

THE ROYAL COLLEGE OF OPHTHALMOLOGISTS



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OPHTHALMOLOGISTS

Guidance for Approval of CPD Points

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Education and Training Department
18 Stephenson Way
London
NW1 2HD

Telephone: 020 7935 0702
www.rcophth.ac.uk

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CONTINUING PROFESSIONAL DEVELOPMENT (CPD) IN OPHTHALMOLOGY

The Royal College of Ophthalmologists (RCOphth) wishes to promote a programme of CPD in which every practicing ophthalmologist in the UK should take part. The scheme gives members and fellows an opportunity to record the various categories of their CPD activities. **Each ophthalmologist is encouraged to identify and address his or her own educational, personal and professional needs².** CPD will form a major part of each ophthalmologist's personal development plan (PDP), and appraisal leading to improvements in communication between professional groups and teams.

CPD Matrix

	Internal	External	Self Accredited
Clinical and Academic	Local/ Postgraduate Meetings or Teaching Activities (including Basic Life Support) (category A)	Regional/ External Academic Meetings (including contributions to Scientific Papers and Presentations) (category B)	Self-Directed Activities (including e-learning, Examining and Reading Journals) (category C)
Professional and Managerial	Training in Management/Administration/Teaching/ Information Technology and topics such as Equality and Diversity (category D)		

Approval of events for CPD points

1. The RCOphth CPD programme has evolved to focus on reflection and discussion and there is now much less emphasis on the collection of evidence.
2. Events cannot be accredited retrospectively.
3. Where events attract support from several specialties, different Colleges will grant mutual recognition and allocate equal points.

Responsibilities of Organisers

1. Apply for approval as early as possible. A minimum of two weeks' notice before the event is due to take place is required.
2. Maintain an attendance register for a minimum of five years.
3. Provide attendance certificates to participants who require them.
4. Ensure post-event evaluation.

² Hayes T.M. 1995. Continuing Medical Education; A Personal View. Brit Med J. 310: 994-6

Assessment of Events for CPD Approval

Events approved for CPD purposes should serve to maintain or enhance the knowledge, skills, personal and professional performance of all ophthalmologists who take part in them. They should meet an educational need and provide an effective learning experience.

Consideration will be given to the following:

1. There should be a clear educational need for the CPD activity. Ideally, the need should already have been demonstrated or should be clearly perceived, for instance, because the meeting covers significant recent advances relevant to the practice of the intended audience.
2. Any commercial sponsorship or interest of the programme planner, presenters or facilitators must be declared on the application for approval.
3. It should be declared that no support, sponsorship or funding by commercial healthcare organisations has influenced the structure or content of the educational programme.
4. The target audience should be clearly stated.
5. The learning objectives should be specifically defined and appropriate for the target audience.
6. Teaching methods should be appropriate to achieve the stated learning objectives.
7. Evidence that the presenters/facilitators have the expertise to deliver the learning objectives should be provided.
8. Location, timing and duration of the proposed event should be appropriate to the learning objectives.

Application Procedure

Complete the CPD approval application form in full and return to the RCOphth electronically (cpd@rcophth.ac.uk) with a copy of the full programme of the event including:

1. Timetable with a brief description of each session.
2. Aims and objectives.
3. Target audience.
4. Format of meeting.
5. A list of speakers/facilitators, where they are based and a brief description of relevant experience.
6. A Purchase Order Number.

Approved events may run multiple times over a 12-month period without further applications, providing that the content, speakers and hours of educational content remain the same as stipulated in the original application.

Allocation of Points

One CPD point is allowed per hour of educational time, excluding breaks, for attendance at events and for teaching.

Overseas Meetings

All overseas meetings approved for CPD in the host country will be approved for the same number of points. Applications for CPD approval for overseas events should be submitted to the appropriate authority in the country hosting the event.

The College is unable to receive applications to approve CPD for overseas events but it recognises CPD points awarded by the appropriate authority hosting the meeting.

Fees

A £300 plus VAT fee is charged for CPD approval of events run by commercial (for-profit) organisations or non-commercial organisations with an income stream. Please contact cpd@rcophth.ac.uk for information.

A fee of £350 plus VAT will be charged for all applications made less than two weeks before the event is due to run.

Withdrawal of approval

The College reserves the right to withdraw CPD approval at any time for one or more of the following reasons:

1. Failure to disclose any conflict of interest on the part of the organiser, provider or speakers or false information given on any application regarding conflict of interest.
2. Attendee reporting a perception of bias by speakers at the event.
3. Advertising included as part of the educational content.
4. Organisers advertising the event as College CPD-approved prior to confirmation of approval.
5. Inaccurate advertising of the number of CPD points awarded.
6. CPD approval for one event cannot be used for any other similar event.
7. Misrepresentation of the name of The Royal College of Ophthalmologists.

Conflict of interest

Organisers and speakers must declare any conflict of interest (vested interest) alongside CPD approval applications.

A conflict of interest may occur in the following instances:

1. Within the last 3 years, and with a relevant company or competitor, the individual or an immediate family member:
 - Holds stocks, shares, equity or a contract of employment, or a named position on a company board
 - Holds or is applying for a relevant patent
 - Acts in a paid advisory or consultative capacity

2. A 'relevant company' is one that produces a commercial product that is, or may be, used in the management of the clinical condition(s) being discussed at the CPD event:
 - Regular (or significant 'one-off') financial support from a relevant commercial company
 - Directly to the individual
 - To a member of the individual's immediate family (i.e. a spouse or first-degree relative)
 - To the individual's hospital department
 - To the individual's research programme or clinical activities
 - To fund equipment or medications
 - Travel or accommodation payments
 - Expert testimony fees
 - A fee for speaking at the CPD event

3. Sponsorship on a regular basis by a relevant commercial company. This usually refers to the event for which CPD approval is being sought, but if sponsorship has occurred on a regular basis it should be declared.