THE REPUBLIC OF UGANDA

MINISTRY OF HEALTH

UGANDA MEDICAL AND DENTAL PRACTITIONERS COUNCIL (UMDPC)

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACCREDITATION AND CERTIFICATION GUIDELINES

April 2015

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ACRONYMS

CPDAC	Continuing Professional Development Accreditation Committee
CPD	Continuing Professional Development
CEUs	Continuing Education Units
UMDPC	Uganda Medical and Dental Practitioners Council
MOH	Ministry Of Health
AGM	Annual General Meeting

Definitions:

Accreditation is a process of certification of competency, authority, or credibility. It provides for public notification that an institution or program meets standards of quality set forth by an accrediting agency; it also reflects the institution or program is not only to meet standards but to continuously seek ways in which to enhance the quality of education and training provided in this instance CPD.

Certification is the confirmation that a client operates in line with a set of requirements, provide by a standard setter (UMDPC).

Therefore Accreditation is Confirmation and recognition of technical competence while Certification is Confirmation that prescribed requirements are fulfilled.

CPD PROVIDERS: There are 2 categories of CPD Providers namely accredited CPD providers and non accredited CPD Providers.

a) **Accredited CPD Providers** are the professionals, specific higher education institutions and departments, professional associations or formally constituted professional interest groups who meet the specified criteria and have been accredited by the CPD accreditation and Certification committee.

b) **Non-Accredited CPD providers** are the professionals, specific higher education institutions and departments, professional associations or formally constituted professional interest groups who can be recognized by the CPD accreditation and Certification committee.

FOREWORD

The provision of continous professional development is principal mandate of the Uganda Medical and Dental Practitioners Council as per UMDPC Act 1996. It is therefore a duty of UMDPC to ensure that all Medical and Dental practitioners acquire update knowledge and skills in order for them to provide quality health services to their clients. In the advance of modern trends in medicine and technology,the need for oneself to upgrade is clearly important. It is also requirement for all medical and dental practitioners to present evidence of prescribed CPD units as a prerequisite for acquisition of the annual practicing licence in Uganda.

The mandate for provision of CPD to Medical and Dental Practitioners can however be delegated to other agencies that have capacity to offer the service. This is done through accreditation of those providers that will be done every 3 years. Efforts will be made to encourage as many agencies as possible especially those in rural areas to be involved in this activity.

UMDPC has therefore introduced this guideline that will enable accredited CPD providers operationalise this function. This guideline has hinged on the policy framework on inservice training of MOH. The guideline details the roles of the UMDPC and the Accredited provider. All methods of CPD delivery will employed including online programmes. This guideline also emphasizes the how the whole process will be monitored and evaluated annually.

This document will also be a reference to efforts of the East African Community joint Boards/Councils to standardize practice in the region and CPD is one of the areas.

UMDPC will work with other stakeholders in the MOH to ensure effective delivery of this function so that Medical and Dental Practitioners receive quality CPD which could eventually translate into better delivery of health services to all the people of Uganda.

Ass Prof Okullo H Joel

Chairman, Uganda Medical and Dental Practitioners Council

ACKNOWLEDGEMENT

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Special thanks to the UMDPC sub committee on Continous Professional Development that was headed by Prof Luboga Sam that sat in several meetings to work on this document. Tribute all go Dr Kagawa Nantamu and Mr Isabirye Charles,both members of the CPD subcommittee who read the final text of this guideline.

The Education and Training committee of the Council which supervised this work needs mention. UMDPC is also indebted Ministry of Health which provided the policy framework for the inservice training.

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Dr Katumba Ssentongo Gubala

Registrar,Uganda Medical and Dental Practitioners Council

INTRODUCTION

This document gives Information the CPD providers seeking accreditation of CPD activities for instance, the CPD providers seeking accreditation of CPD activities must provide, purpose and mission, education planning and administrative arrangements of the organization/ institution. It also offers guidance on allocation of credits, documentation the CPD provider must undertake, quality assurance and monitoring and evaluation. It also gives samples of a CPD Application Form for Accreditation, and other documents that should be completed and attached.

To keep up to date with developments in their specialties and in other fields such as (Ethics, Professionalism, Human rights, Medico legal issues, Leadership and Management, Team Building) which have a bearing on their professional practice, the medical and dental practitioners must undertake CPD.

The competencies that practitioners will gain from accredited CPD activities would improve their performances, and ultimately raise the quality of the health care they provide to the patients/clients and communities they serve.

The functions of the UMDPC are to;

(a)   Monitor and exercise general supervision and control over and maintenance of professional medical and dental educational standards, including **continuing education;**

(b)   Promote the maintenance and enforcement of professional medical and dental ethics;

(c)   Exercise general supervision of medical and dental practice at all levels;

(d)   Exercise disciplinary control over medical and dental practitioners;

(e)   Protect society from abuse of medical and dental care and research on human beings;

(f)   Advise and make recommendations to the Government on matters relating to the medical and dental professions;

(g)   Exercise any power and perform any duty authorized or required by this Act or any other law;

(h)   Disseminate to the medical and dental practitioners and the public, ethics relating to doctor-patient rights and obligations; and

(i)   Perform any other function or act relating to medical or dental practice as the Minister may direct for the purposes of discharging its functions under this Act.

The UMDPC has therefore developed these guidelines to inform accreditation of CPD providers, programs and the beneficiaries.

1. Background

Education plays a vital role in the development of a nation; therefore, there is a premium on both quantity (amount of it) and quality (relevance and excellence) of medical education programmes offered in form of Continuing Professional Development.

The Uganda Medical and Dental Practitioners Council and other Health Professionals and Managers have from time to time noted mistakes made by doctors practicing at different levels, and the majority of the mistakes are due to inadequate knowledge, skills and improper attitude. Furthermore, there are instances where mistakes and errors have been made due to new technologies in health care that doctors have not been exposed to/learnt. The majority of those mistakes/ errors would have been prevented if the doctors participated in CPD.

The Medical and Dental Practitioners Statute October 1996 indicates that all medical and dental practitioners shall undertake CPD in order to renew their practicing licenses. The UMDPC therefore has put in place Minimum Standards in form of guidelines for the CPD to assist practitioners to remain relevant in the practice of medicine.

2. Aim and Objectives of Continuing Professional Development

The aim of CPD is to continuously improve quality of care provided by the Medical and Dental practitioners to individuals, families and communities they serve.

a) To increase technical/professional knowledge in fields related to health professional practices, such as health care delivery, Leadership, management, communication, etc.

b) To improve skills needed for service delivery

c) To Influence attitudes of the Medical and Dental practitioners in the way they provide health care delivery in terms of Leadership, management, and communication at work.

3. Purpose of the Accreditation and Certification Guidelines

The guidelines provide guidance on the importance of the doctors to take/ participate and demand for CPD, when and where to seek for CPD, the requirements for those who seeking accreditation to provide CPD and what a CPD activity should be.

The guidelines also informs the Medical and Dental Practitioners and the public , the accredited institutions or training programs that meets standards of quality

set forth by the Council for providing CPD, They encourages the practitioners to continuously seek/demand CPD as a vehicle to enhance their ability to provide quality health care. The guidelines are useful in streamlining the CPD for the Medical and Dental Professionals in Uganda.

The objectives of these guidelines are to ensure that;

a) All medical and dental practitioners participate in accredited CPD programs so that the quality of services they provide to individuals and communities is of the acceptable standard of care.

b) Demonstrate to patients, the general public and peers that Medical and Dental practitioners participate in accredited CPD activities throughout their careers

c) All Medical and Dental practitioners have access to educational interventions and not limit it to a few privileged ones and/or to those identified to be underperforming.

d) Provide a standardized and easily accessible mechanism for all Medical and Dental practitioners to document their participation in accredited CPD activities.

e) There is a standard for accrediting providers of CPD and ensure that CPD courses follow nationally approved standards to provide continuity across the various courses by different providers.

f) There is equity in the provision of CDP to all the Medical and Dental Practitioners in Uganda.

4. Accreditation and Certification of the Continuing Professional Development

The CPD providers include; Training institutions or organizations that have the capacity to develop and implement CPD activities, (Faculties and Colleges of Health Sciences, MOH vertical programmes, Private for Profit & Private not for Profit Organizations, Professional Associations and specialty sections of the Ministry of Health), will be accredited. Library and information capabilities, as well as **CPD experts or trainers** – with regards to qualifications, commitment and experience, should be included in the application

The documentation maintained by the CPD provider will be reviewed regularly to ensure accuracy and consistency. It will include, attendance lists, evaluation reports, credits offered.

4.1 Types of accreditation

The CPD Accreditation and certification Committee may grant one of the following:

Full accreditations (prepare and award accreditation certificate); This will be granted to the intending CPD provider who fulfils all the set requirements.

Provisional accreditation; This will be granted to the intending CPD provider who has not yet fulfilled all the   requirements but intends to do so within 6 months.

4.2   The Continuing Education Units (CEUs)

Each registered Medical and Dental Practitioner shall be required to engage in CPD activities and accumulate **48 CEUs** over a period of 12 months, of which ethics, professionalism, leadership and management, human rights or medico legal issues must contribute at least 5% every year. (Appendix-**CEU Allocation).**

4.3   Duration of accreditation

The duration of accreditation will extend from the date of decision by specialty committee for a period of three years. During that period the CPD activity can be delivered over and over again. Just before it expires the CPD provider will have to re-apply for re-accreditation citing updates and improvements based on evaluation feedback.

4.4   Rationale for Doctors to participate and demand for CPD

Continuing Professional Development means maintaining and enhancing professional knowledge, skills and the right attitude related to the professional lives of medical and dental practitioners. It is also essential to them because it continues to ensure professional competence to practice, taking in practical experience of a professional. Hence, it is an ongoing process and continues throughout one's professional's career.

4.5   Responsibilities of Medical and Dental practitioners

Every practitioner engaged in active public or private practice shall be required to undergo a minimum continuing medical or dental education prescribed and organized by the council. No practitioner shall remain on the register maintained under section 19(1) of the UMDPC Act 1996, unless he or she has undergone a minimum continuing education under subsection (1) of the Act, and failure to comply shall constitute a ground for disciplinary action.

4.6   Certification of Attendance

All Medical and Dental practitioners shall ensure that they are in possession of a certificate of attendance for every activity they attended. This can be in form of;

      i.   Certificate of attendance issued by the CPD provider (See Appendix Format for the certificate)

      ii.   CPD Diary signed by the CPD provider

iii.   Electronic communication by the CPD provider to UMDPC.

These records shall be kept for at least two years so that the certificates are available

4.7 CPD Activity Record

The **Individual CPD Activity Record** will include the following:

i.   The name and registration number of the Medical and Dental Practitioner;

ii.   The name and number of the Accredited Service Provider or individual activity accreditation number;

iii.   The topic of the activity. Ethics, human rights and medical law must be specified separately.

iv.   The level of the activity (see section 3.7).

v.   The number of CEUs and

vi.   The attendance/completion date

This record will be the only data required of the individual practitioner and should be duly completed so that it accurately reflects his/her CPD activities for the previous year. This record may be required for random audits or when required. An individual drawn in the audit may submit the data and copies of CPD certificates in one of the following three ways:

a. A paper copy of the Excel spreadsheet record of his/her Individual CPD Activity Record,

b. An electronic copy of the Excel spreadsheet record of his/her Individual CPD Activity Record (submitted electronically to the CPD Section at UMDPC);

c. An electronic copy of the Excel spreadsheet that has been captured by a CPD provider

Medical and Dental Practitioners who are non-compliant or who will not submit their CPD records will automatically be included in the next audit.

5. Hierarchy of learning activities

There are three levels of activities, those with non-measurable outcomes, those with outcomes that do not necessarily constitute a full year of earned CEUs, and those associated with formally structured learning programmes. A medical and dental practitioner may obtain CEUs at any level depending on personal circumstances and individual learning needs.

5.1 Level 1

These are activities that do not have a clearly measurable outcome and are presented as a once off non-continuous basis. CEUs are allocated according to time, 1 CEU per hour to a maximum of 8 CEUs per day. Presenters/co-presenters can only earn CEUs once if the same presentation is given more than once. These activities include:

a) Meetings or presentations;

b) Formally arranged hospital or inter-departmental meetings or updates;

c) Case study discussions;

d) Formally organized special purpose teaching/learning ward rounds (not including routine service ward rounds);

e) Formally organized special purpose lectures that are not part of a business meeting;

f) Mentoring/supervision and activities that is specific to certain professions;

g) Conferences, symposia, refresher courses, short courses without a measurable outcome, international conferences

h) Interest groups meeting less than six times per year.

Presenters of such activities can be allocated double CEUs, for instance if the attendee receives one CEU, presenters can get two CEUs excluding presenters at large group activities who would be allocated CEUs from level 2.

5.2 Level 2

This level includes activities that have an outcome but do not constitute a full year of earned CEUs. It includes education, training, research and publications. (*Teaching and examination of undergraduate and graduate students will not be accredited if these activities fall within a registered health professional's job description*). **CEUs**

a.	Principal author of a peer reviewed publication or chapter in a book	15
b.	Co-author/editor of a peer reviewed publication or chapter in a book	5
c.	Review of an article/chapter in a book/journal	3
d.	Principal presenter/author of a paper/poster at a congress/symposium/refresher course.	10
e.	Co-presenters/co-authors of a paper/poster at a congress/symposium/course/ refresher course	4
f.	Development and review of guidance documents and training materials	5

4.3 Level 3

This level includes individuals who are undertaking a structured training programme leading to the award of diploma or degree. While these individuals will be required to renew their APLs, they may not have to present CPD credits for the renewal.

6. Framework for CPD Management

Continuing Professional Development being critical for the medical and dental practitioners to remain updated and relevant in health practice, and the fact that it had been haphazardly provided, the UMDPC appointed a Committee to accredit, certify and streamline its delivery. And subsequently the Committee members and the chairperson shall be appointed of the by the UMDPC. The Committee is answerable to the UMDPC.

6.1 Roles of the Professional Development Accreditation and Certification Committee

The Accreditation and certification Committee shall;

a) Develop and recommend policies and procedures on CPD Accreditation

b) Develop and recommends policies and procedures for the review simulation programs.

c) Oversee the application/re-application process related to CPD providers

d) Develop and implement strategies for accredited Self Assessment Programs.

e) Select and implement strategies for adherence to grand rounds, journal clubs and small group learning activities.

f) Assess and implement strategies to enhance the application of educational and ethical standards for programs submitted for approval.

6.2 Tasks of the Committee

The committee shall;

a) Provide guidance on matters of Continuing Professional Development and Accreditation and Certification

b) Develop strategies and guidelines for the UMDPC to communicate to CPD Providers to confirm to the overarching missions, vision and strategic objectives of CPD.

c) Improve access and quality of continuing professional development.

d) Will be the clearing house for the CPD matters, of the Medical and Dental

practitioners Council.

e) Develop and make available institutional self-study guides for CPD providers.

f) Develop mechanisms for CPD accreditation, implementation, assessment, monitoring and evaluation.

g) Review and put in place mechanisms for effective communication in CPD.

6.3 Composition of the CPD Accreditation and certification Committee

The CPD Accreditation and certification Committee will be composed of 9 voting members. These will include representation each for a

a) Physician

b) Surgeon

c) Paediatrician

d) Obstetrician/Gynaecologist

e) Dentist

f) UMA

g) UDA

h) Private practitioners

i) Human Resource Development Division of the Ministry of Health

Note: One of the members of the Committee must possess Health Professions Education (HPE) training).

6.4 Key Competencies and Characteristics of the members

The members should possess:

a. Knowledge of the vision, mission and goals of the UMDPC;

b. Knowledge of the ethical principles governing physicians and industry (including pharmaceutical companies, medical supply and simulation development companies);

c. Knowledge, attitude and skills in the evaluation of CPD/CPD events, providers, and simulation programs;

d. Experience in the development or implementation of standards for educational and assessment of programs.

e. Expertise in the educational planning processes relevant to CPD.

6.5 Term of Office

a. The term of office for the chair shall be three (3) years and renewable once (with maximum of 6 years).

b. The term of office for the members shall be three (3) years, renewable twice (maximum 9 years).

c. The New Committee shall comprise at least 1/3 of the previous committee members for the purposes of continuity. All terms shall begin and end at the time of the Annual Meeting of the Members when vacancies exist.

6.6 Meetings

The CPD Accreditation and Certification Committee shall meet quarterly per year and at such other intervals as the situation may require. Quorum will consist of a majority of the voting members of the committee (i.e, 50% plus one). The Chair shall only vote when the vote is conducted by secret ballot or when it is necessary to break a tie.

7. The Regional CPD Resource Centers

Regional CPD Resource Centers shall be established to increase access and demand for services to the CPD Providers and the doctors. These will be responsible for identifying the needs, coordinate CPD activities and provide resource materials for CPD.

8. Financing of CPD Accreditation

Those seeking accreditation for their proposed CPD activities (and other elements related to CPD vide supra) will pay fees for accreditation to be determined from time to time by the Council in consultation with the stakeholders. Medical and Dental practitioners seeking CPD activities may be required to pay for them.

9. Communication

Communication between the UMDPC on the one hand; and the CPD Providers and Medical and Dental practitioners on the other is vital to the success of the accreditation process hence, communication will include:

i. Face to face communication with those that visit the Committee and addressing groups of stakeholders in meetings and workshops as opportunities avail themselves and need may demand.

ii. Print and electronic media

10. Accreditation process of CPD Provider

10.1 Submission of Application

a) The UMDPC will advertise in the media annually calling for applicants to be CPD Providers.

b) The interested parties, who wish to be Accredited and certified CPD Providers, must submit an application (Form CPD 2A) for accreditation, as well as all the relevant documentation and fees to the UMDPC.

c) The UMDPC will forward the applications to the CPD Accreditation and Certification Committee for procession.The Accreditation and Certification Committee will review and use the set criteria for assessment of applications.

d) The results of the applicants to provide CPD will be sent to the UMDPC for final approval.

10.2 Responsibilities of Accredited CPD Providers

a) An Accredited CPD /Service provider shall publicise the proposed activity together with its CEUs.

b) When and where the activity will take place and who to attend.

c) Keep a record that reflects attendance at the entire event / completion of activity and should retain them for a period of three years after the activity as these may be required in a compliance audit.

d) Issue certificate of attendance to medical and dental practitioners who attended the activity. The certificate should containing the following;

- the CPD activity an Accredited CPD/Service

- The accreditation and activity number (a board specific identification)

- The topic of the activity (ethics, human rights and medical law must be specified separately)

- The level of the activity

- The number of CEUs for that activity

- The attendance/completion date; and the name and the UMDPC registration number of the attendee.

If these are not available on completion of the activity or event, the certificate(s) shall be sent to attendees **within one month**.

Provide feedback to the UMDPC about the topic, attendance and CPD units for

the activity. **<u>Note</u>**:

Accredited CPD Providers will be allocated a specific Provider specific identification number (SPIN) linked to the relevant profession.

10.3   Financial and technical assistance

Preparing and disseminating fliers and brochures announcing the proposed CPD activity is the responsibility of the CPD provider.

Appendices

Appendix 1: Accreditation and certification Application Form (ACAF)

The UMDPC is pleased to provide you with this application for Continuing Professional Development (CPD) Accreditation. Please study the document carefully and understand the content and fill it appropriately.

1. Date of application...

2. Date of program (e.g., day, month, year)...

3. Title of course or event...

4. For recurrent (weekly, monthly etc) courses

    Frequency ....   Duration ....   Location................

    Day of week   ....   Time of Day.......................................

4. For occasional courses, usually for an extramural audience: A preliminary program must be supplied.)

    Day (s) of week... Location

    Date(s)..

    Duration (hours)...

    Location...

5. **Target Audience (Check as appropriate)**

    a) Individuals

        i.   General Medical Doctors

General dental surgeons

        ii.

        iii.   Aly)

        iv.   Ot......................

b) Sub Specialty qualification of Target Audience if any

c) ....

d) Estimated number of participants..

6.   Will a fee be charged?   [Yes]   [No]

- If yes, please specify the ranges for each group..

7.   Will the event receive external funding?

a. If Yes, name the source..

b. Amount US$..(Ushs................……............)

c. Attach budget

9.   Who is the CPD Coordinator

Names...

Telephone(mobile)..

office...

Emai(s).............................,..

In presenting courses which qualify for continuing professional development, the CPD provider must be responsive to the Essentials of CPD as set forth by the UMDPC

10.   **Needs Analysis** for all courses is required by the UMDPC. Describe the needs analysis results conducted in choosing to present this course

....

....

....

....

11.   What are the specific **learning objectives** of the course? Such learning objectives must be measurable (e.g. participant will learn to interpret and perform a complete intra operative examination of the heart).

....

....

....

12.   **Educational design** and documentation are required with this application. Please provide a record of your planning timetable, e.g., meeting minutes, etc. which identify needs, development of objectives, educational strategies, and selection of faculty (include title, institution, expertise).

....

....

....

....

13.   Indicate how the presentation will be developed to ensure that it is appropriate for the targeted audience(s)

....

....

....

....

14.   Are special teaching methodologies to be employed? Examples include computer assisted instructions, audiovisual aids, laboratory settings, others. This information will aid in course design

....

....

....

....

15.   Outcomes measurements

In order to develop future CPD programs and maintain accreditation compliance, the Council is required to perform an outcome Measurement Survey within 3 months of the completion of this educational activity. This short survey will determine the impact of this educational experience on participants' practice and any changes or improvements in patient care. Please provide survey questions commensurate with your learning objectives that will assist to achieve this goal.

....

....

....

16.   Commercial standards of the accreditation Committee require the following documentation (included in the CPD packet)

- **Letter of Agreement**: If an educational grant was given for the CPD activity, a letter of agreement must be on record.. It defines the giver, the amount and the purpose of the educational grant. It should contain the signatures of representatives of the entity that gave the grant, the reciepient , .

- **Disclosure.** If an educational grant was given for this CPD activity , the speaker must disclose whether his / her presentation will include the use of commercial products or services, and, whether his / her presentation will include linkage to the commercial company that provided the grant.

- **Attach a copy of the program materials indicating the following information:**

1.	Content/sessions for which accreditation is being requested.		
2.	Learning objectives		
3.	Duration of program/sessions.		
4.	Speakers.		
5	Funding sources.		
6.	A copy of the evaluation form ,where applicable		

Appendix 2: Documentary evidence to be submitted with the application

FOR OFFICE USE ONLY			
		Provided	**NOT PROVIDED**
1	What was the involvement of the CPD activity Planning committee in the planning of the program?		
2	How were the topics selected?		
3a	How were the learning needs of the participants considered?		
3b	How were the learning needs used to develop the learning objectives?		
4	How did the speakers get communication regarding the format and learning objectives they were to address and what kind of instruction were they given?		
5a	What is the format of the sessions? How will the participants be able to interact with each other and the speakers? What time is built in for questions and answers?		
5b	Describe the venue (location, rooms, and environment).		
5c	How are the learning sessions scheduled in relation to any social activities?		
6	Describe the process to be used to evaluate the program(e.g form or discussion group)		
7a	What are the costs to the participants, including registration fees, education materials and social events?		
7b	Fully describe any outside funding sources.		

Appendix 3: Course Evaluation Form

Course Evaluation form	
Course Name:	**Date:**

Overall, I would rate the........................(please check the appropriate response)
Program: ☐ Excellent ☐ Above Average ☐ Average ☐ Below Average ☐ Poor
Facilities: Excellent Above Average Average Below Average Poor

---

The course.......(please check or comment on all that apply)
☐ Was relevant to my practice   ☐ was not relevant to my practice
  Met the stated objectives   Satisfied my expectations

☐ Will not alter my practice
  Will alter my practice performance. Please specify in what way(s):

 What modifications would you suggest?

Was sufficient time allowed for audience participation? ☐ Yes ☐ No
Did you find the course to be free of commercial bias?   Yes   No

---

Speaker Evaluation   Please rate by circling the appropriate number
     1=Poor   **2**=Fair   **3**=Good   **4**=Very Good   **5**=Excellent

Speaker/Topic	Content	Delivery	AV Aids	Overall	Comments
a)	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
b)	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
c)	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
d)	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
e)	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
f)	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	

The two most important things 1 learned from this meeting were:

1.

2.

Please list topics you would like to see addressed at future CPD meetings

Thank you for your feedback and ideas – please return this form to the registration table.

Appendix 4: Sample of CPD Accredited Certificate

Put log and names of the UMPDC

CPD PROVIDER ACCREDITATION CERTIFICATE

This is to certify that:

.............(Name of CPD Provider/ Institution).............

Has met the set standards of accreditation and it is therefore authorized to provide CPD accredited courses in...,.............................
This accreditation is valid for a period of ... 3 years beginning................and ending..

(Name of CPD Provider/ Institution)is therefore allowed to train and award credits as per approved accredited hours for each activity.

Signed

_____   _____

Name of Chairperson of the CPD Accreditation Committee   **Name of Registrar of the UMDPC**

Appendix 5: CPD Certificate of Attendance

Logo for UMDPC   LOGO FOR THE CPD
           PROVIDER CONTINUING PROFESSIONAL DEVELOPMENT

Certificate of Attendance

(Name of participant)

Has registered and attended

(Name of CPD Activity)

On *(Dates)*

At *(Venue)*

Maximum CEUs ----------- (No CEU earned -------------------------------------

_____

Signed   signed _____

(Name of CPD provider)   Lead trainer

This event was accredited by the Uganda Medical and Dental Practitioner's
Council

Specific provider identification Number (SPIN): .... (e.g. 48678) ....

Appendix 6: Sample of Training Capacity Survey Tool

1. What is your CPD Mission statement?

....
....
....
....

2. The following table is used to collect data on training capacity

Name of Training Institution ....
....

Health Cadre/ specialization cadre Trained	ENTRY REQUIREMENTS	DURATION OF TRAINING	CREDENTIALS CONFERERRED	NUMBER OF FULL-TIME TEACHING STAFF

Facilitators' survey report

DATE	NAME	SEX	AGE	NATIONALITY	TEACHING CREDENTIALS	YEARS OF EXPERIENCE

Appendix 7: Bloom's Taxonomy of Learning Needs

Objective & Descriptive Verbs

It is important to use precise verbs to describe the behavior you want the learner to achieve. Verbs such as ''know" and ''understand" can be open to different interpretations and it can be difficult to evaluate whether a learner ''understands '' a concept. However, a learning objective that states that a physician ''will be able to cite the risk factors for breast cancer" can be evaluated by both the CPD Committee and the participants as to whether it has been achieved. Note the differences between the following vague and precise verbs.

Vague	Precise	Vague
Learn	**List**	**Enjoy**
Conclude	**Describe**	**Believe**
Conclude	**Identify**	**Understand**
Appreciate	**Distinguish between**	**Grasp the meaning of**

Examples of precise verbs than can be used in formulation of learning objectives at each level of Blooms Taxonomy of learning

Level 1 – To Communicate Knowledge

Cite	reduce identity	measure	recall	
Define	select	indicate	memorize	recognize
Describe	state	list	name	relate

Level 2 - To Communicate Comprehension

Associate	describe	explain illustrate	justify	
Classify	differentiate	extrapolate	indicate	name
Compare	discuss	formulate	infer	predict
Contrast	distinguish	identity	interpret	select

Level 3 - To Communicate Application

Apply	construct	find	perform	show
Assess	demonstrate	illustrate	practice	use
Choose	examine	interpret	predict	utilize

Classify	explain	operate	select	

Level 4 - To Communicate Analysis

Analyze	conclude	distinguish	justify	select
Appraise	contrast	examine	question	separate
Compare	differentiate	identify	resolve	summarize

Level 5 - To Communicate Synthesis

Argue	construct	discuss	manage	propose
Combine	create	formulate	organize	restate
Compose	derive	integrate	plan	select
Conclude	design	manage	prepare	summarize

Level 6 - To Communicate Evaluation

Appraise	choose	estimate	measure	recommend
Assess	critique	evaluate	rank	select
Attack	defend	identify	rate	support
Avoid	determine	judge	recognize	value

Level 7 - To Impact Skills

Build	handle	integrate	operate	pass
Diagnose	hold	measure	palpate	perform

Level 8 - To convey Attitudes

Accept	consider	judge	question	reject
Acquire	dispute	like	receive	select
Challenge	exemplify	listen	reflect	value

Appendix 8: Sample of Time Line

CPD Activity:				
Date:				
Task	**Time required**	**Start date**	**End date**	**Responsibility**
Assess Needs				
Develop Learning objectives				
Design preliminary program				
Select and contact facilitators				
Seek Funding				
Apply for CPD accreditation				
Reserve Venue, A-V equipment				
Design final program				
Advertise and distribute program				
Develop handouts				
Start registration of participants				
Hold event				
Gather and analyze evaluations form				
Write thank you letters to facilitators and sponsors				

Appendix 9: SAMPLE OF TYPE B TIME LINE

ACTIONS	8 mths	6 mths	5 mths	4 mths	3 mths	11 wks	10 wks	9 wks	8 wks	6 wks	5 wks	4 wks	3 wks	2 wks	1 wk	Post prog
1. Needs Assessment																
2. Finalize Date for Training																
3. Program Design/Development																
Meetings of Planning																
Develop Learning Objectives																
Booking Venue, etc																
Contact CPD Facilitators																
Contact Funding Sources																
Prepare initial mail notice																
Finalize contracts																
Seek CPD Accreditation																
Design CPD activity Program																
Print Program																
Advertise, Mail Brochure & registration form																
Make travel bookings & purchase stationery, etc																
Cancellation decisions																
Implementation of CPD activity																
Evaluation summaries																1 wk
Thank you letters to facilitators and sponsors																2 wk
Finalize financial statement																2 wk
Planning committee review																3 wk

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