

## Guidance for event providers seeking Continuing Professional Development (CPD) approval

### 1. New online application form for CPD event providers

The Royal College of Anaesthetists (RCoA) welcomes applications for CPD approval of courses and events and there is no charge for NHS Trusts and hospitals, boards, registered charities and specialist societies and associations. The event reviews are completed by independent, specialist CPD Assessors, who are clinicians experienced in the subject matter.

With CPD functionality moving into the RCoA Lifelong Learning platform the opportunity has been taken to develop a new online application form which includes the following enhancements:

- the form now appears on one screen, where previously it was necessary to complete three separate screens with the risk of a part-completed application not being saved
- it is now possible to add the details of two rather than one nominated contacts
- mapping to CPD Skills (what was previously the CPD Matrix) is entirely optional
- there is now the option of mapping to the *Good Medical Practice* Domains and also to the *Domains for Medical Educators*, with the potential to increase visibility of your event to the clinician users of the Lifelong Learning platform
- there is a more streamlined payment process for commercial event providers.
- other changes based on stakeholder feedback include that a free text “other” option can be selected for the teaching methods which are selected in the application form, and the uploading of the supporting documents is instantaneous.

### 2. Advice on completing the online application form

Please note the following information when making an application:

- **Event URL** – all events which are approved for CPD appear in the Lifelong Learning platform and on the RCoA website and so you are encouraged to provide an event URL to increase visibility.
- **Keywords** – events are searchable by keywords in the Lifelong Learning platform and so adding some unique words will further increase visibility.
- **Commercial sponsor question** – event providers must supply details of any sponsorship of the event. At the event, all speakers should explicitly state whether or not they have any conflict of interest at the start of their presentation.
- **Aims and learning outcomes** – the overall aim(s) and learning outcomes of the event should be clearly defined so as to manage the expectations of the delegates as well as provide guidance for the target audience. The learning outcomes should be measurable and should indicate what knowledge or skills the participants are expected to obtain as a result. These are particularly important because the attendees' reflection will be based on these.

- **CPD credits applied for** – CPD credits are awarded on the basis of contact or guided learning time, so excluding registration and refreshment breaks etc. A maximum of six CPD credits can be applied for per day. For multiple-day events, participants may only claim the number of CPD credits for the hours that they attend.
- **CPD Skills** – The incorporation of CPD into the Lifelong Learning platform has seen a Framework of CPD Skills replace what was formerly the CPD Matrix. This is an entirely optional resource to map events against and further information is available [here](#).
- **Supporting documents** – please note that all of the supporting documents: event programme, list of the speakers and feedback form will be visible to the clinician users of the Lifelong Learning platform. If you would like any of these to be hidden or if you would like an additional document to replace them (e.g. an event poster) please email [cpd@rcoa.ac.uk](mailto:cpd@rcoa.ac.uk).

### 3. Target audience for CPD event applications

Consideration can only be given to events which are appropriate to the professional development needs of non-trainees. In addition, an application should only get made for events targeted at a regional, national or international audience. Events organised at the local level (targeted at doctors within a single trust or health board) would not go through the formal review process and instead should be self-accredited by participants on the basis of one CPD credit per hour, when accompanied by reflection.

### 4. Charge for commercial organisations

For commercial organisations providing events an application and evaluation fee is charged which is currently £1,404 (inclusive of VAT). Payment is required upon submission of the application for CPD approval and an invoice will be emailed by RCoA Finance to the first nominated contact. If there is more than one occurrence of an identical event in a 12-month period, i.e. the programme and the speakers remain the same, only one fee will apply.

Refunds: the fee covers the administration expenses associated with the application and evaluation process and it will not be refunded if the event is not approved by the RCoA for CPD credits, nor will it be refunded should the event be cancelled after the application for CPD credits has been made.

### 5. Multiple versions of events

When multiple versions of an event are planned, if the same programme/faculty is being used then the same CPD award will apply for a 12-month period without the need for a new full application to be made every time. However in such a situation the event provider is required to email to [cpd@rcoa.ac.uk](mailto:cpd@rcoa.ac.uk) a copy of the programme advert/flyer for each version so that this can be added into the Lifelong Learning platform. A new application must be made after 12 months has elapsed even if the same programme/faculty are still being used.

### 6. Late submission of events

Applications for CPD approval should be submitted at least six weeks ahead of the event taking place. Consideration will not be given to applications received less than two weeks before the event date and for any applications for retrospective CPD approval.

### 7. Events held outside of the UK

For events being held outside of the UK, consideration will only be given if a UK-based organisation is hosting the event or has made a significant contribution to its development. In addition, and as previously, consideration for events being held outside of the UK can only be given if it can be demonstrated that the event will be catering for a specialist audience

and has content of such a specialist nature that UK-based doctors would travel there specifically to attend.

## **8. Further information**

Further information including an example delegate evaluation form, suggested template which can be used for the delegate attendance certificates, and a *YouTube* guidance video on how to complete the online application form are available [here](#).

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