



# **CONTINUING PROFESSIONAL DEVELOPMENT**

## **SUMMARY GUIDELINES**

## Criteria for Approval for CPD Events and Resources

1. Any commercial sponsorship or interests of the programme planner, presenters, or facilitators must be declared on the application form.
2. Any support, sponsorship or funding by commercial health care organisations must not influence the structure or content of the educational programme.
3. The target audience falls within the remit of the Federation and the SEM specialty.
4. The learning objectives are specifically defined and are appropriate for the target audience.
5. The teaching methods used will achieve the stated learning objectives.
6. Evidence is provided that the presenters and/or facilitators have the expertise to deliver the learning objectives using the methods chosen. This requires the submission of speaker bio and slides, handouts or other content that will be presented by the speaker. If this is unavailable at the time of application, a summary of the proposed content should be provided including learning objectives and how these will be met.
7. The evaluation record for previous events organised by the same provider is satisfactory, or reasons for previous unsatisfactory ratings have been addressed.
8. The provider agrees to provide, upon request, confirmation of clinician and/or healthcare professional participation any time up to two years after the event has taken place.

## The CPD Assessment Process for External Events and Resources

**SUBMISSION** - After the application form is received, all submitted information is checked and, if incomplete, staff will liaise with applicants until the application is ready for assessment.

**TIMEFRAME** - Applicants must submit applications in advance, depending on the type of event or resource. Assessors will aim to complete their review within two weeks of the receipt of a completed application by FSEM staff.

- **Single live events** (e.g. webinars and lectures) – must be submitted at least **four weeks** before the event.
- **Conferences and live-streamed events** consisting of several lecture/ webinar/ symposium components – must be submitted at least **eight weeks** before the event.
- **Distance learning, e-learning and e-platform** applications can take up to **12 weeks** to assess, depending on the size of the application, and applicants should be advised that these should be applied for earlier than other application types.

**ASSESSMENT** - Faculty staff will liaise with the applicant, and successful applicants will be provided with evidence of CPD approval. Unsuccessful applicants can appeal the decision of the assessor panel within 10 working days of the receipt of their assessed application, and the CPD team will respond within four working weeks of appeal receipt.

**LIST OF RESOURCES** - A list of CPD approved courses, events, resources and e-learning is curated on the Faculty's website, stating the approval's expiry date. Approval for distance learning, e-learning and e-platform resources is usually provided for two years.

**RENEWAL** - The applicant is responsible for the renewal of CPD where appropriate, and should contact the Faculty in advance, adhering to application deadlines, to renew CPD approval. This is especially applicable to online learning platforms

## **Approval of Live Conferences, Workshops, Symposia and Webinars**

### **Conferences and conference components (e.g. workshops, symposia)**

- In line with AoMRC guidelines, up to a maximum of six CPD points can be awarded per day. AoMRC does at present not recommend the award of half credits, therefore the number of hours for credit purposes is rounded to the nearest number of whole hours.
- In line with AoMRC guidelines, CPD points will be awarded for conference content that can be pre-assessed. This requires the submission of:
  - Speaker bio (must include details about the posts they hold, where they are based and what speaking experience, they have in relation to the topic discussed)
  - Slides, handouts or other content that will be presented by the speaker. If this is unavailable at the time of application, a summary of the proposed content should be provided including learning objectives and how these will be met.
- Panel discussions and poster presentation sessions and presentation sessions cannot be awarded CPD points.

### **Live Webinars and Lectures**

One CPD point per hour of learning can be awarded for the following:

- Live webinars – these are defined as live online educational presentations with an interactive component during which participating (remote) viewers can usually submit questions and comments. Sometimes the interactivity involves a voting application (App).
- Live-streamed events – these are defined as events that are viewed live and remotely, usually comprising of a lecture or a series of lectures. There may or may not be interactivity with the remote audience.

## Approval of Distance Learning and Recorded E-learning Resources

When submitting distance and e-learning resources for evaluation, providers should suggest the number of CPD credits to be awarded and an expiry date for approval. Current and expected advances within the subject area will be taken into account by the assessor when considering the expiry date. The expiry date must be no longer than two years after the date the product is approved for CPD. When CPD approval has expired after two years, providers will be required to submit an updated version for CPD approval.

The following resources can currently be submitted for CPD approval:

- Archived versions of live-streamed events, webinars and lectures. This can also be applied for in addition to CPD for a live event, and if approved, the application will grant CPD credits for the live event, and credits for the archived version of the event.
- E-learning modules – these are defined as digital learning resources that usually incorporate an element of interactivity.
- E-Platforms – these consist of a group of e-learning resources such as e-learning modules and on-demand versions of streamed lectures that may have a common theme. Usually e-platforms will consist of at least 5 hours of CPD (5 credits). However, we will consider applications with fewer hours, especially where there are plans to expand upon the content at a later date (a minimum of 2 CPD credits must be provided).

**Note: CPD approval for online learning platforms and resources, which require to be updated as new evidence emerges, is at least every two years.**

## **Fees and Declaration of Sponsors**

### **Commercial (For-Profit) Organisations -**

Commercial and for-profit organisations are required to pay the Commercial fee as detailed on our website. This includes commercial organisations applying for, or organising the event on behalf of, a non-commercial or charitable organisation.

### **Charitable / Non-Commercial Organisations with an Educational Grant**

Charitable / Non-Commercial Organisations with an Educational Grant are required to pay the Charity/ Non-Commercial fee as detailed on our website. An Educational Grant is any payment by a sponsor in support of an educational activity. All forms of sponsorship and contributions in support of the event, including payment of expenses, such as for food or travel, or the production of delegate packs, will be regarded and treated under the same terms applicable to an educational grant.

#### **Discount for multiple events (same programme and speakers) applied for at the same time**

If the same meeting (same programme and speakers) is run more than once or in several locations or as a webinar resource within your organisations' website within one year of CPD approval, and the application is made for all the meetings at the same time, the amount paid for each number of events will be a one-off payment.

**For further information on how to complete the application form, EDI in CPD events and resources, payment and refunds, example feedback forms and CPD certificates please refer to the Faculty's full CPD guidelines, which can be obtained on the Faculty's website.**

Note: The Faculty of Sport and Exercise Medicine UK would like to acknowledge that their CPD application form and guidelines are drawn from the Federation of the Royal Colleges of Physicians application form and guidelines.