



**RCSI**

**Royal College of Surgeons in Ireland**  
*Coláiste Ríoga na Máinleá in Éirinn*

## **Guidelines for Approval of Educational Events for Continuing Professional Development (CPD) Accreditation**



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The Medical Practitioners Act 2007 places a statutory obligation on all registered Medical Practitioners to maintain their professional competence by participating in recognised Professional Competence Schemes. The Royal College of Surgeons in Ireland have developed Professional Competence Schemes, in accordance with Irish Medical Council guidelines, to provide participants with a way of formally documenting their participation in professional development activities.

These Schemes are designed to promote self directed and practice-based learning activities rather than supervised training. As well as promoting personal professional development the Schemes aim to maintain and develop the competencies, e.g. professionalism, knowledge skills and attitudes of the individual practitioner, which are essential for meeting the changing needs of patients and the healthcare delivery system. These Schemes will also encourage participants to plan, record and reflect on professional development needs, as part of their pursuit for lifelong learning.

The Schemes consist of two elements:-

- Continuing Professional Development (CPD)
- Audit

This guide has been prepared to help individuals or organisations who are seeking CPD approval from The Royal College of Surgeons in Ireland for educational events and is based on questions asked by event organisers.

## **WHAT DOES THE TERM “CONTINUING PROFESSIONAL DEVELOPMENT” MEAN?**

Continuing Professional Development (CPD) is the educative means of updating, developing and enhancing how doctors apply the knowledge, skills and attitudes required in their working lives. This includes CPD, professional competencies, and all elements of good medical practice.

## WHAT ACTIVITIES REQUIRE ACCREDITATION FOR CPD?

### **External (Ireland)**

Educational events organised specifically for the purposes of CPD are eligible for CPD approval under the “External” CPD category. For example an academic or scientific meeting organised by a society. Where such events are aimed at one of the specialties for which RCSI is the recognised training body, an application for CPD accreditation should be submitted.

### **External (Overseas)**

Accreditation for an educational event must be sought from the local jurisdiction. Overseas organisers who wish to host an event in Ireland must seek approval from the relevant Irish training body. Irish organisers seeking approval for an event hosted abroad should contact the European Accreditation Council for CPD (EACCME) for information on European accreditation, or relevant local jurisdiction.

### **Multidisciplinary events**

A multi-disciplinary event of educational interest to both surgeons and physicians: All Surgical Royal Colleges (in Ireland and UK) have agreed to recognise and accept each other’s approval of events. If approval has been granted and CPD credits awarded by one of the Surgical Royal Colleges, further approval from one of the surgical Royal Colleges is not required.

## WHAT ACTIVITIES DO NOT REQUIRE ACCREDITATION FOR CPD?

### **Internal**

Hospitals, hospital departments or units, surgical practices and other surgical organisations hold regular educational activities such as Grand Rounds for their staff. Many doctors attend journal clubs or similar activities. Occasionally there are small group meetings involving doctors from more than one hospital. Such activities are deemed to be “Internal” for the purposes of CPD and in these cases it is not necessary for an institution to seek CPD approval from RCSI.

## HOWEVER, DOCTORS NEED SOME EVIDENCE OF HAVING ATTENDED THESE ACTIVITIES AND RCSI RECOMMENDS THAT ORGANISERS ARRANGE TO PROVIDE THE FOLLOWING:

- A register of attendance. This can be a sign in sheet or sign in book clearly showing that it is being held to record CPD activities on behalf of the participating doctors. The register for each meeting should be held for a period of five years and should be easily available for checking.
- A simple certificate or memorandum confirming that each doctor has attended the activity

The Attendance Register and Certificate must clearly outline the name of the doctor and their Medical Council Number.

A template register and certificate of attendance is available on request from the Professional Competence Department or can be downloaded from the RCSI website, [www.rcsi.ie/pcs](http://www.rcsi.ie/pcs)

### **Courses leading to Msc or Similar Certification**

It is unnecessary to apply for CPD approval for a full or part-time course leading to Msc or similar certification. Doctors engaging in such courses should be advised to contact the Professional Competence Department for advice on how to record this activity in their PCS Portfolio.

## WHAT ACTIVITIES MAY NOT BE ACCREDITED FOR CPD?

Some events include, for instance, an AGM and dinner as well as an academic meeting. Please note the following activities will not be counted as educational time for the purposes of CPD.

<b>General</b>	Registration time, breaks, lunch or dinner, award or prize-giving ceremonies, announcements and so on are not eligible for CPD accreditation
<b>Specialists in Training</b>	Some academic/scientific events are specifically aimed at surgical specialists in training - Senior House Officers (SHO) or Specialist Registrars (SpR) - and therefore would not normally be considered eligible for CPD accreditation. However, if you are engaged in the organisation of such an activity and feel that it would be of benefit to doctors participating in CPD, organisers should submit a letter to the Professional Competence Department indicating the reasons why the event should be considered eligible for CPD accreditation. This letter should accompany the initial application for approval.
<b>Product Promotion</b>	Activities organised primarily to promote a product or service or which might be deemed as promotional are not eligible for consideration for CPD accreditation.
<b>Unmoderated Poster Viewing</b>	Poster viewing sessions may only be accredited for CPD if a surgical moderator is present at all times.
<b>Speeches</b>	Opening / closing speeches are not eligible for CPD accreditation
<b>Business Committee Meetings</b>	An Annual General Meeting or other business or committee meeting is not eligible for CPD accreditation
<b>Other Disciplines</b>	Sections of an event aimed specifically at other surgical disciplines (nursing, physiotherapy etc.)

## CRITERIA FOR APPROVAL OF CPD EVENTS

Providers of Approved CPD activities should meet the Approval Quality Criteria set out below.

1. The event should be predominantly aimed at post-training doctors.
2. Providers should list all of the Sponsors that are involved with the meeting.
3. Providers should list any commercial interests that the presenters or speakers have.
4. The learning objectives should reflect measurable outcomes, and use action verbs such as “evaluate,” “identify,” “review” etc.
5. Providers should include details about what the event hopes to achieve, and how this will be put in practice.
6. Providers should include a detailed programme of the event. This should include an hourly breakdown and a brief description of the session.
7. Providers should include 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.

## PREPARING THE APPLICATION

- |  |  |
|--|--|
| <b>Required Information</b>                              | <ul style="list-style-type: none"><li>• The organiser must supply the following information, using the application form provided. Applications should be submitted at least 4 weeks prior to the event</li></ul>   |
| <b>Objectives of the CPD Activity</b>                    | <ul style="list-style-type: none"><li>• The learning objectives</li><li>• The target surgical specialty</li></ul>  |
| <b>* Domains of Good Professional Practice reflected</b> | <ol style="list-style-type: none"><li>1. Patient Safety &amp; Quality of Patient Care</li><li>2. Relating to Patients</li><li>3. Communication &amp; Interpersonal Skills</li><li>4. Collaborative &amp; Teamwork</li><li>5. Management (including Self Management)</li><li>6. Scholarship</li><li>7. Professionalism</li><li>8. Clinical Skills</li></ol> |
| <b>Programme / Schedule / Agenda</b>                     | <ul style="list-style-type: none"><li>• An outline of the educational content</li><li>• The expected outcome</li><li>• A full schedule for the event, indicating start and finish times of each activity</li><li>• Name and appointment of each speaker and full title of their presentation</li><li>• Full name and address of venue</li></ul>            |
| <b>Location/ Venue</b>                                   |  |
| <b>Title of the Event</b>                                | <ul style="list-style-type: none"><li>• The full title of the event must be entered on the application form</li></ul>  |
| <b>Contact Details</b>                                   | <ul style="list-style-type: none"><li>• Full name, address, e-mail and telephone numbers for:<ul style="list-style-type: none"><li>• Event Organiser's Name</li><li>• Event Administrator's Name</li></ul></li></ul>   |
| <b>Method of Evaluation</b>                              | <ul style="list-style-type: none"><li>• Indicate whether a feedback form, quiz or other form of assessment will be used to gauge the effectiveness of the event.</li></ul>   |
| <b>Sponsorship</b>                                       | <ul style="list-style-type: none"><li>• A list of sponsors and how they are connected to the event e.g. unrestricted grant, sponsorship of prizes, breaks, meals.</li></ul>  |
- \* The Medical Council has identified Eight Domains of Good Professional Practice which must underpin the individual Registered Medical Practitioner's programme of educational activities in Continuing Professional Development. Please indicate on your application form the Domains of Good Professional Practice that relate to the event.

## INDUSTRY SPONSORED EVENTS:

- Where events are industry funded it is important that the nature of the relationship between the sponsor and individual speakers is clarified.
- If speakers are paid a copy of the contract should be provided on with the application for CPD accreditation.
- All paid speakers (and speakers with any other conflicts) should have a conflict of interest slide in their presentation that indicates the nature of their conflict.
- Information with regard to honoraria may occasionally be requested and considered as part of the evaluation for CPD accreditation.
- Slides may not have a company logo.
- Clear evidence of a planning group meeting must be shown.

## APPLICATION FEE

(This is the fee required to have applications processed)

- (a) Commercially Organised Event / Multiple Sponsored Event (up to one day) - **€1,000**
- (b) Additional Day(s) - **€500**
- (c) Single Sponsored Event (up to one day) - **€500**
- (d) Additional Day(s) - **€250**
- (e) Un-sponsored Event WITH Registration Fee - **€250**
- (f) Un-sponsored Event / Medical Organisation with **NO** registration fee – **No Charge**

Payments can be made by cheque / postal order or by Visa.

RCSI will contact the Event Organiser directly regarding payment of fee.

## PROMOTION OF THE EVENT

- The use of the RCSI crest or logo is not permitted under any circumstances.
- Wording such as “Applied for CPD accreditation” or “CPD Accredited” as appropriate may be used in material associated with the event
- Organisers should not specify the number of credits awarded or whether credits have been awarded on printed or other published material until such time as confirmation has been issued by RCSI
- Room hire for events at the Royal College of Surgeons of Ireland does not constitute a professional association between RCSI and the meeting organiser and published material for such events must never imply such an association.

## PROCEDURE FOR APPROVAL

- Organiser submits:
  - Application Form
  - Detailed programme
  - Application fee

## EVENTS WILL NOT BE CONSIDERED UNLESS ALL ABOVE ITEMS ARE SUBMITTED

RCSI CPD Administrator checks the application and contacts the organiser for further information if required:

- RCSI CPD Administrator submits the application for assessment
- Assessor responds to CPD Administrator with decision
- RCSI CPD Administrator forwards approval / refusal documents to the organiser as appropriate.
- Organiser ensures a register of delegates is kept
- When the event is finished, organiser issues certificates of attendance to delegates who have signed the register. The delegate's name should be printed on the certificate.
- Organiser retains the register of delegates for a period of five years following the event.

## DOCUMENTATION

**On approval of the event for CPD accreditation, RCSI provides:**

### **Certificate of Approval**

A certificate of approval showing the following

- Title of the event
- Name and address of the organiser
- Approval date
- Credits allocated
- Category applied (normally External)

## Certificate of Approval

A template certificate of attendance which should be printed on the organiser's headed paper. Organisers may use their own layout but the attendance certificate must contain the following information:

- Name of delegate
- Medical Council Number (if applicable)
- Title of event
- Venue:
- Date of event:
- Credits allocated, category
- RCSI approval reference number
- Organiser name and contact details
- Information for delegates as follows:
  - You must sign the meeting register
  - The credits above were allocated to the meeting.
  - You should only claim credit for the time you spent at the meeting.
  - Please retain this certificate for your records
  - CPD certificates may be requested as proof of attendance in the future.

## DISTRIBUTING CERTIFICATES OF ATTENDANCE.

- Delegates must not receive their certificate of attendance until the event is complete
- Where an event takes place over a number of days, separate attendance certificates are required for each day.
- Certificates may only be distributed to delegates who have signed the register for the day

## **A template attendance register**

The attendance register should show the title, date and location of the event.

- Organisers must keep the register safely for a period of 5 years – they may be asked to produce it at a later date.
- The Attendance Register must outline the First Name, Surname and Medical Council Number (if applicable) of the delegate
- It is recommended that the filed register be attached to the certificate of approval for the particular event.
- If the event is run over a number of days, organisers must keep a separate register for each day.

## **Format of Documents**

CPD approval document and templates will be issued by email unless a specific request is made for printed material.

## **APPEALS**

If an application is refused the organiser may appeal the decision in writing. Such appeals should be directed to:

**The Chair**, Professional Development Committee  
The Royal College of Surgeons in Ireland  
123 St Stephen's Green Dublin 2

The appeal will be considered at the next meeting of the Committee. These meetings take place four / six times per year.

## FREQUENTLY ASKED QUESTIONS (FAQ)

Doctors participating in CPD and meeting organisers should be aware of the distinction between Internal and External educational activities.

**Q. What is an Internal Educational Activity?**

A. Internal activities take place in a doctor's unit, department, hospital or practice on a regular basis.. It is not necessary to apply to this College or any other for approval of such activities. For example; Grand Rounds; journal clubs etc. (See section 7 for advice on evidence)

**Q. What is an External Educational Activity?**

A. Academic/Scientific meetings/symposiums which take place outside the doctor's hospital or practice.

**Q. What is a Personal Learning Activity?**

A. Where a doctor undertakes an individual activity and determines the education benefits gained.

**Q. What are the Domains of Good Professional Practice**

A. The Medical Council has identified Eight Domains of Good Professional Practice which must underpin the individual Registered Medical Practitioner's programme of educational activities in Continuing Professional Development. These are outlined on Page 8 and further details are available on

<http://www.medicalcouncil.ie/Professional-Development>

**Q. When should I seek CPD approval for an educational activity?**

A. CPD approval should be sought for External activities only

**Q. What information should I provide when applying for CPD approval?**

A. This information is listed on the application for approval. All sections in this form must be completed.

**Q. I am organising an Annual General Meeting and Symposium for my specialty society, can I have approval for the full day?**

A. No, approval for CPD can only be applied to educational activities. You may seek approval for the Symposium portion of your event.

- Q. I am organising a multidisciplinary activity, can RCSI give overall approval?**
- A. General Practitioners will require CPD approval from ICGP, Medical Scientists, Nurses, Occupational Therapists and other related disciplines have their own organisation and CPD structures and separate approval should be sought for these disciplines. RCPI and RCSI co-recognise each other's meeting approvals.
- Q. I am organising an event abroad, can RCSI approve this?**
- A. RCSI approves events which take place here in Ireland. If you are organising a meeting in another country you are advised to contact the European Accreditation Council for CPD (EACCME) or the local jurisdiction.
- Q. What about events in Northern Ireland?**
- A. RCSI will give approval if the event in Northern Ireland is organised by an All-Ireland society or group and is expected to attract a high proportion of doctors who are participating in RCSI's Professional Competence Schemes. However if the event is expected to attract a higher proportion of doctors who are participating in the British GMC equivalent programme, then the local jurisdiction should be approached for approval
- Q. We organise the same event every year, can CPD approval be carried forward?**
- A. No. Approval must be sought for each event
- Q. My delegates attended an overseas event; can RCSI give approval for this?**
- A. RCSI cannot approve events which do not take place under its jurisdiction. However, RCSI will recognise certificates of attendance issued by any of the Royal Colleges or equivalent bodies and also by EACCME. Where a doctor has not collected a CPD attendance certificate, a copy of the programme should be submitted to the Education Committee for advice on how to record the activity.
- Q. What about attendance certificates for multi-day events (e.g. Annual Scientific Meetings)?**
- A. As doctors may be prevented from attending every day of a particular event it is vital that a separate sign-in sheet and attendance certificate is available for them each day.

- Q. Some of the delegates attended for only part of the meeting...?**
- A. Doctors are expected to enter only the time they attended the event in their personal portfolios. It is their responsibility to maintain an accurate record. (The credits are awarded to the event, not the doctor).
- Q. What about training courses?**
- A. In the case of short training courses where daily attendance is mandatory, it is in order to issue one attendance certificate to cover the course.
- Q. My company provides on-site training for operation of a medical device specific to a particular medical specialty; can I seek CPD approval for this activity?**
- A. Such on-site training, when arranged by the practice, department or hospital, is considered to be an Internal Unit/Department or Hospital activity and therefore it is not necessary to seek approval for CPD. Company Trainers do NOT issue certificates or other documentation in respect of on-site training; it is the business of the individual doctor to enter this activity in their CPD portfolio.
- Q. My speakers have done a lot of work preparing their presentations, aren't they entitled to some extra credit?**
- A. Doctors can claim 5 credits for preparation of a presentation for an academic or scientific meeting. Organisers do NOT issue certificates or other documentation in respect of preparation of a presentation; it is the responsibility of the individual doctors to enter this activity in their CPD portfolio.

## GLOSSARY / TERMS\*

**Continuing Medical Education (CME):** Continuing Medical Education consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance [and relationships] that a doctor uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognised and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public.

**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. This includes CPD, professional (non-clinical) competencies, and all elements of good medical practice.

**Activity:** An educational event for doctors, which is based upon identified needs, has a purpose or objectives, and is evaluated to ensure the needs are met.

**Attendance Certificate:** A record of a participant's attendance at an event. Providers of CPD approved events are required to give these to participants on request.

**Attendance Record/Register:** A list of attendees at an event, which must be kept by event providers for five years after an event, and sent to the Professional Competence Assurance Department on request.

### **Professional Competence Scheme (PCS):**

PCS consists of three components:

- Continuing Professional Development (CPD)
- Clinical Audit

**Distance Learning:** At present Distance Learning is treated as a personal learning activity

**EACCME:** European Accreditation Council for Continuing Medical Education

**Evaluation Form:** A form given by event providers to event participants in order for the participant to communicate, and the provider to determine, the relevance, quality and effectiveness of an activity.

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**External Activity:** Where the doctor participates in an educational activity where peers or providers ensure a regional, national or international context for the activity.

**Internal Activity:** Where the doctor participates in a routine, local educational activity with colleagues within a hospital, practice or other local organisation. It is not necessary to seek CPD approval for Internal Activity.

**Personal Learning:** Where the doctor undertakes an individual activity and determines the education benefits gained.

**RCPI** The Royal College of Physicians of Ireland

**RCSI** The Royal College of Surgeons in Ireland

*\*Adapted from: FEDERATION OF ROYAL COLLEGES OF PHYSICIANS CONTINUING PROFESSIONAL DEVELOPMENT GLOSSARY OF TERMS AND ABBREVIATIONS / RCPI GUIDE TO ACCREDITATION OF EVENTS*

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### **CONTACT:**

CPD Office, Department of Surgical Affairs,

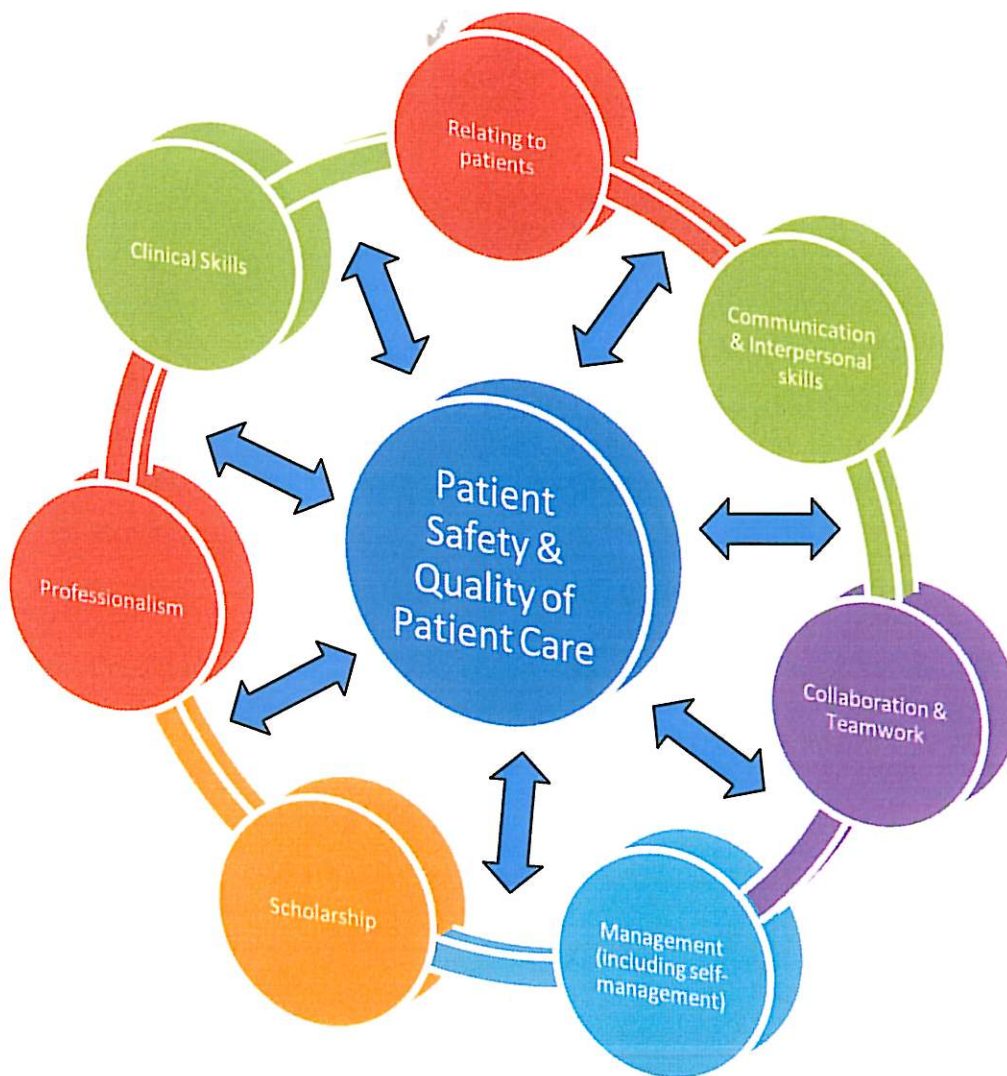
### **PHONE:**

(01) 402 2743

Royal College of Surgeons in Ireland,  
123, St Stephen's Green, Dublin 2.



**Eight Domains of Good Professional Practice  
as devised by Medical Council**





## **Eight Domains of Good Professional Practice as devised by Medical Council**

### **Patient Safety and Quality of Patient Care**

Patient safety and quality of patient care should be at the core of the health service delivery that a doctor provides. A doctor needs to be accountable to their professional body, to the organisation in which they work, to the Medical Council and to their patients thereby ensuring the patients whom they serve receive the best possible care.

### **Relating to Patients**

Good medical practice is based on a relationship of trust between doctors and society and involves a partnership between patient and doctor that is based on mutual respect, confidentiality, honesty, responsibility and accountability.

### **Communication and Interpersonal Skills**

Medical practitioners must demonstrate effective interpersonal communication skills. This enables the exchange of information, and allows for effective collaboration with patients, their families and also with clinical and non-clinical colleagues and the broader public.

### **Collaboration and Teamwork**

Medical practitioners must co-operate with colleagues and work effectively with healthcare professionals from other disciplines and teams. He/she should ensure that there are clear lines of communication and systems of accountability in place among team members to protect patients.

### **Management (including Self Management)**

A medical practitioner must understand how working in the health care system, delivering patient care and how other professional and personal activities affect other healthcare professionals, the healthcare system and wider society as a whole.

### **Scholarship**

Medical practitioners must systematically acquire, understand and demonstrate the substantial body of knowledge that is at the forefront of the field of learning in their specialty, as part of a continuum of lifelong learning. They must also search for the best information and evidence to guide their professional practice.

### **Professionalism**

Medical practitioners must demonstrate a commitment to fulfilling professional responsibilities by adhering to the standards specified in the Medical Council's "Guide to Professional Conduct and Ethics for Registered Medical Practitioners".

### **Clinical Skills**

The maintenance of Professional Competence in the clinical skills domain is clearly specialty-specific and standards should be set by the relevant Post-Graduate Training Body according to international benchmarks.