



# Guidelines for Approval of

## EDUCATIONAL EVENTS

### Contents:

Page	
2	<b>What does the term “Continuing Professional Development” mean?</b>
2	<b>What activities/events require accreditation for DPD</b>
3	<b>What activities do not require CPD recognition</b>
4	<b>Application process for external CPD accreditation</b>
5	<b>Application fee</b>
6	<b>Criteria for approval of events/activities</b>
7	<b>CPD approval procedure</b>
8	<b>Appeals</b>
8	<b>Appendix A</b>

### INTRODUCTION

The Medical Practitioners Act 2007 places a statutory obligation on all registered Medical Practitioners to maintain their professional competence by participating in recognised Professional Competence Schemes (PCS). The Irish College of Ophthalmologists has developed a Professional Competence Scheme, in accordance with Irish Medical Council guidelines, to provide participants with a way of formally documenting their participation in professional development activities.

The Scheme is designed to promote self-directed and practice-based learning activities rather than supervised training. As well as promoting personal professional development the Scheme aims to maintain and develop the competencies, e.g. professionalism, knowledge skills and attitudes of the individual practitioner, which are essential for meeting the changing needs of patients and the healthcare delivery system. This Scheme will also encourage participants to plan, record and reflect on professional development needs, as part of their pursuit for lifelong learning.

#### **The Scheme consists of two elements:**

- Continuing Professional Development (CPD)
- Audit

ICO through the operation of the PCS (under the Arrangement arising from Section 91(4), Medical Practitioners Act, 2007, between The Medical Council and ICO) will provide accreditation of activities provided by ICO and other individuals or bodies which have met specific educational criteria for the purposes of CPD credits.

This guide has been prepared to help individuals or organisations who are seeking CPD approval from Irish College of Ophthalmologists for educational events and is based on the questions most frequently asked by event organisers.



Irish College of  
Ophthalmologists  
*Eye Doctors of Ireland*  
*Protecting your Vision*

Published by  
**Irish College of Ophthalmologists**  
121 St Stephen's Green, Dublin 2  
Telephone 01 402 2777,  
info@eyedoctors.ie  
www.eyedoctors.ie

## What does the term “Continuing Professional Development” mean?

Continuing Professional Development (CPD) is a process for updating, developing and enhancing the method by which doctors apply the knowledge, skills and attitudes required in their working lives.

### **This includes, as identified by the Medical Council:**

- Patient Safety & Quality of Patient Care Relating to Patients Communication & Interpersonal Skills
- Collaborative & Teamwork
- Management (including Self-Management)
- Scholarship
- Professionalism
- Clinical Skills.

## *What Activities / Events require accreditation for CPD*

### **Events organised in Ireland**

Educational events organised specifically for the purposes of CPD may be eligible for CPD approval under the “External” CPD category. For example an academic or scientific meeting organised by a society. Where such events are aimed at Eye Doctors an application for CPD accreditation may be submitted.

### **Events organised outside of Ireland**

Accreditation for an educational event must be sought from the local jurisdiction. Overseas organisers who wish to host an event in Ireland must seek approval from the relevant Irish training body. Irish organisers seeking approval for an event hosted abroad should contact the European Accreditation Council for CPD (EACCME) for information on European accreditation, or relevant local jurisdiction.

### **Multidisciplinary events**

Where an event is of educational interest to multiple disciplines, all Postgraduate Medical Training Bodies (PGMTB) have agreed to mutually recognise and accept the other PGMTB recognition. Therefore where approval has been granted and CPD credits have been awarded by one of the PGMTB, further approval from the other PGMTB is not required. Please note that this only relates to CPD events that are multi-disciplinary in nature.

## **Activities which will not be accredited for CPD**

Please note the following activities will not be counted as educational time for the purposes of CPD.

- **General**  
Registration time, breaks, lunch or dinner, award or prize-giving ceremonies, announcements and so on are not eligible for CPD accreditation.
- **Product Promotion**  
Activities organised primarily to promote a product or service or which might be deemed as promotional are not eligible for consideration for CPD accreditation.
- **Unmoderated Poster Viewing**  
Poster viewing sessions may only be accredited for CPD if a surgical moderator is present at all times.
- **Speeches**  
Opening / closing speeches are not eligible for CPD accreditation.
- **Business Committee Meetings**  
An Annual General Meeting or other business or committee meeting is not eligible for external CPD accreditation.
- **Other Disciplines**  
Sections of an event aimed specifically at other surgical disciplines (nursing, physiotherapy etc.)

## **Activities which may be accredited for CPD**

### **Specialists in Training**

Some academic/scientific events are specifically aimed at surgical specialists in training – Senior House Officers (SHO) or Specialist Registrars (SpR) – and therefore would not normally be considered eligible for CPD accreditation. However, if you are engaged in the organisation of such an activity and feel that it would be of benefit to doctors participating in PCS, organisers should submit a letter to the Professional Competence Department indicating the reasons why the event should be considered eligible for CPD accreditation. This letter should accompany the initial application for approval.

## **What activities do not require CPD recognition**

### **Internal Category**

This includes activities that are held in hospitals, clinical sights, practices and other organisations which hold regular educational activities such as Grand Rounds for their staff. Many doctors attend journal clubs or similar activities. Occasionally there are small group meetings involving doctors from more than one hospital. Such activities are deemed to be “Internal” for the purposes of CPD and in these cases it is not necessary for an institution to seek CPD approval from ICO.

However, it is a requirement of the Professional Competence Scheme (PCS) that doctors provide evidence of having undertaken such activities and the ICO recommends that the organisers undertake to document the activity and keep a register of attendance. This can be as simple as keeping a record of the date, the nature of the activity and the doctors who attended. The organiser should issue a certificate or memorandum confirming that each doctor has attended the activity or a certificate indicating that a doctor has attended a number of Internal meetings.

**Personal / research and teaching categories**

These categories are self-recorded and do not require recognition by ICO. However as with other categories, appropriate evidence of attendance / participation is required.

**Courses leading to formal qualifications (MSc, MCh, Diplomas etc.)**

Credits for taught parts of these courses may be claimed by registered participants in the External Category. All other activities pertaining to the qualification may be claimed under the Personal Learning or Research & Teaching category.

Please note the guideline is **One hour of educational activity = 1 CPD credit**. This applies to all CPD categories.

## Application process for External CPD Accreditation

Organisers are required to apply for CPD accreditation to the ICO. Completed applications including supporting documentation should be submitted by email at least six weeks in advance of the event.

It is important to apply to the Postgraduate Training body that best matches your audience.

**Reciprocity**

A CPD certificate of attendance for an event or activity granted by one Postgraduate Training Body or Faculty will be automatically accepted by the other training bodies as evidence of a doctor's participation in that activity. You need only apply for CPD approval to one training body.

### Preparing the application

**▶ Required Information**

The organiser must supply the following information, using the online application:

**▶ Title of Event**

The full title of the event must be provided.

**▶ Location / Venue and Date**

The full name and address of the venue and date of the event is required.

**▶ Specialist / Surgical / Medical Lead Organiser Contact Details**

The Surgical / Medical organiser is responsible for ensuring the scientific validity and objectivity of the educational content of the event.

Medical Council Number of the Surgical / Medical Lead Organiser.

▶ **Education Objectives of the Event**

Describe the learning outcomes to be acquired as a result of attending the event and how they link to the eight domains of good professional practice. It is necessary to indicate on the application which of the eight domains of good professional practice apply to the event.

▶ **Which Learning / teaching methods will be used**

Indicate the teaching method(s) that will be used, eg. lectures, workshops, tutorials, MCQs etc.

▶ **Programme / Schedule / Agenda**

- An outline of the educational content
- A full schedule for the event, indicating start and finish times of each activity
- Name and appointment of each speaker and full title of their presentation

▶ **Contact Details**

Full name, address, e-mail and telephone numbers for Event Administrator's Name

▶ **Method of Evaluation**

Indicate whether a feedback form, quiz or other form of assessment will be used to gauge the effectiveness of the event.

▶ **Sponsorship**

Provide a list of sponsors and how they are connected to the event e.g. unrestricted grant, sponsorship of prizes, breaks, meals. Please see Appendix A for further details on Sponsored events.

**Event Organiser / facilitators:**

- Full list of speakers/facilitators. Evidence is provided that the presenters and/or facilitators have the expertise to deliver the learning objectives using the methods chosen.

## Criteria for Approval of Events / Activities

Once an application is submitted to be accredited by ICO, it is reviewed by the Professional Competence Committee (PCC) or nominee/s under the following categories:

**Knowledge:**

- The activity provides good quality content covering the subject matter.
- Specific learning objectives are defined which are appropriate for the target audience.
- Appropriate course content/programme is submitted to support the CPD application.
- Clear evidence of specialist input must be evident and details must be provided.
- The target audience is identified.
- The mechanism for evaluation and feedback has been met.

**Duration:**

Must be at least 0.5 hour in length

The maximum number of CPD hours that can be awarded for one day is 6 CPD credits for didactic programmes. Workshops / technical skills courses may gain extra CPD credits.

- Events which include teaching skills, care of patients or general clinical education must be organised and delivered under the supervision of a doctor currently on the Specialist Division of the Medical Council register. This doctor must be involved in organising the content of the event, participating in the event and overall supervising the event.
- Events providing education of a more general nature but meeting some of the competency requirements of practitioners may be provided under the supervision of other skilled professionals where they are deemed appropriate by the Professional Competence Committee (PCC).

The PCC reserves the right to withhold approval for part or all of any event where the Committee has concerns about the appropriateness of approving the activity or to refer these concerns to the Medical Council at their discretion

### **Sponsorship**

- Any support, sponsorship, funding or involvement by a commercial organisation must be declared in the application.
- Any support, sponsorship, funding or involvement by a commercial organisation must not influence the structure or content of the programme.

The Professional Competence Committee may withhold approval for an event considered to be deemed primarily promotional rather than educational.

## **CPD Approval Procedure**

Valid applications are usually processed within a six week timeframe. Following detailed consideration the decision of the Professional Competence Committee will be issued by email confirming the Approval and outlining the following:

- Title of the event
- Credits allocated
- Category applied (normally External)

### **It is the Event Organiser's responsibility to:**

- Record and maintain a signed register of attendees. A copy of this register must be forwarded to the ICO.
- Issue certificates of attendance to delegates who have signed the register at the conclusion of the event. The delegate's name should be printed clearly on the Certificate and they should conform to the templates set by ICO.

**Please note:** Approved events will be published to the ICO calendar of activities (when requested by the applicant for CPD). All dates and venues on the ICO website are available to the public and queries regarding the event will be directed to the email provided by the applicant for CPD. In this regard, it is essential that any changes in dates or venues be notified to the ICO as soon as they arise.

**Disclaimer:** While every effort is made to ensure the accuracy of the information provided on the ICO website event calendar, the ICO cannot accept any responsibility or liability for information provided by outside organisations

## **Promotion of the Event**

- The use of the ICO crest or logo is not permitted under any circumstances.
- Wording such as “Applied for CPD accreditation” or “CPD Accredited” as appropriate may be used in material associated with the event.
- Organisers should not specify the number of credits awarded or whether credits have been awarded on printed or other published material until such time as confirmation has been issued by ICO. Please note that an application submitted for CPD approval is no guarantee that CPD credits will be awarded. Delegates attending the event need to be advised of the outcome of the application for CPD approval.
- Please note that CPD approval is not assured and CPD credits should not be advertised prior to written confirmation from ICO.
- ICO will accept no liability for losses direct or indirect howsoever arising resulting from failure to approve an event for CPD in part or whole.

## **Appeals**

If an application is refused the organiser may appeal the decision in writing. Such appeals should be directed to:

**The Chair, Professional Competence Committee  
Irish College of Ophthalmologists  
121 St Stephen’s Green, Dublin 2.**

The decision of the Chair is final.

# Appendix A

## Industry Sponsored Events:

- Events funded by a single pharmaceutical company must be clinically led by a Doctor on the Specialist Register, independent of the sponsors if they wish to be considered for CPD credits.

Whenever possible, sponsorship should be obtained from more than one company to avoid the perception of undue influence or favouritism.

- All events funded, either partially or wholly, by one or more pharmaceutical companies may be approved where the sponsor does not influence the company on the planning, programme content, selection of speakers or support material.
- Educational component of any meeting should be stand-alone and should not be exclusively related to any company or product promotion.
- Pharmaceutical representatives should not speak or present during the educational component of the meeting, and all promotional activity should be confined to the exhibition area.
- Where events are industry funded it is important that the nature of the relationship between the sponsor and individual speakers is clarified.
- If speakers are paid a copy of the contract should be provided with the application for CPD accreditation.
- All paid speakers (and speakers with any other conflicts) should have a conflict of interest slide in their presentation that indicates the nature of their conflict.
- Information with regard to honoraria may occasionally be requested and considered as part of the evaluation for CPD accreditation.
- Slides may not have a company logo.
- Clear evidence of a planning group meeting must be shown.