CPD 8

PROCESS: NEW APPLICATION AND RE-APPLICATION FOR ACCREDITOR STATUS

New applications: No deadline
Re-application: When new Board is appointed (latest by 15 January)

CPD Unit

For re-applications only: Sends a reminder to accreditors to reapply when new Board is appointed.

Accreditor

Submits application to the Board manager.
Application includes:

- Form CPD2
- Credentials/ motivation to support application.

Board

Board manager: Acknowledges receipt of re-application and placement on the agenda of the first possible Board / Education committee meeting (as relevant).

Board: Approves or rejects application.

Board manager: Communicates to the CPD section, the Board's approval or rejection of accreditor's application.

CPD Unit

For approved applications: Assigns Board specific accreditation number and communicates this number to the Board manager.

Board

Board manager: Communicates status of application and Board specific accreditation number to the accreditor.

New applicants must await approval from Board prior to accrediting CPD activities.
If an application is rejected, the Board should provide reasons and engage in a developmental process to support the applicant.

ONGOING RESPONSIBILITY

Accreditor

Reviews and accredits activities within professional scope.

Conducts quality assurance

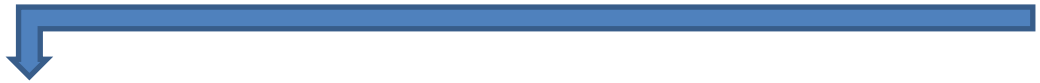
- Quality of activities
- Coverage of Ethics/Human Rights and Medical Law
- Feedback on activities
- Review mechanism used to ensure quality
- For activities where there is an outcome, how many passed – if relevant
- Timely submission to CPD Section for inclusion of activities on website

- Maintain oversight of advertising accompanying activity

By latest 30 November annually

CPD Unit

Sends reminder to Accreditors to submit annual report by 31 January.



By latest 31 January annually

Accreditor

Annual report is submitted to Board manager

- List of activities accredited and CEUs allocated
- Distinction between Clinical and Ethics CEUs.

Board

Board conducts QA as above.