

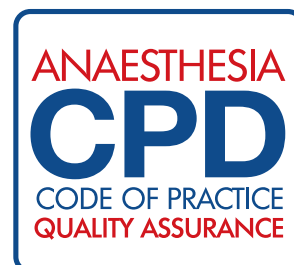
CODE OF PRACTICE

FOR CPD EVENTS IN ANAESTHESIA AND RELATED SUBSPECIALTIES

Approved: April 2014
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1. Definitions and aims of CPD

Continuing Professional Development (CPD) is a process that enables individual doctors to maintain and improve standards of medical practice through the development of knowledge, skills, attitudes and behaviour. CPD should also support specific changes in practice that will benefit patients. All doctors in non-training grades should participate in CPD, which should include a variety of activities, including formal and informal learning activities on a local, regional and national basis. Doctors should regularly reflect on what they have learned and their learning needs [1,2].

2. CPD and Revalidation

The organisations endorsing this Code of Practice support the Revalidation process and the approaches set out in the GMC's documents "Good Medical Practice" and "Continuing professional development: guidance for doctors" [1,3]. Doctors need to remain competent and up to date in all areas of their practice. They are responsible for identifying and planning their individual CPD needs, bearing in mind the scope of their own practice, anticipated changes and developments, and the needs of their patients. The precise content of CPD for each doctor needs to be agreed in discussion with their appraiser, and reviewed at least once a year [2]. Reflective and self-directed learning is the means of linking education, appraisal and practice in a continuous cycle. Revalidation is at its heart a local process that focuses on individuals' practice within their own work context.

The GMC has taken the view that the educational content of specific learning events does not require recognition or approval by an overseeing body. Rather, it is for each individual and their appraiser to agree upon the value of CPD material to the individual doctor [2,3].

3. External Approval and Ensuring Standards in CPD

The Academy of Medical Royal College's (AoMRC's) 'Ten Principles' document emphasises that self-accreditation of relevant activities and documented reflective learning should be allowed and encouraged, and that any formal approval and accreditation of the quality of educational activities for CPD by Colleges and Faculties should be achieved with minimum bureaucracy [5]. However, many doctors and their employers will seek reassurance through some form of accreditation that the events they attend have been organised appropriately, that their content has been quality assured and that feedback from registrants has been recorded, acted upon and made available to potential future registrants.

The organisations and educational providers that endorse and comply with this Code of Practice consider that this will in itself provide that reassurance. They have agreed to maintain these standards for all the events that they organise as a form of self-accreditation in line with the GMC's published principles.

Organisation of CPD events

4.1 Publicity, registration and programme information, and other documentation should include:

- The name and contact details of the organising body.
- The status of the organising body, e.g. charity, NHS department, non-profit-making specialist society, industry partner, commercial organisation, etc – with charity or company registration details if appropriate.
- A statement that the organising body supports and conforms to this Code of Practice, with the web address of the latest version of the Code of Practice, which will be held at a specific web location (www.cpdcop.org/code_of_practice).
- The names and contact details of those in overall charge of the event – the Organisation Lead (the representative or employee of the organising body who has personal responsibility for the organisation of the event), and a Professional Content Lead (a registered healthcare professional who has personal responsibility for the educational content of the event - see para 5.2 below).
- The title of the event, date and venue, including directions and travel advice.
- The intended target audience, including the level of experience.
- Clear learning objectives and educational goals - for both the event overall and its individual components.
- The format of the event, e.g. lectures, workshops, small group teaching - including timings.
- A declaration of all commercial support, sponsorship or inducement but not including any publicity material, with the exception of adverts in meeting abstract books, etc, where they should be clearly labelled as such. The use of industry logos on meetings material is acceptable in conjunction with the declaration of the nature of the commercial support received.
- A clear statement about the use of any profit made by the meeting.

4.2. Organisers of CPD events should:

- Have a written and publicly available CPD policy to include statements about:
 - o Adherence to this Code of Practice.
 - o Commercial and financial support.
 - o Registrant complaints.
 - o Refunds to registrants.
 - o Declarations by faculty members of competing interests.
 - o Permission from patients for use of their data.
 - o Permission for faculty members to use material copied from elsewhere.
 - o Agreement about copyright if educational material is retained by the organiser.
 - o Policy regarding comments on the actions of other professionals.
- Invite faculty according to the educational goals of the event and the ability of the faculty to deliver them.
- Clearly inform faculty invitees at the time of formal invitation of the financial arrangements, i.e. travel and accommodation reimbursement policy, subsistence policy and whether there is an honorarium payable.
- Make clear to faculty their responsibilities with regard to the declaration of competing interests, and the provision of biographical and other content-related material such as abstracts and handouts.
- Have a written, publicly available Quality Assurance (QA) policy. This should include a truthful declaration that the CPD Event conforms to this Code of Practice, and that each educational element of the CPD Event has been attended by a designated Quality Assessor. The Quality Assessor should be a non-training-grade doctor registered in the appropriate medical specialty who has no direct financial relationship with the organisers or commercial sponsors other than the payment of reasonable travel and accommodation expenses, and who has completed a QA form. The Quality Assessor can be a CPD event Faculty member but must not rate their own sessions. There can be more than one Quality Assessor for each meeting. The Quality Assessor should complete a QA form that should assess at least the following:
 - o Whether the educational material was suitable for the stated target audience.
 - o Whether the educational material and delivery were appropriate to allow the learning objectives to be achieved.
 - o Notes of any problems encountered.
 - o Comments on how the educational material might be improved.
 - o The Quality Assessor's name and GMC registration number or equivalent.
- Collect feedback on individual elements and the event as a whole, as part of the QA process, using a similar evaluation to that above but also addressing the venue and facilities. Free text feedback should also be included.

- Encourage both registrants and faculty to engage in reflective learning, and facilitate the recording of such reflection.
- Provide registrants with a paper or electronic certificate of attendance suitable for inclusion in their appraisal and revalidation documentation. Such provision should require actual attendance at the event, however recorded. Organisers are free to record attendance at individual components if they wish, and record this on the certificates accordingly. CPD “points” or “credits” can be awarded by the organisers if deemed appropriate and indicated on certificates of attendance. It is customary practice to accord one credit or point for each hour of education provided.
- Retain information about CPD events for a period of at least five years, and should make this available to potential registrants and on request to the RCoA’s CPD Board. The information should include at least:
 - The programme of the CPD Event.
 - The number of registrants.
 - Summary reports of registrant feedback to include data on registrant scores of the content and delivery of material by faculty members.
 - Registrant feedback on whether educational goals were met.
 - QA material and Quality Assessors’ reports.
 - Registrant comments on venue, catering and overall event quality.
 - Any actions taken or changes made in response to registrant feedback, particularly for future events.
 - Anonymised complaints submitted by registrants, and the organisers’ response to the complaints

5. Delivery of CPD events

5.1. Venues should:

- Be appropriate for the intended material and educational format.
- Comply with appropriate Health & Safety legislation and guidance.
- Be accessible to disabled registrants.

5.2. The content of the event should:

- Be accurate, honest, balanced, relevant, up-to-date, supported by evidence and appropriate to the learning objectives and target audience.
- Be overseen by a registered healthcare professional¹ with appropriate training and experience (the Professional Content Lead, who may also be the Organisation Lead), whom should be identified in event publicity.

5.3. Faculty should:

- Have the necessary qualifications and theoretical, clinical and educational skills, and experience to deliver the educational elements that they are invited to deliver.
- Retain feedback summaries from meetings at which they teach and should be prepared to make feedback available to the Professional Content Lead in advance of the meeting.
- Openly declare all competing interests, financial or otherwise, (or declare that there are none) at the start of every presentation or activity.
- Have reached agreement with their employers about the retention of paid honoraria for work done during contracted and paid NHS time.

References

1. Continuing professional development: guidance for all doctors. GMC, London, 2012.
http://www.gmc-uk.org/CPD_guidance_June_12.pdf_48970799.pdf

For event content that relates to historical material, the Professional Content Lead need not be currently registered.
2. Continuing Professional Development: Guidance for Doctors in Anaesthesia, Intensive Care and Pain Medicine. Royal College of Anaesthetists 2013.
<http://www.rcoa.ac.uk/node/1922>
3. Good Medical Practice. GMC, London, 2013.
http://www.gmc-uk.org/Good_medical_practice___English_0313.pdf_51527435.pdf
4. AAGBI Statement: CPD in the context of revalidation. AAGBI, London, 2012.
http://www.aagbi.org/sites/default/files/CPD_in_the_context_of_revalidation_AAGBI_Position_Statement_OCT2012%5B2%5D.pdf
5. Ten Principles for College/Faculty CPD Schemes. Academy of Medical Royal Colleges (2007)
http://www.aomrc.org.uk/component/docman/doc_download/9327-10-principles-of-cpd.html?Itemid=33