



ACPGI Guidelines for Applications for CPD Approval for Events

Introduction

In order to maintain a high standard of education and training within coloproctology, The Association of Coloproctology of Great Britain and Ireland (ACPGI) would like to offer the opportunity for course accreditation and Continuing Professional Development (CPD) approval for educational events. This fits with the remit of the ACP as dedicated in maintaining and developing excellence in the care and prevention of bowel disease for the benefit of patients and the public

Terms and conditions for course accreditation and CPD approval

1. The educational events **should high educational standards** and should provide an effective learning experience for the participants.
2. There should be a **clear educational need for the CPD activity**. Ideally the need should already have been demonstrated for instance, because the meeting covers significant recent advances relevant to the practice of the intended audience. The organiser should submit a report based on the course evaluation to the ACPGI in order to obtain the CPD points.
3. Any commercial sponsorship and/or any **conflict of interest** of individuals such as the programme planner, presenters or facilitators **must be declared** on the application for approval.
4. If the meeting has any support, sponsorship or **funding** from a commercial healthcare organisation, a statement is required from the organiser that this **has not influenced the structure or content of the educational programme**. A copy of the agreement between the course provider and the sponsor confirming this is required for CPD approval. Also any potential **conflict of interest of the organiser or faculty must be declared** in the application.
5. The **target audience** should be clearly stated.
6. The **learning objectives** should be specifically defined and appropriate for the target audience.
7. **Teaching methods** should be appropriate so as to achieve the stated learning objectives.
8. **Evidence** that the **presenters/facilitators** have the **expertise** to deliver the learning objectives should be provided. This can be expressed by the number of years in clinical practice and or the number of years in teaching in the field by the lead clinician.
9. Evaluation of **previous events** from the provider should be **satisfactory** or show evidence of addressing any previous concerns.

10. Location, timing and duration of the proposed meeting should be appropriate to the learning objectives. They should be both **practical and convenient** for the intended participants.
11. The provider must agree to **retain evidence** of delegates' attendance **up to 5 years** after the meeting and to provide it if requested.
12. Organisers should obtain **feedback** on the programme by providing participants with a means by which they can easily record their rating of the relevance, quality and effectiveness of the event.

Allocation of CPD Points

- Up to **one CPD point** is allowed **per hour** of educational time, excluding breaks, for attendance at meetings and for teaching.
- The number of points self allocated by attendees would depend upon knowledge/skills gained.
- Participants who self allocate points from meetings would need to ensure they write a reflective note in their diaries.



ACPGBI COURSE ACCREDITATION & CPD Approval

Details of organiser	
Name of Organiser	
Name and Address of Employer/ Institution	
Address for correspondence (if different)	
Telephone number	
Email address	
Details of Event	
Title of event	
Date of event	
Venue	
Expected number of participants	
Details of programme structure, content and timetable is attached	Attach a time table
Educational Content	
Target audience (specialty, job role, training level etc)	
Key learning aims	
Method of delivery (e.g. seminar, discussion, live link, practical etc)	
Give brief details of the faculty and their relevant expertise for this event.	
Evaluation and feedback	
Describe the evaluation methods	Attach an example of the evaluation form

Describe any other method that will be used to evaluate the quality of teaching	
Describe any other processes in place to encourage self-reflective learning and relating learning to practice	
Sponsorship and Conflict of Interest	
Please state the nature of the sponsorship agreed (e.g. educational grant, loan or donation of equipment etc) Attach a copy of the agreement/ contract with each sponsor	
Please declare any potential conflict of interest of the organiser or faculty	
<input type="checkbox"/> Tick this box to confirm that the sponsor(s) have had no influence in the design or development of this event	
Confirmation of Application	
<input type="checkbox"/> Tick this box to confirm that the information provided in this form is accurate and that the responses given represent those of the applicants organisation Signed Name Job Title Date	