Quality Standards for formal Continuing Professional Development (CPD) Activities

1. INTRODUCTION

a. The quality standards for CPD are essential to ensure that formal CPD activities are of high standard and relevant to the professional development of medical practitioners. The quality standards are qualitative characteristics required of formal CPD activities organised by CPD Providers.

b. The quality standards help medical practitioners recognise that the educational activities that they attend are likely to be of sufficient quality and free from conflicts of interest.

c. 'CPD Providers' are physician organisations who are primarily or actively involved in developing and delivering CPD activities for healthcare professionals. They include faculties of medicine, hospital departments, medical societies, academies, medical associations, medical research institutions and other health agencies with a formal governance structure.

d. The term physician organisations exclude pharmaceutical companies, medical and surgical supply companies and medical device companies. CPD providers shall not be primarily influenced by profit in conducting CPD activities. It is not permissible for the pharmaceutical industry or non-physician organisations to directly or indirectly influence the content or conduct of CPD events. Pharmaceutical, medical device and non-physician organisations can co-organise activities with an accredited CPD provider.

e. However, to ensure that the CPD event is independent of the pharmaceutical and medical device companies, the accredited CPD provider must retain control of the educational and/or scientific content of the event and the level of advertising. It is important to ensure there are no conflicts of interest and CPD is clearly separated from sales promotions and technical instruction.

STANDARD 1: ORGANISATIONAL STANDARDS

i. The CPD Provider must have sufficient experience and expertise in conducting the educational/scientific activities. New CPD Providers without prior track record may be approved but subjected to re-evaluation process.

ii. The CPD Provider must have sufficient administrative/secretariat support, and resources to conduct CPD activities.

iii. The CPD Provider must be able to provide and maintain an attendance register for each educational activity. The attendance register shall be maintained for at least 24 months (2 CPD cycles) and must be made available to Administrators of CPD point collection systems on request.

iv. CPD Providers must undertake quality improvement activity and evaluate the CPD events, including the contents, quality of faculty, overall educational value, etc.

v. An attendance certificate should be given to all participants reflecting the sessions they attended, and it is recommended that this should only be issued after delegates' feedback has been received. The certificate should indicate the topic of the CPD activity, the date(s) of the activity and the number of CPD points allocated. For CPD activities that are delivered on-line, documented proof of attendance must be provided.

vi. A cumulative of not more than 8 CPD points shall be awarded for multiple CPD events per person per day.

STANDARD 2: PROGRAMME CONTENT AND STRUCTURE

i. There should be a clear statement of what a participant is expected to learn and how the learning is to be demonstrated.

ii. All topics of the CPD event to be addressed should be listed on the programme.

iii. The educational content should be authoritative, accurate, up-to-date, and based on   balanced evidence.

iv. There should be clearly defined learning aim(s) which reflect the overall purpose of the activity.

v. There should be a clear statement outlining how the educational activity would be evaluated.

vi. The event/course should be structured with appropriate breaks for delegates.

vii. The discussion session after each presentation or at the end of each session should not be more than 25% of the total presentation time. Any additional time in the discussion shall not be included in the calculation of the CPD hour.

viii. The CPD hours are inclusive of the presentation and discussion time but excluding the other events such as speeches, tea break or lunch break and the product promotional event or talk.

ix. Single topic by one presenter or faculty should not exceed 1 hour. Any additional hour for the same topic by the same presenter or faculty shall not be included in the calculation of the CPD hour.

STANDARD 3: TARGET AUDIENCE

i. The Provider must clearly define the target audience for the CPD event.

ii. The CPD event must primarily be targeted for registered medical practitioners.

iii. The Provider must ensure the content of the event is relevant to the CPD of the target audience.

STANDARD 4: INSTRUCTIONAL AND DELIVERY METHODS

i. There must be a clear statement on the instructional and learning methods to be used for the delivery of the CPD activity.

ii. The instructional and learning methods should be appropriate and relevant to the learning outcomes of the educational activity.

iii. Providers must demonstrate that the qualifications and experience of faculty are appropriate to deliver the educational programme.

STANDARD 5: CONFLICTS OF INTEREST

i.   CPD Providers shall ensure CPD events are not be influenced or biased by commercial organisations.

ii. CPD Providers should disclose all commercial sponsorship, if any, that will influence the educational activities.

iii. Faculty/ facilitators must disclose if they have any conflicts of interests in their relationship with sponsors.

Check list:

Name of CPD Provider

Address of correspondence

Email address

Contact name and details of person responsible for application — to include email and telephone number

Details of the Activity

Title of event

The date(s) CPD will be undertaken

Venue — to include web-link

Number of attendees expected

Details of Programme Structure, content and timetabling

Final Programme attached?

Educational Content of the Activity

Has the target audience been identified?

What are the key learning outcomes?

What delivery methods are being used

Name and credentials of the faculty who will deliver the CPD activity

Number of CPD points allocated