



## Continuing Professional Development

Application for approval of live events

### Guidelines

[www.rcplondon.ac.uk/cpdeventapproval](http://www.rcplondon.ac.uk/cpdeventapproval)

## **Contents**

The Federation of the Royal Colleges of Physicians	Page 2
What is CPD at the Federation of the Royal Colleges of Physicians?	Page 3
Who gives approval for CPD events?	Page 4
Requirements for approval of CPD Events	Page 5
What is needed to gain approval for CPD?	Page 7
How to Complete the Online Application Form:	Page 8
Step 1. Database/Basic Details	Page 8
Step 2. Date/Venue Details	Page 8
Step 3. Additional Details	Page 8
Step 4. Target Audience	Page 9
Step 5. Sponsor Details	Page 9
Step 6. Session Details	Page 9
Step 7. File Uploads	Page 10
Step 8. Clinical/Non-clinical Links	Page 10
Making Payment Online or Selecting a Payment Method	Page 11
Fees, Discounts and Refunds	Pages 12-13
Check List	Page 13
Limitation of Approval	Page 14
Declaration of actual or potential competing Interest	Page 15
Satellite Symposia	Page 16
Appendix 1. Sample Evaluation Form	Page 17
Appendix 2. Sample of Certificate of Attendance	Page 18
Contact Details	Page 19

## **The Federation of the Royal Colleges of Physicians**

The Federation of the Royal Colleges of Physicians, based in the UK and with international reach, is a collaboration between the:

- [Royal College of Physicians of Edinburgh](#)
- [Royal College of Physicians and Surgeons of Glasgow](#)
- [Royal College of Physicians of London](#)

Collectively, the colleges represent more than 50,000 physicians worldwide. For physicians in the UK and globally, the colleges provide an invaluable professional network, opportunities to share best practice and ongoing educational opportunities.

The Federation develops and delivers services to support doctors at every stage of their careers, including:

- continuing professional development ([CPD](#))
- examinations ([Membership of the Royal Colleges of Physicians of the UK – MRCP\(UK\)](#))
- training ([Joint Royal Colleges of Physicians Training Board – JRCPTB](#)).

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

**1.** CPD is any learning outside of undergraduate education or postgraduate training that helps you maintain and improve your performance. It covers the development of your knowledge, skills, attitudes and behaviours across all areas of your professional practice. It includes both formal and informal learning activities.

### **The aims of CPD**

**2.** Your CPD activities should maintain and improve:

- a)** the quality of care you give your patients and the public
- b)** the standards of the teams and the services in which you work.

**3.** Your CPD should keep you up to date and competent in all the work that you do. It should affirm what you do well, address areas requiring improvement and explore new knowledge, skills and behaviours.

### **Why CPD is important for doctors**

**4.** CPD helps you update what you learnt at medical school and during postgraduate training to reflect changes in practice, changes in the needs of patients and the service, and changes in society's expectations of the way doctors work<sup>1</sup>.

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

---

<sup>1</sup> General Medical Council, 2012. *Continuing professional development: guidance for all doctors*. [online]. General Medical Council. Available at: [https://www.gmc-uk.org/-/media/documents/cpd-guidance-for-all-doctors-0316\\_pdf-56438625.pdf](https://www.gmc-uk.org/-/media/documents/cpd-guidance-for-all-doctors-0316_pdf-56438625.pdf)

## **Who Gives Approval for CPD Events?**

### **Credit Categories**

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

- **External** (Category 1) credits are given for learning activities with others, outside the normal place of employment, such as attending conferences and study days. These activities may be regional, national or international<sup>2</sup>.  
External (Category 1) credits may also be given for engagement with pre-approved distance learning materials.
- **Internal** (Category 2) credits are given for activities with colleagues / others within the place of employment 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, preparing lectures, research etc. Engagement with distance learning materials that have *not* been approved should be given personal (category 3) credits.

### **Clinical and non-clinical credits**

- **Clinical** credits concern any educational activity in which the educational content directly relates to clinical topics/patient care.
- **Non-clinical** credits concern educational activities that are not directly related to clinical issues, e.g. on management, ethical and legal issues, appraisal training.

---

<sup>2</sup> International meetings considered for CPD approval will be (a) those with non-UK providers, but held within the UK, anticipating an audience from several countries, (b) those with non-UK providers held outside the UK, but where the meeting has been recommended as a core meeting for one or more recognised physician specialties, or (c) where the meeting is held outside the UK but where a significant number of UK physicians may be expected to attend because of the significance of the meeting.

## **Requirements for Approval of CPD Activities**

- 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 using our [declaration of conflict of interests form](#).
- 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. A learning objective is a statement that describes what learners will be able to do at the end of the session that they may not be able to 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<sup>3</sup> 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 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 is capable of delivering 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. For example, short CV or relevant biography should be provided<sup>4</sup>.**
- 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 programme's potential influence on the user's performance, behaviour and clinical practice.

---

<sup>3</sup> Teaching and learning methods that address the needs of adult learners should make use of their previous knowledge and experience, should acknowledge their motivations, and address their immediate concerns. Teaching methods that promote engagement are useful in achieving these ends, and include discussion groups, breakout sessions, interactive keypad or other Q & A elements, and/or pre/post activity self-assessment questionnaires.

<sup>4</sup> There are some exceptions where organisations run a number of activities throughout the year of the same content and format involving one of a number of possible speakers/facilitators taken from a faculty. Providers may wish to consider applying for all the activities on a single application (listing all dates for the events in Step 2 of the form) and upload the details of the known pool of potential speakers, including supporting statements summarising their expertise and experience to facilitate these meetings. Example programmes and agendas should be uploaded.

- 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, the number of CPD Credits awarded and the CPD approval code. The user is advised to keep a copy of the certificate for audit and appraisal 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 activity has taken place.**
- 14. If sponsorship or other support is provided this should comply with relevant guidelines.**  
In the case of the pharmaceutical industry, guidelines are provided by the ABPI19. In all cases, those attending an educational activity have a duty to ensure that the information is presented in a way that is free from bias.
- 15. Overseas events will be considered for CPD approval if the activity is aimed at UK Consultant Physicians, is relevant to the members and fellows of the Federation of the Royal Colleges of Physicians and meets the Federation's requirements for CPD approval.**
- 16. If an application for an activity is rejected by a reviewer, consideration of any re-submission is dependent upon the changes made being highlighted or listed by the provider so that the review may be conducted in a timely and effective manner.**

## **What is needed to gain approval for CPD?**

### **Online Application Form**

If you would like to apply for approval online, please contact the CPD Team at [CPDapproval@rcplondon.ac.uk](mailto: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 us to do this, please fill in the information below and email it to [CPDapproval@rcplondon.ac.uk](mailto: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 approval, please refer to our website – <http://www.rcplondon.ac.uk/cpd/manage-your-cpd/cpd-approval-distance-learning>

### **“Blended Learning”**

To apply for a blended learning<sup>5</sup> 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 [cpdapproval@rcplondon.ac.uk](mailto:cpdapproval@rcplondon.ac.uk)

---

<sup>5</sup> Blended learning combines traditional face-to-face classroom methods with the use of computer mediated activities.

## **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.
- Normally one credit is one hour of educational time with a maximum of eight credits per day and three credits per half day.
- To define whether your event is a clinical or non-clinical one, select the appropriate option in the drop-down box where it asks you for 'Type'.
- 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 12](#) of the guidelines).

- To enter the first date of the event, click  then type your date into the box e.g. 01/04/2020.
- You only need to enter the date of the *first* day of your event. 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. Again, only the first date of each event should be entered.

### **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 state what it is that attendees will know, or be able to do, after attending that they may not have known, or been able to do, before. There should be a minimum of two learning objectives.

#### Learning Objectives Guidance

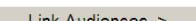
An objective should describe what the learner will be able to do at the end of the session that he or she cannot do at the beginning. An objective is more specific than an aim. An objective is learner-centred.  
*e.g. 'At the end of this session learners will be able to calculate the mean, median and 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 15](#)).
- If the event is being advertised online, please state the website through which it may be accessed.

- 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 physicians (consultant 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 type of funding that is provided
- Click 
- Repeat this process if there is more than one sponsor
- Please note that you will also have to complete and submit our declaration of Conflict of Interests form later in the application.

#### **Step 6: Session Details**

Note that this section may be left blank provided that the equivalent detail (i.e. programme content and speaker biographies / evidence to demonstrate that they have the expertise to deliver the educational content of the event) is uploaded into Step 7 of the application form.

- 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, declaration of conflict of interest form or any further information that has been requested, click **manage uploads**
- Click **Browse...** to locate the document
- Select the document and press **Open**
- Give the document a name e.g. Programme
- Click **Add new content upload**
- 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 **Return to Activity Details** 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 **add new link**
- Select the specialties or topic which refers to your event, you can select more than one.
- Click **Link Specialties ->**
- To help doctors search for the activity, it is preferable to select just one specialty, but in any case, a maximum of three.
- To remove any specialties or categories select the specialty or topic and click **<- Unlink Specialties**
- When you have finished, click **Return to Activity Details** 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

**Send to CPD Admin and make payment \***

This will send your application to the CPD Office who will process it further.

## **Making Payment Online or Selecting a Payment Method\***

\*Note that this will only apply if payment is required. Please see details of our fee structure on [pages 12-13](#).

Once you have submitted your application by clicking the button

you are now advised to select your payment method or make an online payment.

Note that it is only when we receive payment for the administrative fee that an approved event will go live on the system. We therefore **strongly recommend** that payment is made on submission of your application form.

You are given three options:

- I wish to send a cheque
- I wish to pay online by credit/debit card using PayPal
- I would like to request an invoice

- 1) If you select 'I wish to send a cheque', you will receive an email which includes the details you will require to do this. You must click the  button.
- 2) If you click on 'I wish to pay online by credit/debit card using PayPal', you will be asked to complete some details. Please click on the  button and you will be taken to the PayPal website to complete your order. You will then be emailed a receipt. Note that you do *not* need to have a PayPal account in order to pay online using this method.
- 3) If you click on 'I would like to request an invoice', you are able to enter your details, including a Purchase Order number, and generate your own invoice instantly. This will be emailed to you, but also available to download anytime from your provider account. You must click the  button to initiate the invoice.

It is possible to select a payment option, change your payment option, or make a payment at a later date, by logging back into your provider account, locating your application, and clicking on the  button.

## **Fees**

### **Commercial/For-Profit Organisations will be charged £355+VAT (per day) - £426**

Commercial and for-profit organisations are required to pay the administration fee of £355 +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 – £50 +VAT (per event) - £60**

Non-Commercial or charitable organisations operating with an educational grant from a sponsor are required to pay the administration fee of £50 +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 - £50 +VAT (per event) - £60**

Non-Commercial or charitable organisations charging a fee to delegates, such as a meeting attendance fee, are required to pay the administration fee of £50 +VAT per event.

### **Non-Commercial / Charitable organisations with no educational grant and no fee to attendees – £35 +VAT (per event) - £42**

Non-Commercial or charitable organisations are required to pay the administration fee of £35 +VAT per event as of 26 February 2020. If there is either an educational grant or a fee to delegates then the higher rate will apply.

#### **Note:**

All funds from a commercial source should be in the form of an **unrestricted educational grant**, that is, a grant that allows the (non-commercial) provider(s) freedom to choose the topic, speakers and mode of presentation. The grant should be paid directly 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, and must be specified in this application form. You also must complete a declaration of conflict of interest form and submit it under Step 7 of the application. You can find the form [here](#).

### **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	£355.00+VAT	£710.00+VAT	£1065.00+VAT
Non-Commercial with attendance fee and/or an educational grant/sponsorship	£50.00+VAT	£50.00+VAT	£50.00+VAT
Non-Commercial with no income stream	£35.00+VAT	£35.00+VAT	£35.00+VAT

### **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. On certificates of attendance please state [Event\_name] has been approved by the Federation of the Royal College of Physicians of the United Kingdom for [ number of credits] category 1 (external) CPD credit(s).
- Provide evaluation forms to the delegates by means of 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 being 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 “Kitemarking” 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.
- Use of the Federation or individual College logos by the provider as part of its own promotional material.

## **Guidance on statements regarding allocation of CPD credits:**

- Simple statement of the number of credits/ points/ hours allocated
- On certificates of attendance please state [Event\_name] has been approved by the Federation of the Royal College of Physicians of the United Kingdom for [ number of credits] category 1 (external) CPD credit(s).
- 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 using the CPD declaration of interests form which can be uploaded on Step 7. You may also find it useful to refer to our document on the involvement of pharmaceutical companies and device manufacturers in live events. You can find both documents [here](#) under the ‘Downloads’ section.

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 using our [form](#).

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.<sup>6\*</sup>
- 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 eight. 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 eight External CPD points may be counted for educational activity on any one day*"

---

<sup>6</sup>\* 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>1<sup>st</sup> Speaker's Name</u>	[ ]	[ ]	[ ]	[ ]	[ ]
<u>1<sup>st</sup> Session Title</u>					
<u>2<sup>nd</sup> Speaker's Names</u>	[ ]	[ ]	[ ]	[ ]	[ ]
<u>2<sup>nd</sup> Session Title</u>					

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 Certificate of Attendance:**

**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: .....

Approved by the Federation of the Royal College of Physicians for X category 1 (external) CPD credit(s)  
*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 for X category 1 (external)  
CPD credit(s).

## **Contact Details**

- **Royal College of Physicians of London**

Federation CPD Team  
11 St Andrews Place  
London  
NW1 4LE  
Tel: 0203 075 1306 / 0203 075 1309  
Email: [cpdapproval@rcplondon.ac.uk](mailto: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](mailto: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](mailto:cpd@rcpsg.ac.uk)

November 2019

Royal College of Physicians  
of Edinburgh  
9 Queen Street  
Edinburgh EH2 1JQ

[www.rcpe.ac.uk](http://www.rcpe.ac.uk)

---

Royal College of Physicians  
and Surgeons of Glasgow  
232–242 St Vincent Street,  
Glasgow G2 5RJ

[www.rcpsg.ac.uk](http://www.rcpsg.ac.uk)

---

Royal College of Physicians  
11 St Andrews Place  
Regent's Park  
London NW1 4LE

[www.rcplondon.ac.uk](http://www.rcplondon.ac.uk)