

GUIDELINES

**Continuing Professional
Development**

Application for Approval



**Federation of the Royal College of Physicians of the United Kingdom
CPD Event Approval websites**

<http://www.rcplondon.ac.uk/cpdeventapproval>

<http://www.rcpsg.ac.uk>

<http://www.rcpe.ac.uk/cpd/event-approval.php>

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What is CPD at the Federation of the Royal Colleges of Physicians?

CPD is the educative means of updating, developing and enhancing how physicians apply the knowledge, skills and attitudes required in their working lives. Continuing Professional Development (CPD) rather than Continuing Medical Education (CME) is the preferred term, as physicians may perform many roles that indirectly affect the quality of healthcare, such as teaching, research and management.

CPD credits can be either “**Clinical**” or “**Non-clinical**” and can be derived from “**Personal**” “**Internal**” or “**External**” activities.

- **Clinical** credits concern any event in which the educational content directly relates to clinical topics.
- **Non-clinical** credits concern an educational event that is not directly related to clinical issues, e.g. management courses, ethical and legal issues, appraisal training.
- **External** credits are given for events outside the hospital or trust such as attending conferences and study days. These may be regional, national or international meetings.
- **Internal** credits are events within the hospital/trust, or provided solely for local clinicians. e.g. hospital Grand Rounds, journal clubs, clinico-pathological conferences, local evening medical meetings, etc.
- **Personal credits** relate to study such as private reading, lecturing, researching etc.

Physicians credit requirements are a *minimum* of 50 educational credits in any one-year, of which 25 must be External. No more than 10 of the 50 credits can be Personal. There is no minimum requirement for Internal CPD. MRCP examiners can claim up to 12 credits of External CPD.

General Distance Learning can account for a maximum of 7 External CPD credits provided that the material includes either an assessment of learning or of time spent.

Over 5 years the minimum requirement for External non-clinical credits is 25.

Who Gives Approval for CPD Events?

External Events.

The Royal Colleges of Physicians should approve External CPD events, and only those External events that have been approved will appear on the on-line database.

National and International events require approval from the CPD Director of one of the three Royal Colleges of Physicians. **Regional events** can be approved by the College Regional CPD advisor, (e.g. The Oxford Dermatology meeting.)

Events run by **For- Profit/ commercial organisations** must be approved by the CPD Director of one of the three Royal Colleges of Physicians.

Internal Events and Personal CPD

There is no formal process for approval of these activities.

Criteria for Approval for CPD Events

1. Any commercial sponsorship or interests of the programme planner, presenters, or facilitators must be declared on the application form.
2. Any support, sponsorship or funding by commercial health care organisations has not influenced the structure or content of the educational programme.
3. The target audience falls within the remit of the Federation (given medical specialties/generic non-clinical aspects/UK providers or hosts).
4. The learning objectives are specifically defined, and are appropriate for the target audience.
5. The teaching methods used will achieve the stated learning objectives.
6. Evidence is provided that the presenters and/or facilitators have the expertise to deliver the learning objectives using the methods chosen.
7. The evaluation record for previous events organised by the same provider is satisfactory, or reasons for previous unsatisfactory ratings have been addressed.
8. The provider agrees to provide, upon request, confirmation of physician participation any time up to two years after the event has taken place.

What is needed to gain approval for CPD?

Paper Application Form

Please read these guidelines before sending in the application form for approval. Check that all the items below have been included.

- Complete all sections of the CPD Approval form
- Include a detailed programme of the event. This should include an hourly breakdown and a brief description of the session.
- 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.
- Non-clinical facilitators must include information about their relevant experience.
- Cheque for the fee (if applicable)

Online Application Form

Online approval of an event requires a completed application form, information on the sessions and details about all of the facilitators. All this information is completed on the online application form.

If you would like to send in your application for event approval online, please contact the CPD Approval Administrator at CPDApproval@rcplondon.ac.uk for a username and password.

- Once your company/ hospital has been issued with a username and password for this application system all forms will be completed and tracked online.
- Applications require a completed application form, an hourly breakdown of the sessions and details about **all** of the facilitators. This can also be provided via a web link to the course programme and information.

To view successful applications please check the online database at:

http://www.rcplondon.ac.uk/professional/cpd/cpd_activities.asp

Contact details

- **Royal College of Physicians of London**

Federation CPD Event Approvals Co-ordinator
11 St Andrews Place
London
NW1 4LE
Tel: 0203 075 1306
Email: cpdapproval@rcplondon.ac.uk

- **Royal College of Physicians of Edinburgh**

CPD Administrator
9 Queen Street
Edinburgh
EH2 1JQ
Tel: 0131 247 3634
Email: cpd@rcpe.ac.uk

- **Royal College of Physicians and Surgeons of Glasgow**

CPD Administrator
232 St Vincent Street
Glasgow
G2 5RJ
Tel: 0141 241 6228
Email: cpd@rcpsg.ac.uk

- **RCP Regional CPD Advisers**

All contact details are on our website at:
<http://www.rcplondon.ac.uk/regions/>

How to Complete the Application Form

Database/Basic Details

This section of the form should be printed clearly, as the information will be available online for all physicians to make enquiries and log the events in their diaries.

Approval can be given for several meetings at the same time, as long as the programme and speakers are the same. Please include all dates and venues in the application and attach a further sheet if more space is needed. Please note any additional dates throughout the year, which have not been included on the form, will have to be reapplied for. This includes payment of any fees if applicable. Please see the “Declaration of Sponsors and Fees” section below for the rules regarding payment of fees.

If there is any difference in speaker information or programme details, (this includes regional variations) then please apply on separate forms.

Target Audience

- The event should be predominantly aimed at post-training physicians.

- Local meetings are categorised as Internal, not External CPD, and there is no approval process for these meetings. Internal Events will not appear on the national Approved Activities Online Database.

- In cases where the intended audience of a meeting is mixed (e.g. where there might be Physicians and Radiologists,) organisers should apply to one College only for CPD Approval. The Royal Colleges in the Academy of Medical Royal Colleges have agreed that they need not approve meetings that have been approved for CPD by another College.
If you already have CPD approval from another College within the Academy, please forward the confirmation of their Approval to the RCP, together with our completed application form.

N.B. Regions are specific to the RCP, and are not necessarily the same as NHS regions.

- Please tick the medical specialties boxes where appropriate as physicians can search online for events by specialty.

Fees and Declaration of Sponsors

Commercial (For-Profit) Organisations - £250+VAT (per day)

Commercial and for-profit organisations are required to pay the administration fee of £250 +VAT per day of the event. This includes commercial organisations applying for or organising the event on behalf of a non-commercial or charitable organisation.

Non-Commercial / Charitable Organisations with an Educational Grant - £25+VAT (per event)

Non-Commercial or charitable organisations operating with an educational grant from a sponsor are required to pay the administration fee of £25 +VAT per event.

An Educational Grant is any payment by a sponsor in support of an educational activity.

All forms of sponsorship and contributions in support of the event, including payment of expenses, such as for food or travel, or the production of delegate packs, will be regarded and treated under the same terms applicable to an educational grant.

Recommendation: All funds from a commercial source should be in the form of an **unrestricted educational grant**, that is, a grant that allows providers freedom to choose the topic, speakers and mode of presentation, payable to the institution or organisation that is organising the CPD event and activity.

Non-Commercial / Charitable organisations charging a fee to attendees - £25+VAT (per event)

Non-Commercial organisations charging a fee to delegates, such as a meeting attendance fee, are required to pay the administration fee of £25 +VAT per event.

Non-Commercial / Charitable organisations with no educational grant and no fee to attendees – No Charge

Discount for multiple events (same programme and speakers) applied for at the same time

If the same meeting (same programme and speakers) is run more than once or in several places, and the application is made for all the meetings at the same time, the amount paid for each number of events is as follows: 1 fee for 1 or 2 events, 2 fees for 3-5 events, 3 fees for 6-10 events, 4 fees for more than 10 events.

Fees at a Glance:

	1 day event	2 day event	3 day event
Commercial	£250+VAT	£500+VAT	£750+VAT
Non-Commercial with income stream	£25+VAT	£25+VAT	£25+VAT
Non-Commercial with no income stream	£0	£0	£0

How you can pay:

There are two payment methods:

1. By cheque, this should be included with the application (made payable to the Royal College of Physicians)
2. Credit Card, please contact the Federation CPD Office.

Refunds

The fee is to cover the administration expense of the CPD approval process. If the event is not approved we will refund any amount over the one-day fee.

Vested Interests

- o Please list all of the Sponsors that are involved with the meeting.
- o Please list any commercial interests that the presenters or speakers have.

Educational Details

Please fill out this section of the form, and if necessary attach further information.

Assessment of Educational objectives is important to ensure that the event will meet the needs of the delegates. Analysis of previous events using evaluation forms will be helpful to select future topics and speakers. (See Appendix 1)

Educational Objectives of the Event

The objectives should reflect measurable outcomes, and use action verbs such as “evaluate,” “identify,” “review” etc.

Include details about what the event hopes to achieve, and how this will be put in practice.

For example, is the event raising awareness of a particular issue, or updating physicians on an ongoing study?

What specific skills/knowledge will participants acquire during the event?

List what the delegates should have achieved by the end of the sessions.

For example, will they be able to demonstrate a particular skill, recognise a specific condition, interpret results etc?

Correspondence (paper application)

This is the address we will return the form to, either to request further information, or for general correspondence. This address will not appear on the database, unless it is the same as in section one. For faster correspondence please include an email address.

Check List:

All organisers of approved events are required:

- To keep an attendance record of their meetings. These records should be kept by organisers for a minimum of five years and made available to Colleges on request. It is not necessary to send these to the college, unless they are requested. Organisers should supply attendance records within one month of the initial request for these.
- To provide attendance certificates to participants (if requested) as evidence of their CPD activities (See Appendix 2). Attendance certificates, where possible, must be delivered on site. The delegate list of educational meetings must not be used as a resource for prior or subsequent promotional contact by the sponsoring (or any other) commercial organisation.
- To provide evaluation forms to the delegates, to provide a means by which they can easily record their rating of the relevance, quality and effectiveness of the event. (See Appendix 1)
- **The 'Declaration of Conflict of Interest' must be signed and dated.** (See page 11)

Limitation of approval

The Federation of the Royal Colleges of Physicians retains its right to withdraw approval for CPD credits at any time for one or more of the following reasons:

- Significant changes to educational content and/or changes to the presentation format
- Failure to disclose to us any conflict of interest on the part of the organiser, provider or speakers
- A perception by attendees of bias on the part of the speakers at the event
- Advertising presented during the educational part of the event
- Advertising the event as being CPD approved before confirmation is received
- Misrepresentation of the number of CPD credits approved
- Misrepresentation of CPD approval on promotional or other material to imply endorsement or "Kite-marking" of the event by the Federation, over and above other events of similar educational value. A factual statement of the number of CPD points allocated is all that is permitted (see below)
- Misrepresentation of the name of the Federation or of its constituent Colleges

Guidance on statements regarding allocation of CPD credits:

- Simple statement of the number of credits/ points/ hours allocated
- No other sentence should include reference to the CPD points (e.g. "Attend this meeting and obtain 14 credits")
- Font size to match that of the general information given in the promotional material
- No statement of the number of credits allocated until that has been confirmed (e.g. "28 credits applied for" is unacceptable, "CPD approval applied for" is acceptable)

Declaration of Conflict of Interest

If the organiser or any of the speakers have any conflict of interest (vested interest) these must be declared and submitted with the application.

Please state the individual's name and the nature of the vested interest.

Conflict of interest may occur in relation to any of the following:

- 1) Within the last three years, and with a relevant company or competitor, the individual or an immediate family member:
 - Holds stocks, shares or equity, a contract of employment, or a named position on a company board;
 - Holds or is applying for a relevant patent;
 - Acts in a paid advisory or consultative capacity.

A “relevant company” is one that produces a commercial product that is, or may be, used in the management of the clinical condition(s) to be discussed at the CPD event. An “immediate family member” is a spouse or first-degree relative.

- 2) Regular (or significant “one-off”) financial support from a relevant commercial company:
 - Directly to the individual
 - To a member of the individual's immediate family
 - To the individual's department
 - To the individual's research programme or clinical activities
 - To fund equipment or medications
 - Travel or accommodation payments
 - Expert testimony fees
 - A fee for speaking at the CPD event

- 3) Sponsorship on a regular basis by a relevant commercial company.

Sponsorship usually refers to the meeting for which approval is currently sought, but if sponsorship has occurred on a regular basis, then this should be declared.

The Federation of Royal Colleges of Physicians retains its right to withdraw approval for CPD credits at any time if a false declaration is made regarding any of the above.

Approval of Sponsored Satellite Symposia In The UK for External CPD Credits.

Sponsored Satellite Symposia in the UK take place generally in association with major meetings of National Specialist Societies. In common with many other educational events, they are sponsored by a commercial company, usually one that is involved in healthcare. There is therefore a risk that the educational content of these Symposia may be biased in favour of the commercial interests of the sponsor.

The following criteria must therefore be met before a Sponsored Satellite Symposium will be considered for CPD approval.

- The speakers and topics of Satellite Symposia must have been determined (or formally agreed) by the Specialist Society that is responsible for the main scientific meeting. A written statement to this effect must be received by the Federation before CPD approval will be considered¹
- The Satellite must not be scheduled so that it overlaps with any element of the main scientific meeting
- Commercial advertising or other promotional activity must not be placed within the lecture room or hall in which the Satellite takes place. However, in common with the rules applied to the main meeting, it is legitimate for a sponsoring organisation to have a presence in the main body of the meeting venue.
- The total number of CPD credits obtainable by delegates in any one day is limited to six. Credits for Satellites can be claimed as part of this total.
- The standard administration fee will be charged for consideration of approval of each Satellite Symposium.
- If approval is given, a statement to this effect may be included in the programme of the Satellite Symposium. This must always include the following: “*Delegates are reminded that a maximum of six External CPD points may be counted for educational activity on any one day*”.

¹ This statement may be sent by the Scientific Committee of the Specialist Society, other educational body responsible for the main meeting, or by a conference organiser acting on their behalf. It can be sent either at the time of application for approval of the main meeting, or subsequently. Confirmation for all relevant Satellite Symposia may be included in one statement.

APPENDIX 1: Sample Evaluation Form

ORGANISER'S NAME
EVENT TITLE
DATE
VENUE

PLEASE TICK BOXES

1. How useful did you find this event?

Extremely useful [] Useful [] Fairly useful [] Not useful []

If this conference was not useful, please explain why

.....

2. What was your overall impression of this Event?

	Excellent	Good	Fairly good	Poor	Very Poor
Programme	[]	[]	[]	[]	[]
Organisation	[]	[]	[]	[]	[]
Catering	[]	[]	[]	[]	[]

3. How useful to you personally was each session?

	Extremely useful	Useful	Fairly useful	Not useful	Not directly relevant in current post but of interest
<u>1st Speaker's Name</u> 1st Session Title	[]	[]	[]	[]	[]
<u>2nd Speaker's Names</u> 2nd Session Title	[]	[]	[]	[]	[]
<u>3rd Speaker's Name</u> 3rd Session Title	[]	[]	[]	[]	[]

Continue for the whole programme

4. What was the best aspect of this event?

.....

5. What was the worst aspect of this event?

.....

6. What impact will this event have on your future practice?

.....

7. Please write down any additional comments or suggestions:

APPENDIX 2: Sample of Certificate of Attendance
To be printed on Organiser's headed paper.

This certificate confirms that (name).....

Attended the meeting/course (title).....

On (date/s of the course/meeting).....

RCP Activity Code Number:

Number of credits:.....

Individual participants should only record the number of hours they attend

College that approved the meeting for CPD:.....

Course Organiser's signature:

Date:.....