

Quality Standards for CPD Activities

Background

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 quality standards will also help medical practitioners to recognise that the educational activities are likely to be of sufficient quality and free from conflicts of interest.

Quality Standards of CPD Events

A. Educational Programme:

The Provider shall 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 shall clearly define 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 shall 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 enough administrative resources to ensure educational activities are conducted in an efficient environment.
- ii. Have the capacity and expertise to organise the CPD event.
- iii. Have adequate knowledge and expertise in the related field.
- iv. Able to provide evidence or proof of attendance of participants in the form of certificates or list of attendance for any CPD activities organised.
- v. Able to maintain an attendance register for each educational activity. The attendance register shall be maintained for at least 24 months. The attendance list must be made available to CPD administrators if there 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 shall 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 shall ensure CPD events are not be influenced or biased by commercial organisations.

- i. All CPD activities should not be influenced or biased by commercial organisations.
- 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.