



## MAJLIS PERUBATAN MALAYSIA

(MALAYSIAN MEDICAL COUNCIL)

Kementerian Kesihatan Malaysia

(Ministry Of Health Malaysia)

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### Semua Pengamal Perubatan Berdaftar Di Malaysia,

Y.Bhg Tan Sri/Datuk/Dato'/Prof./Tuan/Puan,

### KEPERLUAN MATA KREDIT CPD SEBAGAI KRITERIA WAJIB BAGI PERMOHONAN PERAKUAN AMALAN TAHUNAN (APC)

Dengan hormatnya perkara di atas adalah dirujuk.

2. Berdasarkan Akta Perubatan (Pindaan) 2012 yang telah berkuat kuasa pada 1 Julai 2017, pengamal perubatan dikehendaki mendaftar dengan Majlis Perubatan Malaysia (MPM) untuk mengamal perubatan di Malaysia

3. Seksyen 28 (b) Peraturan Perubatan 2017 menyatakan bahawa pengamal perubatan berdaftar penuh yang ingin memperbaharui Perakuan Amalan Tahunannya (*Annual Practising Certificate*, APC), di antara kriteria lain, perlu mempunyai mata *Continuous Professional Development* (CPD) yang mencukupi seperti yang ditentukan oleh Majlis.

4. Majlis telah memutuskan bahawa pengamal Perubatan perlu memperolehi sekurang-kurangnya 20 mata CPD setiap tahun untuk pembaharuan APC. Majlis juga telah memutuskan bahawa pungutan mata CPD untuk tahun CPD semasa adalah dari 1 Julai hingga 30 Jun. Sebagai contoh, mata CPD untuk permohonan APC untuk 2020 adalah dari 1 Julai 2018 hingga 30 Jun 2019.

5. Semua mata CPD untuk tujuan permohonan APC akan dikira berdasarkan sistem Penggredan MMC-CPD.

6. Pengamal perubatan hendaklah memilih mana-mana sistem berikut yang diluluskan oleh Majlis untuk merekodkan mata CPD mereka:

- Sistem MyCPD Kementerian Kesihatan; atau
- Sistem CPD *Malaysian Medical Association* (MMA); atau
- Sistem CPD *Academy of Medicine Malaysia* (AMM) (untuk pakar perubatan sahaja).

7. Pengamal perubatan **mestilah memilih hanya satu sistem sahaja** untuk mengekalkan penyimpanan rekod dan mengelakkan pertindihan mata kredit yang dituntut. Pengamal Perubatan digalakkan untuk menyimpan rekod aktiviti CPD

( Sila catatkan rujukan surat ini apabila menjawab )

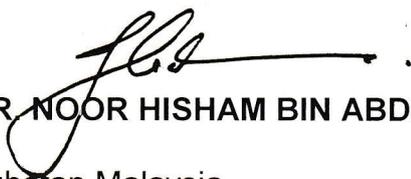
mereka (misalnya sijil, program) sebagai persediaan sekiranya dipilih secara rawak untuk diaudit.

8. Adalah menjadi tanggungjawab pengamal perubatan untuk mengemukakan mata CPD yang terkumpul (minima 20 mata) kepada Sekretariat MPM untuk permohonan APC mereka.

Sekian, terima kasih.

**BERKHIDMAT UNTUK NEGARA**

Saya yang menjalankan amanah,



**DATUK DR. NOOR HISHAM BIN ABDULLAH**  
Presiden  
Majlis Perubatan Malaysia.

## Quality Standards and Criteria for approval of CPD activities

### Background

Pursuant to the Medical (Amendments) Act 2012, medical practitioners are required to provide evidence of sufficient continuing professional development (CPD) to renew their annual practicing certificate (APC) amongst other criteria. With CPD becoming a compulsory requirement for the issuance of the APC, there has been an enthusiastic response from a variety of providers to generate CPD activities. In the rush to produce CPD activities, there is a concern that quality standards of educational activities may be compromised.

A set of quality standards is being proposed to ensure the educational activities of Providers are of high standard and relevant to medical practitioners. The quality standards shall be used by CPD review committees to accredit the activities and decide on the CPD credit points in a fair and transparent manner. The guidelines will also help medical practitioners to recognize that the educational activities are likely to be of sufficient quality and free from conflicts of interest.

### Quality Standards of CPD Events

Review Committees shall use the following quality standards in to assess education and training programmes designed by providers. The organiser of a CPD event must demonstrate compliance with the quality standards of the Council

- A. Educational Programme: *Content and structure of programme: Provider should provide a detailed statement outlining the content and structure of the programme.***
- i. Topics must be related to the practice of medicine
  - ii. There should be clearly defined learning aim(s) which reflect the overall purpose of the activity.
  - iii. The activity should have scientific content and of educational purpose for medical practitioners
  - iv. Educational content must be current, authoritative and evidence based
- B. Target audience: *The provider should clearly defined the target audience for the CPD event***
- i. The CPD event must primarily be targeted for registered medical practitioners
  - ii. The content of the event is relevant to the CPD of the target audience
- C. The Provider of CPD events: *There should be a clear statement indicating the organiser's experience in conducting educational/scientific activities, the frequency of educational activities conducted and the number of similar activities conducted in the past.***
- i. The providers should have sufficient administrative resources to ensure educational activities are conducted in an efficient environment. Have the capacity and expertise to organize the CPD event.
  - ii. Have adequate knowledge and expertise in the related field
  - iii. Able to provide evidence or proof of attendance of participants in the form of certificates or list of attendance for any CPD activities organized

- iv. Able to maintain an attendance register for the each educational activity. The attendance register shall maintained for at least 24 months. The attendance list must be made available to CPD administrators if here is a request

**D. *Expertise of Faculty: Providers shall demonstrate that the teaching staff qualifications and experience are appropriate to deliver the educational programme.***

- i. Faculty/ facilitators must possess the appropriate credentials/expertise to deliver the educational programme

**E. *Methods of Delivery: Providers should provide clear evidence of the methods used to deliver the educational activity***

- i. The methods of delivery of the educational event should be appropriate and relevant for the learning objectives
- ii. The facilities made available must be appropriate for delivery of educational activities

**F. *Conflicts of interest: Providers should ensure CPD events are not be influenced or biased by commercial organizations.***

- i. All CPD activities should not be influenced or biased by commercial organizations
- ii. Providers should disclose all commercial sponsorship if any that will influence the educational activities
- iii. Faculty/ facilitators must disclose if they have any conflicts of interests in their relationship with sponsors

## **Guidance for approval of CPD events**

1. Prior approval is required for all CPD events and providers shall make the request online to anyone of the CPD administrators using the following links:

[www.mycpd2.moh.gov.my](http://www.mycpd2.moh.gov.my)

[www.mma.org.my](http://www.mma.org.my)

[cpd.specialist.org.my](http://cpd.specialist.org.my)

2. All applications should be submitted not later than 30 days before the date of the CPD event
3. Providers shall be informed of the outcome of their application within 30 days of the receipt of the application. Incomplete/ inadequate information may delay the approval process
4. Late applications shall not be processed
5. Applications cannot be submitted retrospectively
6. Each application submitted shall be assessed separately
7. If the educational activity is not granted an approval, the provider may seek a review

### **Providers are required submit the following documents for registration of CPD events:**

- I. Particulars of CPD Provider including name and address of the Organization. Name, Tel. No. email address of contact person of the organization. Webpage
- II. Evidence of their experience in conducting educational/scientific activities, the frequency of educational activities conducted in the past
- III. Sufficient information to verify the quality of their CPD activities, and they include:
  - a. The theme of the CPD activity and its contents
  - b. Defined learning outcomes, making it clear what participants should know/be able to do by the end of the event.
  - c. Clear statements of the delivery methods are used (lectures, presentations, discussions, master classes, etc.). Delivery methods should be appropriate to the learning outcomes that are set for the participants.
  - d. Clear description of the primary audience (specific group of physicians, specialist or other healthcare professionals for whom the CPD activity will be aimed) and others who may find the event useful
  - e. The qualifications and expertise of the facilitators/presenters/other teaching staff demonstrating that they are qualified to deliver their aspects of the programme
  - f. The date(s) that the CPD will take place
  - g. Venue of the activity
  - h. The total number of hours of CPD undertaken
  - i. Providers shall disclose, in advance of the programme, any conflict of interest, bias or proprietary interest in any product, device, service, or materials discussed during the programme
  - j. Providers are encouraged to maintain proper documentation of educational activities and attendance register of participants and produce them in the event of an audit

## **Review Committees of the CPD events**

Educational activities for CPD consists of a wide range of activities and it is provided by an assortment of bodies. CPD must be amenable to evaluation to ensure they are of sufficient quality and free from bias or competing interest. Evaluation of CPD activities provides an assurance to practitioners that the activity they attend meets the standards for professional developments. Administrators of CPD systems shall establish 'review committees' to ensure all educational activities are systematically reviewed and quality assured.

The Purpose of the is document is to

- I. Provide a common set of quality standards that that shall be applicable for evaluation of all CPD activities.
- II. Ensure the approval and allocation of CPD credit points avoids duplicity of work and allows reciprocity among review committees
- III. Ensure the review system is fair and transparent

## **Terms of Reference of Review Committees**

- 1) Evaluate the suitability of educational activities of providers using the quality standards defined by the Jawatankuasa Pengurusan MMC-CPD
- 2) The CPD points are allocated using the MMC-CPD grading system
- 3) Ensure that the content of the educational activity is relevant to the target group proposed
- 4) Maintain and make available a list of all reviewed CPD activities on the CPD administrators website
- 5) Evaluate and award CPD points to external CPD activities (overseas) in consultation with relevant professional bodies

## **Appendix**

- 1. Administrators of CPD points systems:** The Council has appointed MyCPD, the MMA and AMM has administrators of CPD point collection systems. These systems function in a similar manner and are linked to each other. The systems help medical practitioners record their CPD points, monitor them and generate evidence of their participation in CPD activities
- 2. Providers:** The term CPD Providers is used to describe organizations that provide education and training for health professionals. The term encompasses Medical Societies/ Professional Bodies/ Institutions that organize and provide educational activities to assist medical practitioners to meet their CPD requirements.
- 3. CPD Review Committees:** Administrators of CPD point systems have established 'CPD Review Committees' to review CPD programmes of Providers and ensure the educational activities are of high quality and relevant to the practitioners. The review committees shall be authorized to review the quality of educational activities, approve the activities and determine the credit points to be allocated. The approval and allocation of CPD credit points should avoid duplicity of work and allow complete reciprocity among review committees.