

# Continuing Medical Education CPD Endorsement Policy



<b>Name:</b>	CME 001.4 CPD Endorsement Policy
<b>Approval Date:</b>	General Council GC2013/1
<b>Review Date:</b>	Board

## Background

In 2013, General Council (GC2013/1) approved a policy whereby internal or external educational activities could be endorsed for Continuing Professional Development (CPD).

## Endorsement

Endorsement is a process to assess recognition of courses or other educational activities against pre-determined standards or criteria that may be more suitable for CPD.

In order for endorsement to be recommended, the activity must satisfy certain educational criteria.

The educational criteria are as follows:

1. A learning delivery environment and support services are provided as needed that reflect the intent of the activity and are effective for achieving all expected learning outcomes.
2. Content includes clear and concise learning objectives and intended outcomes for each learning event based on identified needs.
3. Learning outcomes are relevant to the scope of practice of a specialist psychiatrist and are based on sound clinical and educational principles.
4. Qualified personnel are involved in planning and conducting each learning activity.
5. Procedures established during planning are used to assess achievement of the learning outcomes.
6. A complete, permanent record of each learner's attendance and satisfactory completion can be provided upon request.
7. The activity does not contravene any College policy and / or advocacy statement made.

If endorsement is recommended or, where necessary, alterations have been made, the endorsement process is finalised and the education provider is notified and CPD hours are clearly allocated to the activity along with a registration number. The College will maintain a registry of CPD Endorsement numbers for College endorsed activities. A list of endorsed activities will be presented to the CCME at each meeting, along with any for review by the Committee that did not meet endorsement criteria.

## Endorsement Policy

Two separate endorsement policies are used: one policy outlines the endorsement for external bodies and the other policy outlines the endorsement process for internal/College bodies.

### 1.1 External Endorsement Policy Overview:

To achieve endorsement, an external CPD activities provider is required to:

- Complete an application form and submit it to the College together with the appropriate fee to request a review of the educational content of a CPD activity against College criteria in order for the CPD activity to be endorsed.

- The activity will be reviewed by appropriately qualified personnel against the stated educational criteria.
- After assessment for evaluation one of the following will then be made:
  - a) Recommend endorsement as the activity matches the College criteria, or
  - b) Make clear recommendations for alterations prior to endorsement and re-submission, or
  - c) Make a recommendation for review at the next CCME meeting for a ruling.
- If endorsement is recommended or, where necessary, alterations have been made, the endorsement process is finalised and the education provider is notified and CPD hours clearly allocated to the activity along with a registration number.
- If endorsement is not recommended, then vendors may use the RANZCP Appeals process.
- Successful Vendors shall be informed that they are required to list the following wording as part of successful endorsement:

This event has been RANZCP Endorsed as CPD Activity code: **EDXX1234** for **X** CPD hours as [insert activity type] Activity.

The College endorsed activity logo may also be used in conjunction with this wording.

- Endorsed CPD activities will be entered into the College register of CPD endorsed activities.
- A list of endorsed activities will be presented to the CCME at each meeting, along with any for review by the Committee. These shall be included in the CCME minutes.
- A copy of endorsed CPD activities will appear on the College website along with the registration number.

### 1.2 Internal Endorsement Policy Overview

To achieve endorsement of an internal CPD activity other than Congress and Faculty/Section Conferences, the area of the College responsible for the activity is required to:

- Complete the application form and submit it to the College's CPD area at College headquarters, requesting a review of the educational content against College criteria in order for the CPD activity to be endorsed.
- The activity will be reviewed by appropriately qualified personnel against the stated educational criteria.
- After assessment for evaluation one of the following will then be made:
  - a) Recommend endorsement as the activity matches the College criteria, or
  - b) Make clear recommendations for alterations prior to endorsement and re-submission, or
  - c) Make a recommendation for review at the next CCME meeting for a ruling.
- College organisers of endorsed CPD activities will be informed that they are required to list the following wording as part of successful endorsement:

This event has been RANZCP Endorsed as CPD Activity code: **EDXX1234** for **X** CPD hours as [insert activity type] Activity

- All endorsed CPD activities will be entered into the College register of CPD endorsed activities
- A list of endorsed activities will be presented to the CCME at each meeting, along with any for review by the Committee. These shall be included in the CCME minutes.
- A copy of endorsed CPD activities will appear on the College website along with the registration number.

This policy ensures that events that are endorsed by the College will be viewed as having verified educational merit, which will encourage uptake and ensure the quality of activities branded with the College logo. The endorsement process is optional, so programs do not need to follow the process but doing so will give added weight to their activities. The process is free for internal events and there is a fee for external activities.

Endorsement fees for external CPD activities are as follows:

- External CPD activities receive some or all funding by another entity apart from the College and can include, but are not limited to: forums, dinner/breakfast meetings, workshops, conferences, seminars and education products such as publications, on-line programs, educational DVDs, CD-ROMs and education kits.
- **Application fee: \$152 (please note that this fee is non-refundable and will be deducted once the endorsement application form is received )**
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- Approved Endorsement Fee :
  - \$710 full day event/CPD activity
  - \$355 half day event/CPD activity

Please note that events in Australia will be charged in Australian dollars and events in New Zealand will be charged in New Zealand dollars.

*Disclaimer:*

*Please note that while every effort is made to assure the quality and educational validity of endorsed activities, the RANZCP cannot be held responsible if endorsed activities do not meet the expectations of participants or are not delivered in line with what was originally endorsed.*