



Guidelines for Approval of Events for External CPD

- ❖ **Meetings should have a clinical organiser or committee, which selects the topics, speakers etc. for the event.** CPD approval applications should be made by the clinical organiser / committee.
- ❖ Details of the meeting / conference, accompanied by application fee where applicable, should be submitted to the Professional Competence Office, pcs@irishpsychiatry.ie or College of Psychiatrists of Ireland, 5 Herbert Street, Dublin 2, **minimum 4 weeks in advance of the event date.**
- ❖ To facilitate **speedy and accurate CPD approval**, details of the event must be completed on the “**Application Form for College of Psychiatrists of Ireland CPD Approval**”.
Required details include:
 - Date and location of event
 - Who the event is aimed at
 - Detailed programme including duration of each session
 - The Domains of Good Professional Practice covered by the event
 - Abstracts (or similar) of presentations
 - Speaker details / biographies
 - Details of any commercial or promotional aspect to the event or any sessions, or speakers' connection to a pharmaceutical company
 - Details of any pharmaceutical funding for the event. All funding received from pharmaceutical companies should be in the form of an **unrestricted educational grant**. Direct payment by a pharmaceutical company for speaker expenses, honoraria, venue, etc. is not unrestricted.
 - Copy of feedback form / mechanism available to delegates
- ❖ All applications from commercial companies for CPD approval should be accompanied by the **CPD Approval application fee of €1,000 per event**. A company running an event on multiple dates or in multiple locations will be charged €1,000 per date or location. An invoice will be issued to companies if necessary. Cheques should be made payable to *College of Psychiatrists of Ireland*. Registered Charities are offered a 20% discount.
- ❖ **Once an event has been approved, a master CPD Certificate of Approval will be issued to the company. The following steps should be carried out:**
 1. The event organiser should sign, photocopy, and distribute the certificates to those psychiatrists who attend the event.
 2. Ensure that the name of the delegate is completed on the certificate before distribution, and the date(s) of attendance ticked if relevant.
 3. Keep an attendance record for possible future reference by the CPsychI Certification sub-committee.
- ❖ **All CPD approved meetings will be published on the College website www.irishpsychiatry.ie**

Where a meeting is supported by an unrestricted educational grant by a commercial / pharma company, it is important that:-

1. The content and speakers are selected by clinicians
2. The application for accreditation is made by the organizing clinician(s)
3. Funding made available by a pharma company is made on the basis of an unrestricted educational grant
4. Invitations, programmes, agendas and flyers for the events should not bear a company logo or any company branding. A line of text stating that the event is supported by an unrestricted educational grant is appropriate.
5. There is no direct involvement of representatives from a pharma company in the educational sessions of the event i.e. no stands, literature, promotional goods or elements in the room where the meeting is being held.

Please refer to the Medical Council's October 2012 publication "Guide to Professional Conduct and Ethics for Registered Medical Practitioners. Relationships between doctors and industry - Frequently Asked Questions" for further guidance.



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WHAT TYPE OF MEETINGS WILL BE APPROVED FOR EXTERNAL CPD?

1. The event must be of an **appropriate standard** for a consultant psychiatrist.
2. The event must be of **relevance** to the pursuit of a psychiatrist's clinical, educational, research and other professional activities.
3. The event need not be confined solely to medical topics and improvements in patient care but can also include additional topics such as management, medical ethics.
4. The event should have **educational objectives** which are matched by the content and teaching methods based on the principles of adult learning.
5. The meeting should have a **clinical organiser** or **clinical organising committee** which selects the meeting topics, speakers etc.
6. Where there is a commercial sponsor, presentations **must not contain any promotional content**.
7. Pharmaceutical support or funding for an event is only acceptable in the form of an **unrestricted educational grant**. "Unrestricted educational funds are not linked to or controlled by the organisations that contribute to them and healthcare institutions can choose to spend the funds in any way they see fit." - *Medical Council publication "Relationships between doctors and industry: Frequently Asked Questions, October 2012"*. For our CPD approval process, pharma companies directly paying speaker or venue expenses, honoraria etc. does not fit into an "unrestricted educational grant". All funding from a pharma company must be made available to the meeting's clinical organising committee in the form of an unrestricted educational grant.
8. **Promotional logos / branding cannot be included** on any presentation slides or on meeting invitations, flyers etc.
9. Speakers should include a **declaration of interest** slide at the start of their presentations.
10. **Learning objectives** should be clearly outlined at the start and end of presentations.
11. Publicity material should include a **clear description of those for whom the event is primarily intended**.
12. Publicity material should not carry branding or logos of commercial sponsors.
13. Events must incorporate a **mechanism for evaluation** so that the organisers, presenters and other participants can obtain feedback on the relevance, quality and effectiveness of the activity.
14. Events must have a **nominated organiser** who will keep records of attendance and evaluation.
15. Meetings should have a **broad invitation list**
16. Meetings should be regional, international or national conferences, or academic meetings.

CPD Activities which require approval:

1. Conferences, symposia, short training courses, workshops and seminars organised locally, regionally, nationally and internationally.
2. Long training courses, degree/diploma, research projects, etc. Participants planning to attend such a course should submit the programme/description of the project together with the expected educational outcome, and how it relates to their own competence assurance and clinical practice, to the College's Professional Competence Administration office.

1 complete hour of appropriate educational activity = 1 CPD credit.

No more than 8 credits per day will be awarded.

No more than 15 credits will be awarded for single topic meetings/courses running over a number of days.