

GUIDELINES

Continuing Professional
Development

Application for Approval of Live
Events



Federation of the Royal Colleges 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?

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. Continuing Professional Development 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 and should undertake continued education and development in all of their roles.

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

Who Gives Approval for CPD Events?

Credit Categories

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

- **External** (Category 1) 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** (Category 2) credits are given for activities with colleagues 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** (Category 3) credits relate to individual study such as private reading, lecturing, researching etc.
- **Clinical** credits concern any event in which the educational content directly relates to clinical topics/patient care.
- **Non-clinical** credits concern educational events that are not directly related to clinical issues, e.g. management courses, ethical and legal issues, appraisal training.

Requirements for Approval of CPD Events

- 1. Any support, sponsorship, funding or involvement by a commercial organisation must be declared in the application.**

Any competing interest on the part of the provider or contributors must also be declared.
- 2. Any support, sponsorship, funding or involvement by commercial organisations must not influence the structure or content of the programme.**

The programme will not be approved if there is bias towards use of any commercial product that does not represent current evidence-based professional practice.
- 3. Identify and state the target audience.**

The target audience must fall within the remit of the Federation (a list of recognised medical specialties can be found on the CPD website) and must be clearly identified in terms of professional role and specialty. The Federation CPD scheme is intended primarily for Consultants and Staff and Associate Specialist Grades.
- 4. Define specific learning objectives which are appropriate for the target audience.**

The learning objectives must be stated within the application form. An objective is a statement that describes what the learner will be able to do at the end of the session that they cannot do at the beginning.
- 5. Describe the teaching methods used.**

The teaching methods used should be aligned with the stated learning objectives. Ideally the key principles of adult learning should be incorporated to enhance knowledge, attitudes and skills and to develop understanding of content and context.
- 6. The activity is focused on a specific clinical or non-clinical (professional) subject.**

Programmes focussing on clinical issues could, for example, cover a particular disease, condition, treatment or patient management problem. For non-clinical issues the subject could focus, for example, on a particular educational skill (e.g. teaching, appraisal or assessment).
- 7. The activity provides good quality content covering the subject matter.**

Content is based on up-to-date best practice as advised by experts or opinion leaders in the field, and will deliver the programme's learning objectives.
- 8. Evidence is provided that the presenters and/or facilitators have the expertise to deliver the learning objectives using the methods chosen.**
- 9. There is evidence that all legal, medico-legal and ethical considerations are met.**

These include: copyright, patient consent for clinical materials used and data protection.
- 10. Facilities must be provided to enable users to evaluate the programme.**

To provide feedback from the attendee to the provider and to the CPD office; and to record the programmes potential influence on the user's performance, behaviour and clinical practice.
- 11. The provider's evaluation record for previous or on-going events must be satisfactory or, where not, reasons for unsatisfactory ratings must have been addressed.**
- 12. Upon successful completion of the programme, the user must be provided with a certificate.**

This should state the user's name and details CPD Credits awarded and CPD approval code. The user is advised to keep a copy of the certificate for audit purposes.
- 13. The provider must keep records of attendance and agree to provide, upon request, confirmation of physician participation any time up to five years after the event has taken place.**
- 14. If sponsorship or other support is provided by a pharmaceutical company, this should comply with ABPI guidelines.**

What is needed to gain approval for CPD?

Online Application Form

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

- Once your organisation has been issued with a username and password, 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 or presenters.

Make applications online:

To make an application online, we need to set you up with an online account. If you wish for us to do this, please fill in the information below and email it to CPDApproval@rcplondon.ac.uk:

Name:

E-mail:

Organisation Name:

Tel:

Please tick:

- Commercial Organisation
- Non-commercial/Non-profit Organisation

Distance Learning

For information regarding Distance Learning/e-learning approval, please refer to our website -

<http://www.rcplondon.ac.uk/education/cpd/event-approval/Pages/distance-learning.aspx>

Blended Learning



To apply for a blended learning module, you will need to fill in both the Distance Learning and Event Approval application and send them at the same time. For further information please contact cpd@rcplondon.ac.uk

To view your successful applications please check your online account or go to the online database at:

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




How to fill in the Online Application Form – Step-by-Step Guide

Step 1: Basic Details


- To enter information to this section, click the  button at the bottom of the box
- To calculate the number of credits, as a rule, we say that one credit is one hour of educational learning with a maximum of six credits per day and three credits per half day.
- When all of the information has been entered, please click  as this will save the information for you.

Step 2: Date and Venue Details

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. Please note that 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 (see page 9 of the guidelines).

- To enter the first date of the event, click  next to the date that says 01-Apr-00 as this is a default date that is automatically set for your application and will **need to be edited** before you submit the application.
- You only need to enter the date of the first day of your event e.g. 01/04/2010. Once you have filled this in, click the  button.
- If your event is being held more than once throughout the year and the content and the speakers are identical, click  and add the other dates and venues

Step 3: Additional Details


- To enter information to this section, click the  button at the bottom of the box
- The job title should be that of the person organising the event
- The learning objectives should be as detailed as possible and should reflect what you are going to teach the attendees at the event and what you think they will learn educationally from your event.

Learning Objectives Guidance

An objective is a contract which describes what the learner will be able to do at the end of the session that they cannot do at the beginning. An objective is more specific than an aim. An objective is learner-centred.


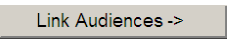
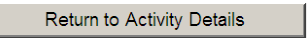
e.g. 'At the end of this session learners will be able to calculate the mean, median and mode for a set of data'

- The competing interests section should be used to enter any vested interests of the organisation and the speakers who are presenting at the event. (See Declaration of Actual or Potential Competing Interest section, page 11).
- If the event is being advertised online, please enter the website.
- In selecting the audience locale, you are stating how widely your event has been advertised and where you are expecting attendees from. Please note that we do not approve events unless they are at least regional as this is a requirement for external CPD.



- Please state what methods of evaluation your attendees will undertake to evaluate the educational content of this event.
- When all of the information has been entered, please click  as this will save the information for you.

Step 4: Target Audience



The event should be primarily aimed at trained consultant physicians or equivalent.

- Click  Select the audience you are expecting at your event, you can select more than one.
- Click 
- Click 


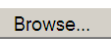
Step 5: Sponsor Details



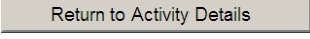
- If you have funding for your activity, click 
- Enter the name and the address of the sponsor
- Select the types of funding that is provided
- Click 
- Repeat this process if there is more than one sponsor

Step 6: Session Details


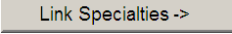
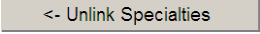
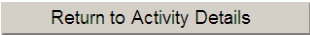
- Click 
- Enter; the name of the session/title of the presentation, talk or activity
- The length of their presentation/talk
- Select the way in which the information is to be presented
- Names of the presenters
- The presenters' titles (e.g. Professor of Infectious Disease, Consultant Cardiologist)
- Place of Employment
- Evidence to demonstrate that they have the expertise to deliver the educational content of the event
- When all of the information has been entered, please click  as this will save the information for you.
- Repeat this process if there is more than one presenter.

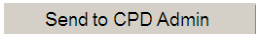
Step 7: File Uploads

- To attach your programme, speakers information or any further information that has been requested, click 
- Click  to locate the document

- Select the document and press 
- Give the document a name e.g. Programme
- Click 
- You will then be told that your file has been uploaded successfully
- Repeat this process if you wish to add other files
- When you have finished, click  to return to the application

Step 8: Clinical or Non Clinical Links

- To associate your application with the specialty, or specialties relevant to your event, click 
- Select the specialties or criteria which refer to your event, you can select more than one.
- Click 
- To help doctors search for the activity, it is preferable to select just one specialty, or a maximum of three.
- To remove any, select the specialty or criteria and click 
- When you have finished, click  to return to the application.

When you have filled in all of the sections in your application and you are satisfied that all of the information that you have provided is correct and up-to-date, press  This will send your application to the CPD Office who will process it further.

Fees

Commercial/For-Profit Organisations will be charged £265+VAT (per day) - £318

Commercial and for-profit organisations are required to pay the administration fee of £265 +VAT per day of the event. This includes commercial organisations applying for or organising the event on behalf of a non-commercial or charitable organisations.

Non-Commercial / Charitable Organisations with an Educational Grant/or other sponsorship - £25+VAT (per event) - £30.00

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/sponsorship is any payment by a sponsor in support of an educational activity.

Non-Commercial / Charitable organisations charging a fee to attendees - £25+VAT (per event) - £30.00

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

Note:

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 or activity.

All other forms of financial support and contributions towards the costs of the event, including payment of expenses, such as for food or travel, or the production of delegate packs, will be regarded as sponsorship should be specified in this application form.

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 3-4 events, 3 fees for 5-7 events, 4 fees for 8-10 events. If more than 10 identical events are submitted on one application, please contact the CPD office for confirmation of the fee.

Fees at a Glance:

	1 day event	2 day event	3 day event
Commercial or For-profit organisations	£265+VAT	£530+VAT	£795+VAT
Non-Commercial with attendance fee and/or an educational grant/sponsorship	£25+VAT	£25+VAT	£25+VAT
Non-Commercial with no income stream	£0	£0	£0

How you can pay:

There are three payment methods:

1. By cheque: This should be included with the application (made payable to the Royal College of Physicians). Please mark the event title/code on the reverse of the cheque as a reference.
2. Credit Card: Please contact the Federation CPD Office on 0203 075 1306. We accept any card except for American Express
3. Request an invoice by emailing CPDApproval@rcplondon.ac.uk quoting the event code number, PO number or a reference for the benefit of your Finance Department and the name and address of where to send the invoice.

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/event fee.

If the event is **cancelled** prior to the application being reviewed by the approver then we will provide a full refund. However, if the application has been reviewed and approved then we will not refund the fee paid.

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 the Federation of the Royal Colleges of Physicians on request. It is not necessary to send these to the colleges, unless they are requested. If requested, organisers should supply attendance records within one month of the initial request for these.
- To provide attendance certificates to all participants as evidence of their CPD activities. Attendance certificates, where possible, must be delivered on site. 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. It is not necessary to send these to the college.

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.
- 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.
- 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
- The CPD points should not be used as an advertising tool. (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)
- The use of any of the Colleges’ logos is prohibited.

Declaration of Actual or Potential Competing Interest

If the organiser or any of the speakers have any actual or potential conflict of interest this must be declared and submitted with the application.

Please state the individual’s name and the nature of the potential conflict of 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 previously, 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 considered. 1*
- 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 educational activity of 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 approved Satellites can be claimed as part of this total, but not in addition to it.
- The standard commercial 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.

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	[]	[]	[]	[]	[]

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					

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. To what extent did the presenter provide a balanced (evidenced based where possible) view of the topic?

.....

8. Were there any examples of bias in this activity?

.....

9. Please write down any additional comments or suggestions:

Sample of Certificate of Attendance:

Organiser's Headed Paper

Activity Date: e.g. 1st April
2010

RCP Activity Code: e.g.12345

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

Course Organiser's signature:

Date:.....

This meeting was approved by the Federation of Royal Colleges of Physicians.

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
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EH2 1JQ
Tel: 0131 247 3634
Email: cpd@rcpe.ac.uk

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

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