

Guide to Approval of CPD Credits for Events

Faculty of Radiologists
Royal College of Surgeons in Ireland

2016



RCSI

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Professional Competence Scheme

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 Faculty of Radiologists, Royal College of Surgeons in Ireland, is facilitating a Professional Competence Scheme, in accordance with IMC guidelines, to provide participants with a way of formally documenting their participation in professional development activities.

The Scheme is designed to promote self directed and practice-based learning activities rather than supervised training. As well as promoting personal professional development the Scheme 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. The Scheme will also encourage participants to plan, record and reflect on professional development needs, as part of their pursuit for lifelong learning.

The Scheme consists of two elements:-

- Continuing Professional Development (CPD)
- Clinical Audit

This guide has been prepared to help individuals or organisations who are seeking CPD approval from the Faculty of Radiologists for educational events and is based on questions asked by event organisers.

Continuing Professional Development

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. 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 the Faculty of Radiologists 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 more than one medical specialty: 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 Postgraduate Medical Training Bodies, further approval is not required.

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 the Faculty of Radiologists.

However, doctors need some evidence of having attended these activities and the Faculty of Radiologists 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 Faculty of Radiologists or can be downloaded from the Faculty website, www.radiology.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 Faculty of Radiologists 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.

Criteria for approval of CPD events

Event must:

- Address educational needs of the targeted specialty
- Be free from commercial bias
- Have doctors from the targeted specialty participating in the planning process
- Be of relevance to the pursuit of the targeted specialty's clinical, educational, research and other professional activity
- Clearly state learning objectives in specific, observable and measurable terms:
 - Learning objectives are matched by the content and teaching, thus based on the principles of adult learning.
 - Learning objectives should use action verbs such as "evaluate", "identify", "review" etc.
 - Learning objectives should include clear description of those for whom the event is primarily intended
 - Details about what the event hopes to achieve, and how this will be put into practice
- Be of an appropriate standard for a specialist in the targeted specialty
- Need not to be confined solely to medical topics and improvements in patient care but can also include additional topics such as management, medical ethics.
- Content demonstrates high clinical and ethical standards

- Include a mechanism for evaluation and feedback on the relevance, quality and effectiveness of the activity and to determine how well the learning objectives have been met.
- Provide publicity material containing a clear description of those for whom the event is primarily intended.
- Have a nominated organiser who will keep records of attendance and evaluation.
- Presentations must not contain promotional content
- Speakers must include declaration of interest slide at start of presentation

Please note:

- Question and answer sessions are eligible for credit
- The evaluation criteria as outlined above to be applied to each module/session within a programme. A module/session which does not have specific learning outcomes will not be awarded credit. For example: the President's Address at an IHCA meeting is not eligible for CPD credit
- Wording such as "Applied for CPD accreditation" or "CPD Accredited" as appropriate may be used in material associated with the event

Credits & Reciprocity

- A CPD certificate of attendance for an event or activity granted by one Postgraduate Training Body or Faculty, will be automatically accepted by the other Postgraduate Training Bodies or Faculties as evidence of a doctor's participation in that activity. Event organisers should apply for CPD accreditation to the Postgraduate Training Body / Faculty most relevant to the content of the event or activity. An application for CPD accreditation for an event need only be made to one of the Postgraduate Training Bodies / Faculties
- 1 hour of education = 1 CPD credit
- Half credits issued after 1 full hour of activity
- The maximum number of credits that can be awarded for a didactic event is 6 per day. Any credits over that should be added to the Personal Learning category.
- 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 the Faculty of Radiologists.
- Credits can be awarded for interactive events at the level Of 1.5 credits per hour up to a maximum of 8 credits per day

Pharmaceutical/Medical Device Sponsorship

- Events organised and funded by a single pharmaceutical company cannot garner CPD credits. Events funded by a single pharmaceutical company must have an independent organising committee and adhere to all guidelines as outline below. Wherever possible, sponsorship should be obtained from more than one company to avoid the perception of undue influence or favouritism.

- Events funded by an unrestricted educational grant with multiple pharmaceutical companies involved are eligible for CPD credits.
- All events funded, either partially or wholly, by one or more pharmaceutical companies cannot be influenced by the company on the planning, program content, selection of speakers or support material.
- It is acceptable for the funding source to restrict donated funds to certain elements of a program, e.g. speaker costs, travel, refreshments or materials.
- Educational component of any meeting should be standalone and should not be exclusively related to any company or product promotion.
- Only unrestricted educational and research grants are acceptable
- Where there is a contribution from a pharmaceutical company, medical device company or other commercial interest this should be clearly stated
- All promotional activity should be confined to the exhibition area
- Pharmaceutical representatives should not speak or present during the educational component of the meeting.
- Where events are industry funded it is important that the nature of the relationship between sponsor and individual speakers is clarified
- 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 or speaker contracts may occasionally be requested and considered as part of the evaluation for CPD accreditation.
- Slides may not have a company logo

Procedure for Approval

Organiser submits:

- Application Form
- Supporting documentation as outlined on the application form
- Fee (where applicable)

The application must be submitted at least 4 weeks in advance of the meeting. Retrospective applications will not be considered.

When the event is finished, organiser issues certificates of attendance to delegates who have signed the register. Organisers should retain the register of delegates for a period of five years following the event.

Certificate of Attendance

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
- Number and category of credits allocated
- Name of awarding Postgraduate Medical Training Body

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

FAQs

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. It is not necessary to apply to the Faculty or any other for approval of such activities. For example: Grand Rounds; journal Clubs etc.

Q. What is an External Educational Activity?

A. Academic/Scientific meetings/symposiums which take place outside the doctor's hospital or practice.

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 an event abroad, can the Faculty of Radiologists approve this?

A. The Faculty 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. The Faculty 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 the Faculty's Professional Competence Scheme. 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 the Faculty give approval for this?

A. The Faculty cannot approve events which do not take place under its jurisdiction. However, the Faculty 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 or Hospital activity 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. Credits are available for presentations at an academic or scientific meeting. For further information on this please see the handbook for the PCS:

<http://www.radiology.ie/professional-competence-scheme/>

Organisers do NOT issue certificates or other documentation in respect of presentations; it is the responsibility of the individual doctors to enter this activity in their CPD portfolio.

Contact Information

If you have any questions relating to the Faculty Professional Competence Scheme/CPD please contact:

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