

Approval Process for CPD Activities

1. Prior approval is required for all CPD events and providers shall make the request online to the relevant CPD administrators using the following links:
www.mycpd2.moh.gov.my
www.mma.org.my
cpd.specialist.org.my
2. All applications should be submitted not later than 30 days before the date of the CPD event.
3. Providers shall be informed of the outcome of their application within 30 days of the receipt of the application. Incomplete/ inadequate information may delay the approval process.
4. Late applications shall not be processed.
5. Applications cannot be submitted retrospectively.
6. Each application submitted shall be assessed separately.
7. If the educational activity is not granted an approval, the provider may seek a review.

The following documentation is required for registration of CPD events:

- I. Particulars of CPD Provider including name and address of the Organisation. Name, Tel. No. and email address of contact person of the organisation as well as webpage (if any).
- II. Evidence of their experience in conducting educational/scientific activities, the frequency of educational activities conducted in the past.
- III. Sufficient information to verify the quality of their CPD activities, and this includes:
 - a. the theme of the CPD activity and its contents.
 - b. defined learning outcomes, making clear what participants should know/be able to do by the end of the event.
 - c. clear statements of the delivery methods used (lectures, presentations, discussions, master classes, etc.); delivery methods should be appropriate to the learning outcomes that are set for the participants.
 - d. clear description of the primary audience (specific group of physicians, specialists or other healthcare professionals for whom the CPD activity will be aimed) and others who may find the event useful.
 - e. the qualifications and expertise of the facilitators/presenters/other teaching staff demonstrating that they are qualified to deliver all aspects of the programme.
 - f. the date(s) and venue of the CPD activities.
 - h. the total number of hours of CPD undertaken.
 - i. disclosure by Providers, in advance of the programme, of any conflict of interest, bias or proprietary interest in any product, device, service, or materials discussed during the programme.
- IV. Providers are encouraged to maintain proper documentation of educational activities and attendance register of participants and produce them in the event of an audit.

Appendix

- 1. Administrators of CPD points systems:** The Council has appointed MyCPD, the MMA and AMM as administrators of CPD point collection systems. These systems function in a similar manner and are linked to each other. The systems help medical practitioners record their CPD points, monitor them and generate evidence of their participation in CPD activities.
- 2. Providers:** The term CPD Providers is used to describe organisations that provide education and training for health professionals. The term encompasses Medical Societies/ Professional Bodies/ Institutions that organise and provide educational activities to assist medical practitioners to meet their CPD requirements.
- 3. CPD Review Committees:** Administrators of CPD point systems have established 'CPD Review Committees' to review CPD programmes of Providers and ensure the educational activities are of high quality and relevant to the practitioners. The Review Committees shall be authorised to review the quality of educational activities, approve the activities and determine the credit points to be allocated. The approval and allocation of CPD credit points should avoid duplicity of work and allow complete reciprocity among Review Committees.