended an overseas event; can RCPI give approval for this?

A. RCPI cannot approve events which do not take place under its jurisdiction. However, RCPI will recognise certificates of attendance issued by any of the Royal Colleges or equivalent bodies and also by

EACCME. Where a doctor has not collected a CPD attendance certificate, a copy of the programme should be submitted to the Education Committee for advice on how to record the activity.

Q. What about attendance certificates for multi-day events (e.g. Annual Scientific Meetings)?

A. As doctors may be prevented from attending every day of a particular event it is vital that a separate sign-in sheet and attendance certificate is available for them each day.

Q. Some of the delegates attended for only part of the meeting...?

A. Doctors are expected to enter only the time they attended the event in their personal portfolios. It is their responsibility to maintain an accurate record. (The credits are awarded to the event, not the doctor).

Q. What about training courses?

A. In the case of short training courses where daily attendance is mandatory, it is in order to issue one attendance certificate to cover the course.

Q. My company provides on-site training for operation of a medical device specific to a particular medical specialty; can I seek CPD approval for this activity?

A. Such on-site training, when arranged by the practice, department or hospital, is considered to be an Internal Unit/Department (Code U) or Hospital activity (Code H) and therefore it is not necessary to seek approval for CPD. Company Trainers do NOT issue certificates or other documentation in respect of on-site training; it is the business of the individual doctor to enter this activity in their CPD portfolio.

Q. My speakers have done a lot of work preparing their presentations, aren't they entitled to some extra credit?

A. Doctors can claim 5 credits under Code B for preparation of a presentation for an academic or scientific meeting. Organisers do NOT issue certificates or other documentation in respect of preparation of a presentation; it is the responsibility of the individual doctors to enter this activity in their CPD portfolio.

RCPI Specialties

Doctors may choose to specialise in certain areas of medicine. RCPI is the Postgraduate Medical Training body in respect of the following 25 Specialties:

Cardiology - Diseases of the heart and circulatory system

Chemical Pathology - The use of biochemical and molecular biological methods in the diagnosis (and sometimes treatment) of disease

Clinical Microbiology - Diagnosis of diseases caused by bacteria, viruses, fungi and parasites

Clinical Pharmacology & Therapeutics - Medical study and evaluation of the effects of drugs on people

Dermatology - Disorders of the skin

Endocrinology & Diabetes Mellitus - Disorders of the Endocrine system and its specific secretions called hormones, and diseases and treatment related to Diabetes Mellitus

Gastroenterology - Diseases of the gut, liver and associated organs

General (Internal) Medicine - Diagnosis and treatment of a broad range of common acute disorders

General Paediatrics - Medical care of infants, children and adolescents

Genito-Urinary Medicine - Diagnosis and treatment of sexually transmitted infections, and other genital and sexual problems

Geriatric Medicine - Medical care of the elderly

Haematology - Diseases of the blood

Histopathology/Neuropathology - The microscopic examination of tissue in order to study the manifestations of disease

Immunology - The study of all aspects of the immune system in all organisms

Infectious Diseases - Study of diseases resulting from often contagious infections

Medical Oncology - Care of patients with cancer and tumours

Nephrology - Study of the functions and diseases of the kidneys

Neurology - Diseases of the nervous system including brain, spine and nerves

Obstetrics & Gynaecology - Surgical specialities dealing with the female reproductive organs

Occupational Medicine - Medical study that deals with the prevention and treatment of diseases and injuries occurring at work or in specific occupations

Palliative Medicine - Medical care of patients with terminal diseases

Public Health Medicine - Promotion of the health, and prevention of illness, in the population

Rehabilitation Medicine - The management of disorders and disabilities that affect the functions and performance of a person

Respiratory Medicine - Diseases of the lungs and respiratory tract

Glossary / Terms*

Continuing Professional Development (CPD): Is the educative means of updating, developing and enhancing how physicians apply the knowledge, skills and attitudes required in their working lives. This includes CPD, professional (non-clinical) competencies, and all elements of good medical practice.

Activity: An educational event for physicians, which is based upon identified needs, has a purpose or objectives, and is evaluated to ensure the needs are met.

Attendance Certificate: A record of a participant's attendance at an event. Providers of CPD approved events are required to give these to participants on request.

Attendance Record/Register: A list of attendees at an event, which must be kept by event providers for five years after an event, and sent to the Professional Competence Department on request.

Professional Competence Scheme (PCS):

The Scheme will consist of two elements initially: -

- Continuing Professional Development (CPD)
- Clinical Audit

Multi-Source Feedback will be added to the Scheme at a later stage in accordance with Medical Council guidelines.

Distance Learning: At present Distance Learning is treated as a personal learning activity

EACCME: European Accreditation Council for Continuing Medical Education

Evaluation Form: A form given by event providers to event participants in order for the participant to communicate, and the provider to determine, the relevance, quality and effectiveness of an activity.

External Activity: Where the physician participates in an educational activity where peers or providers ensure a regional, national or international context for the activity.

Internal Activity: Where the physician participates in a routine, local educational activity with colleagues within a hospital, practice or other local organisation. It is not necessary to seek CPD approval for Internal Activity.

Personal Learning: Where the physician undertakes an individual activity and determines the education benefits gained.

RCPI The Royal College of Physicians of Ireland

RCSI The Royal College of Surgeons in Ireland

*Adapted from: FEDERATION OF ROYAL COLLEGES OF PHYSICIANS CONTINUING PROFESSIONAL DEVELOPMENT GLOSSARY OF TERMS AND ABBREVIATIONS

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CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Guide to Accreditation of Events

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