

Verification of Internal Events

Guidance Document

Internal Events

Hospitals, hospital departments/units, medical practices and other medical organisations hold regular in-house educational activities. These activities are considered “internal events” for the purposes of recording Professional Competence. Examples of internal events include but are not limited to:

- Grand Rounds
- Journal clubs or similar
- Small group meetings involving doctors from more than one hospital

It is not necessary for an institution to seek CPD approval from the postgraduate training body for these types of educational events. **However, under the requirements of the Professional Competence Schemes doctors must provide evidence of having attended these activities.**

Responsibility of the Institution

Organisers within the hospital/institution should arrange to provide the following:

- A register of attendance (see Appendix 1 for example template). This can be a sign in sheet or sign in book clearly showing that it is being held to record CPD activities on behalf of the participating doctors. The register for each meeting should be held for a period of five years and should be easily available for checking.
- Evidence of attendance issued to the doctor. This can be either:
 - A simple certificate or memorandum confirming that each doctor has attended the activity (see Appendix 2 for example template). It is recommended certificates are sent to attendees as email attachments to facilitate doctors uploading certificates to online ePortfolios.

OR

- A quarterly or annual letter issued by the hospital, hospital department/unit, medical practices or other medical organisations listing the activities the individual doctor has participated in over the designated period.

It is recommended that the hospital/institution assign responsibility to an individual/department to hold certificate of attendance sheets and issue certificates/letters

The attendance certificate should be printed on organiser headed paper

Attendance Certificate - Template

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)	
ATTENDANCE CERTIFICATE	
This is to certify that:	<Delegate Name>
Attended a meeting entitled:	<Title of meeting>
At the venue:	<Venue> <Venue Address>
On the following date(s)*:	<Date of event>
CPD Credit:	The meeting was approved for: <No credits awarded>
Organised by:	<Organiser Name>
Contact:	<Organising Institution> <Address, Phone, Email>

**Please note - one certificate may be issued for reoccurring meetings/events*

Doctors who are participating in a Professional Competence scheme should retain this certificate in their Professional Competence Scheme portfolio

For further information please contact the relevant training body

Postgraduate Training Body	Email	Telephone
College of Anaesthetists of Ireland	pcs@coa.ie	01 6614412
College of Psychiatry of Ireland	pcs@irishpsychiatry.ie	01 661 8450
Faculty of Occupational Medicine, RCPI	professionalcompetence@rcpi.ie	01 863 9739
Faculty of Paediatrics, RCPI	professionalcompetence@rcpi.ie	01 863 9739
Faculty of Pathology, RCPI	professionalcompetence@rcpi.ie	01 863 9739
Faculty of Public Health Medicine, RCPI	professionalcompetence@rcpi.ie	01 863 9739
Faculty of Radiologists, RCSI	radiology@rcsi.ie	01 402 2139
Faculty of Sports and Exercise Medicine	sportsfac@rcsi.ie	01 402 2780
Institute of Obstetricians and Gynaecologists, RCPI	professionalcompetence@rcpi.ie	01 863 9739
Irish College of General Practitioners	professionalcompetence@icgp.ie	01 676 3705
Irish College of Ophthalmologists	ico@rcsi.ie	01 402 2777
Irish Committee on Higher Medical Training, RCPI	professionalcompetence@rcpi.ie	01 863 9739
Royal College of Surgeons in Ireland	pcs@rcsi.ie	01 402 2743