

## **Review Committees of the CPD activities**

Educational activities for CPD consists of a wide range of activities and it is provided by an assortment of bodies. CPD activities must be amenable for 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 development. Administrators of CPD systems shall establish 'Review Committees' to ensure all educational activities are systematically reviewed and quality assured. The Review Committees shall use the quality standards to evaluate the CPD activities of the Providers. The CPD Providers are expected to demonstrate compliance of their activities with these quality standards.

### **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) Allocate CPD points in accordance with the MMC-CPD Grading system.
- 3) Ensure the CPD activities by providers are in compliance with these quality standards.
- 4) Ensure that the content of the educational activity is relevant to the target group proposed.
- 5) Maintain and make available a list of all reviewed CPD activities on the CPD administrator's website or mobile application.
- 6) 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 as 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 organisations that provide education and training for health professionals. The term encompasses Medical Societies/ Professional Bodies/ Institutions that organise 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 authorised 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.