



**College of Psychiatrists
of Ireland**

Wisdom • Learning • Compassion



Professional Competence

for psychiatrists

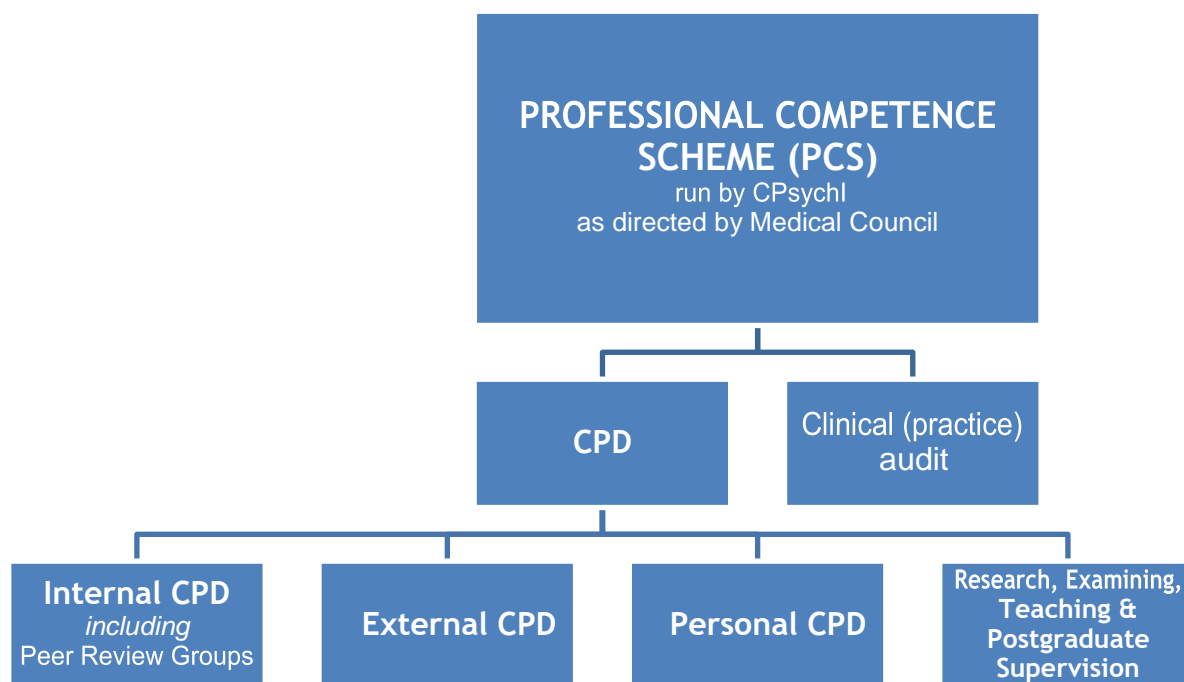
including CPD & Clinical (Practice) Audit

Updated December 2017

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Under the [Medical Practitioners Act 2007](#), the Medical Council has a duty to satisfy itself as to the ongoing maintenance of professional competence of registered medical practitioners ([Section 91](#)). To fulfil this duty the Medical Council has approved Postgraduate Medical Training Bodies to develop & maintain **Professional Competence Schemes (PCS)** for registered medical practitioners on an ongoing basis. The **College of Psychiatrists of Ireland (CPsychI)** is the accredited **Postgraduate Training Body (PGTB)** for psychiatrists on the Specialist, General and Supervised Divisions of the Register of Medical Practitioners. [Part 11](#) of the Medical Practitioners Act 2007 came into effect on 1st May 2010. This means that from 1st May 2011 practitioners on the General, Specialist and Supervised Divisions of the Medical Council register are legally required to enrol in a Professional Competence Scheme. Doctors in a recognised training post do not need to enrol in a PCS.

Terms used throughout this handbook:

PCS Professional Competence Scheme

CPD Continuing Professional Development

CPsychI College of Psychiatrists of Ireland

RMP Registered Medical Practitioner

PGTB Postgraduate Training Body

Verification Process the process whereby the College's Professional Competence Committee will examine evidence of a Registered Medical Practitioner's submitted professional competence activities. A percentage of RMPs enrolled in the college's PCS will be selected for this process using a randomised stratified process.

Audit the process whereby the Medical Council will contact 15% of all Registered Medical Practitioners (RMPs) annually for evidence supporting their statement of participation in PCS on the Medical Council annual registration renewal documentation.

1.1 Professional Competence Scheme (PCS)

Professional Competence Schemes are designed to assure the public that doctors are participating in continuing professional development activities which ensure that all doctors registered and working in Ireland maintain their knowledge and skills.

Professional Competence Schemes are formal administrative structures provided by the postgraduate training bodies under the supervision of the Medical Council to support Medical Practitioners to meet their responsibilities to maintain their knowledge and skills as required under the Medical Practitioners Act 2007.

The PCS provides a formal structure for recording and documenting participation in the required activities.

The CPsychI PCS operates for the purpose of supporting psychiatrists to demonstrate that they are maintaining their knowledge and skills. It does not screen for competence or performance. These functions are addressed by the Medical Council, for example if a complaint is made against a doctor.

1.2 Eight Domains of Good Professional Practice

The Medical Council has identified Eight Domains of Good Professional Practice which must underpin the individual psychiatrist's programme of educational activities in continuing professional development. The eight domains are:

1. Patient Safety & Quality of Patient Care
2. Relating to Patients
3. Communication & Interpersonal Skills
4. Collaboration & Teamwork
5. Management (including Self Management)
6. Scholarship
7. Professionalism
8. Clinical Skills

See [Appendix 1](#) for further detail on these domains. All domains must be demonstrably reflected in the CPD activities of the individual doctor and can be addressed through any of the categories for CPD credit accrual.

1.3 Maintenance of Professional Competence

Maintenance of Professional Competence is the continuation of education and maintenance of up-to-date practice from undergraduate level to postgraduate level through to retirement. The principles of Professional Competence in the current scope of practice are to record and document educational activities; balance areas of activity; and ensure that professional competence activities relate to current scope of practice.

It is the responsibility of individual medical practitioners to maintain their professional competence and co-operate with any requirements imposed by the Medical Council

Professional Competence has been defined by the Medical Council as presently having two key components:

1. Continuing Professional Development (CPD)
2. Clinical (practice) audit

The CPD and Clinical (practice) audit components of PCS are mandatory as per the **Framework for Maintenance of Professional Competence Activity** document developed by the Medical Council and published in [S.I. 171 of 2011](#): Medical Council - Rules for the Maintenance of Professional Competence (No. 1).

Multisource Feedback (MSF) as a component of professional competence is not included in the PCS at present. It is currently a component of Performance Appraisal. Aspects of MSF such as the use of patient satisfaction questionnaires are encouraged as part of a demonstration of professional competence. In 2015, the College of Psychiatrists and other Postgraduate Training Bodies took part in a project to have individual clinicians utilise Patient Feedback Forms on a pilot basis. The Medical Council has the results of that pilot.



2.0 PROFESSIONAL COMPETENCE SCHEME OVERVIEW

2.1 Functions of CPsychI Professional Competence Department & Committee

The CPsychI Professional Competence scheme is administered by the Professional Competence department of the college. The Professional Competence department is responsible for:

- the administrative structures necessary for the recording and submission of individual psychiatrists' records
- the provision of support, guidance and information to individual psychiatrists in meeting their requirements under the Medical Practitioners Act
- administering a verification process to audit the returns of a percentage of RMPs each year
- the submission of annual reports to the Medical Council
- the provision of statements/certificates to participants at the end of each PCS year.

The College provides educational activities in the form of training courses, seminars and academic meetings to enhance the knowledge and skills of individual RMPs. These activities reflect the Medical Council's Eight Domains of Good Professional Practice. The College contributes to the development of CPD policy and continuing professional development.

The Director of Professional Competence chairs the College's Professional Competence Committee and reports to the Management Committee and Council of the College. The Director is supported by a committee of faculty, regional and co-opted representatives which meets bi-monthly. The Director is a member of the Forum of Postgraduate Medical Training Bodies Professional Competence Sub-Committee and also participates in Medical Council working groups as required.

The Professional Competence Committee oversees the operation of the Professional Competence Scheme and the implementation of guidance as issued by the Medical Council. It devises and approves educational activities run by the Professional Competence department as well as reviewing educational activities run by other organisations for approval for External CPD. The committee discusses guidance and updates on professional competence as received from the Medical Council and communicates relevant information to the psychiatrists enrolled in the CPsychI PCS. It also contributes to policy and continuing professional development.

2.2 Governance

The Medical Council's [Registration and Continuing Practice Committee](#) is the statutory authority having oversight and input into the Professional Competence schemes of all Postgraduate Medical Training Bodies. That committee has also developed the [framework, standards and rules](#) for the Professional Competence Schemes. These standards and rules are also available in the Medical Council's [Professional Competence Guidelines for Doctors booklet](#).

The Professional Competence Scheme developed by the CPsychI for psychiatrists is approved by the Medical Council, subject to annual reports to the Medical Council, and is accredited annually by the Medical Council.

[The Medical Council](#) is the responsible body where issues of retraining or remediation of an individual psychiatrist arise, with support from the CPsychI as appropriate and as requested.

The reporting relationship between the Medical Council and this PCS is outlined in [Section 7](#) of this document.

2.3 Enrolment Process for Participants

The CPsychI PCS operates on a not-for-profit basis. The annual PCS fee is set by the Medical Council. Psychiatrists do not have to be members of the college to enrol in the PCS.

The PCS is operated online. Individual practitioners must apply online to enrol in the PCS. When enrolled, a password will be issued for access to a secure online CPD Diary where the doctor should record their PCS activities. **All medical practitioners who are not in training must enrol in a PCS. The college's Professional Competence department is happy to help any doctor who needs assistance with the online application process.**

Steps to enrol in the PCS:

1. Complete either the [General, Specialist or Supervised Division online application form](#) (available from the Professional Competence section of www.irishpsychiatry.ie) and submit.
2. Receipt of the application form will be acknowledged by email to applicant.
3. Application will be confidentially reviewed by nominees from the College's Professional Competence Committee.
4. When the decision is made, the successful applicant will be asked to confirm their acceptance of the Terms and Conditions of participating in the PCS and pay the annual PCS fee.
5. On receipt of that acceptance and fee, the applicant will be enrolled on the Specialist, General or Supervised Division PCS as per their eligibility.
6. The College will issue a password & guidance for recording of CPD activities & Clinical (practice) audit on the online CPD Diary.
7. If an application is unsuccessful, the applicant will be informed with the reasons for non-acceptance and advised on further action.

2.4 Logging CPD activities on the online CPD Diary, monitoring

The PCS year runs from 1st May to 30th April each year. Following enrolment and receipt of their online password, the psychiatrist is advised to log their CPD activities on their online CPD Diary as activities are completed (and retain the evidence of those activities for at least 5 years). Before year end (April), we will email each doctor enrolled on the PCS to remind them to review their logged data and ensure their diary is up to date.

The PCS manager and the Director of Professional Competence will monitor the progress of members whose annual returns raise concerns by falling significantly below the requisite numbers, and will contact and advise them of their position.

The Statement of Participation in a Professional Competence Scheme which is issued annually to RMPs may be requested from the individual doctor by the Medical Council as part of the audit that the Medical Council will conduct each year. The Medical Council audits 15% of all Registered Medical Practitioners (RMPs) annually, requesting evidence to support the information they supplied regarding participation in PCS on their Medical Council annual registration renewal documentation. The evidence requested is normally a Statement of Participation in a Professional Competence Scheme [Section 2.5](#).

2.5 Statement of Participation in a Professional Competence Scheme

After each PCS year end (30th April), a "Statement of Participation in a Professional Competence Scheme" will be issued to each doctor enrolled on the PCS. The statement will display credits and clinical (practice) audit logged for the current year and the previous four years. It will also indicate if the RMP participated in a verification process. If the RMP has formally notified the CPsychI Professional Competence Scheme of certified maternity leave, certified illness of three months or greater, or similar extenuating circumstances which causes the RMP difficulty in meeting the annual requirements of the PCS, this will also be annotated on the statement (from PCS year 2015/16 onwards).

2.6 Confidentiality & Security

The confidentiality of your personal PCS information and that of the overall PCS is of paramount importance. Access to individual doctors' PCS records is restricted to the individual doctor, and to PCS staff only within the college. PCS data and statements will not be supplied to any third party. As per [Section 95](#) of the [Medical Practitioners Act 2007](#), "The Freedom of Information Acts 1997 and 2003 shall not apply to a record (within the meaning of those Acts) relating to any professional competence scheme". However, where a doctor has failed to meet the minimum requirements of the scheme for a number of years, individual information may be shared with the Medical Council pursuant to a request made under S95 of the Medical Practitioners Act 2007 and to support its functions under S91 of the Act.

[See Appendix 2](#)

2.7 Complaints & Appeals

Any complaint or appeal of a decision relating to Professional Competence made by the College should initially be submitted in writing to the Director of Professional Competence, who will review and respond to the appellant as appropriate. If necessary, the complaint may be brought to the Professional Competence Committee in an anonymous form for further review. The matter may, if deemed necessary, be referred further to the College's Management Committee and/or Council.

At all stages of the complaints and appeals process, the complainant shall be informed of the progress of their complaint. The College will endeavour to resolve all complaints or appeals within as short a timeframe as possible.

3.0 PCS REQUIREMENTS

The Medical Council requires RMPs to accumulate **minimum 50 credits per year** and to participate in a **clinical (practice) audit** related to their scope of practice each year. There is no mechanism for carrying over credits or for compensating from year to year. However where minimum targets have not been achieved, the Medical Council states that in reviewing a doctor's Statement of Participation, it will also take account of the average accrual of credits across a 5 year period before any decision is made regarding further action. Statements of Participation in a Professional Competence Scheme display the most recent year's logged activity and the previous four years' activity.

Annual Minimum Required Credits per category

Internal CPD: At least 20 credits per year*

External CPD: At least 20 credits per year*

Personal CPD: At least 5 credits per year*

Research, Examining, Teaching & Postgraduate Supervision CPD: 2 credits per year desirable*

Clinical (Practice) Audit Participation in a clinical (practice) audit each year related to scope of practice

**In general, 1 hour of relevant learning activity accrues 1 CPD credit in the relevant category.*

Participation in a Peer Review group is strongly recommended by the College and can be claimed under Internal CPD (1 hour activity = 1 CPD credit). It is not a mandatory requirement for the Medical Council. The College's document "[Peer Review Structure for Consultants in Ireland](#)" gives guidance on peer review groups and is available in the Professional Competence section of www.irishpsychiatry.ie.

Practitioners are recommended to accumulate **at least** the minimum credits in each CPD category plus participation in a clinical (practice) audit on an **annual basis**. All records will be reviewed annually. Individuals will be contacted and advised if recorded credits are below the expected number. If non-compliant for two consecutive years, the RMP may be automatically included in the College's verification process. The College will provide support to the RMP in their efforts to address their difficulties in meeting the requirements. As per the [Terms and Conditions](#) of participation in the PCS, if the RMP remains noncompliant for 3 successive years the College may be obliged to share this information with the Medical Council. Follow up action would then be taken by the Medical Council.

- At the end of *each PCS year (30th April)*, each RMP is required to ensure their online CPD diary is complete and up-to-date. Each PCS year on the diary is closed off for logging data approximately 10 days after the PCS year in question has ended.
- An annual Statement of Participation in a Professional Competence Scheme will be issued to each RMP as per the requirements of the Medical Council. This statement will display credits logged for the current year and the previous four years. It will indicate if the RMP participated in a verification process. It will also indicate if the RMP informed the college of extenuating circumstances such as certified sick leave greater than 3 months or certified maternity leave, which negatively impacted on the RMP's ability to meet minimum requirements in a given year.
- Individual practitioners have the responsibility of balancing their CPD activities to cover a broad range of subjects relevant to their clinical practice and addressing the Eight Domains of Good Professional Practice [Appendix 1](#). They must demonstrate that they have covered all Domains of Good Professional Practice in their PCS activities each year.

It is the responsibility of the individual RMP to forward their "Statement of Participation in a Professional Competence Scheme" to the Medical Council if and when requested.

4.0 COLLECTION & RECORDING OF CPD CREDITS

Each RMP should log the credits accrued for all CPD approved meetings and educational activities attended on their online CPD Diary. RMPs must ensure they have proof of participation of all CPD activities (with the exception of Personal CPD which is acknowledged to be generally unverifiable. Completing a [personal CPD log](#) is recommended). Certificates and supporting evidence must also be retained for the purposes of the **Verification Process** see [Section 5.0](#). The Medical Council requires that a percentage of all PCS participants' documentation be verified each year by the PGTB operating the PCS (the Verification Process). Those doctors will be asked to submit proof of their CPD activities for review by the Professional Competence Committee.

For any activity to be awarded CPD credits, its primary focus should be educational as opposed to a focus on services or resources. All activities for which CPD credits may be claimed, must be of an educational value appropriate to a psychiatrist on the specialist, general or supervised register as applicable.

The College encourages psychiatrists to

- identify their learning needs
- plan their CPD activities over the PCS year
- engage in a wide variety of CPD activities related to their scope of practice
- make reflective notes of the learning outcomes achieved from the activities undertaken

Reflective notes can be saved on the online CPD diary for any logged activity. Simply click on the note icon beside the section in which the number of credits is typed when you are entering a record.

4.1 Internal CPD

Practice Evaluation & Development. Activities organised within the service, hospital etc. which develop and improve the quality of clinical practice. Usually attended by colleagues within a service or hospital with internal or external presenter(s). Internal CPD events are approved and certified locally by the organiser (e.g. meetings, training within the service or hospital). See [Appendix 9](#) for forms.

Examples of activities:

- | | | |
|--|--|--|
| <ul style="list-style-type: none">▫ Journal clubs▫ Case conferences▫ Peer review groups▫ Medical grand rounds▫ Critical incident review meetings | <ul style="list-style-type: none">• Local skills-based training courses• Online learning on approved websites see section 4.5 | <ul style="list-style-type: none">▫ Participation in designated Medical Council and College Committee meetings (eligible for internal OR external credits up to a maximum of 7 credits per annum). |
|--|--|--|

It is important to highlight that meetings of medical boards, health service management, ethics committees, clinical director groups and medical advisory committees do **not** qualify for CPD activity.

College Faculty and Committee meetings can accrue Internal OR External CPD credits subject to the following:

- There must be a clear patient care / patient safety aspect to the meeting
- There should be demonstrable pre-meeting preparation and/or post meeting tasks
- A maximum of 7 Internal OR External credits can be claimed for committee meetings per PCS year
- 1 Internal OR External credit per meeting attendance
- The Committee chair/organiser must retain a list of attendance and issue certificates / confirmation of attendance to individuals who claim CPD credits. This evidence should be retained by the RMP.

The Professional Competence Committee recommends that local academic programme organisers facilitate RMPs employed in private/single handed practice or who are retired, to attend relevant internal CPD activities. Alternatively, individuals may collaborate to set up their own groups.

Evidence of Internal CPD:

The local academic programme organiser must provide participants with a signed annual letter confirming the number of hours they attended the programme. Personal diaries are not sufficient evidence for the verification process. Internal CPD certificates or confirmation of hours / internal CPD credits must be retained for all activities claimed for.

See [Appendix 9](#) for the Forum of Postgraduate Training Bodies' guidelines and templates for the recording of Internal credits.

4.1.i Peer Review (Internal CPD)

See [Appendix 5](#) for guidelines and registration forms

The College recommends that psychiatrists in the PCS participate in a Peer Review Group registered with the College. Peer Review groups provide valuable support in assessing educational need and advising on appropriate educational goals.

Peer Review groups should be small self selected groups of peers who meet to promote reflective practice in an educational environment. The setting should be organised to be supportive enough for individuals to present and learn from complex cases, work issues and current challenges. Work here refers to any work done as a psychiatrist: clinical, administrative or academic.

An atmosphere of openness, frankness and mutual support is vital to the functioning of the group. The group should be non-judgmental and constructive in its ethos. Groups should be of a size that allows individuals to present their work frequently enough for the activity to be educationally meaningful. A minimum of four and a maximum of eight members is suggested. Members should be on the Medical Council General, Specialist or Supervised registers and the groups can be open to members of other sub-specialities. The Group may be open geographically but may be composed of doctors from the same service. The members should be people with whom individual members "do not feel uncomfortable".

Peer Review is a supportive educational activity. It is not peer appraisal. Its purpose is to guide individual practitioners in their CPD, in the context of their current practice. Peer review should be confidential, supportive and collegiate. *Meetings should not deal with service or resource issues.*

One hour of peer review = One Internal CPD credit.

4.2 External CPD

Maintenance of Knowledge & Skills. Educational events / activities approved by Postgraduate Medical Training Bodies that meet professional competence educational standards for non- trainee psychiatrists (in person or virtually). External CPD events are approved and certified by the relevant Postgraduate Training Body. External CPD events generally have a broad invitation list and are open to clinicians from many services, hospitals, or disciplines.

Examples of activities:

- International, national & regional conferences
- Academic meetings
- Medically related advanced degrees
- Approved online courses
- Online learning on approved websites [see section 4.5](#)
- Meetings & Courses which have been approved by the College of Psychiatrists of Ireland or other Postgraduate Medical Training Bodies in Ireland
- RCPsych meetings
- APA conferences
- EACCME accredited meetings
- [see Section 4.2.i](#) for detailed list.

A maximum of 8 external CPD credits may be claimed per day. Meetings / training courses on a single topic are limited to 8 external credits per day and 15 external CPD credits in total, regardless of duration. Further time spent in CPD activity for a course can be claimed for under Personal CPD.

External CPD credits for a postgraduate course (for example, diploma, masters or PhD) are limited to a maximum of 15 external CPD credits per year of the course. Details of the course and a certificate / letter of completion must be submitted for approval. Further time spent in CPD activity for a course can be claimed for under Personal CPD.

MANDATORY TRAINING COURSES - updated guidance on approval and logging credits.

Psychiatrists are required to maintain basic medical skills and also engage in the training required by employers and the Mental Health Commission. Some required training has little or no psychiatric content and can often be refresher training. Whilst recognising the importance of this training, it must

be remembered that activities approved for CPD credits should be primarily focused on education relevant to the role of a consultant psychiatrist and consistent with standards expected thereof. It is in this context that we have restricted the number of credits to be logged for some mandatory courses psychiatrists undertake on a yearly or two-yearly basis. The aim is to encourage a wide range of educational CPD activities appropriate to the scope of practice for psychiatrists at consultant level.

- BLS (Basic Life Support): maximum 2 Internal CPD credits to be logged per course.
- ACLS (Advanced Cardiac Life Support): maximum 2 Internal CPD credits to be logged per course.
- MAPA (Management of Actual or Potential Aggression) - or equivalent training: maximum 2 Internal CPD credits to be logged per course.
- **Safeguarding vulnerable Adults - or equivalent training: maximum 2 Internal CPD credits to be logged per course**
- Fire Training - max. 1 Internal CPD credit per course
- Children First - max. 1 Internal CPD credit per course

CPD and General Quality training & initiatives:

Psychiatrists attending quality improvement and similar training (e.g. HSE Best Practice Guidance courses, other employer organised quality improvement initiatives) should apply for CPD approval by completing the Individual CPD approval application form. While such initiatives are important in the context of optimum service provision; in the context of CPD for psychiatrists these type of events are often delivered by non-clinical teams of presenters, they frequently do not have a clinical or psychiatric focus and are concerned mainly with management / operations. The Professional Competence Committee has agreed that courses and initiatives such as Quality Improvement training courses, Train the Trainer courses etc., should be reviewed on an individual basis for CPD. This type of training would normally be approved for 1 External CPD credit per day, with the remainder of hours to be logged as Personal CPD.

MDT and other routine consultant / team meetings:

This type of regular meeting does not accrue CPD credits - these meetings are primarily focused on service delivery and operations whereas CPD should primarily focus on education and learning appropriate to a consultant psychiatrist.

Presenting at a meeting:

You may only claim External CPD credits for the time spent *attending* an external CPD event. If you are presenting at the event, you should claim that time as Research / Examining / Teaching CPD.

4.2.i Automatic Recognition of Some Events for External CPD

1. External CPD credits approved by the medical training bodies in Ireland -

- Royal College of Surgeons
- Royal College of Physicians
- College of Anaesthetists
- Irish College of General Practitioners

are automatically recognised by the College of Psychiatrists of Ireland. Ensure you receive a Certificate of Attendance stating the External CPD credits awarded. You do not need to apply to the CPsychI for CPD approval or a CPD certificate. External CPD credits can be claimed *subject to the [guidelines in 4.2.ii](#)*.

2. **EACCME accredited meetings** - if you receive a certificate of attendance which enumerates EACCME credits, you do not need to apply to the CPsychI for CPD approval or a CPD certificate. EACCME credits can be claimed as External CPD credits *subject to the [guidelines in 4.2.ii](#)*.

3. The following are some **established psychiatric conferences / international meetings** which are recognised by the CPsychI for external CPD, *subject to the [guidelines in 4.2.ii](#)*. You do not need to apply to the CPsychI for approval or a CPD certificate for these meetings.

- [American Psychiatric Association](#) (APA) annual conferences
- [American Academy of Child and Adolescent Psychiatry](#) (AACAP) annual meetings
- [British Association of Psychopharmacology](#) (BAP) annual meetings and conferences
- [European College of Neuropsychopharmacology](#) (ECNP) annual conferences
- [European Psychiatric Association](#) (EPA) annual conferences

- [European Society for Child & Adolescent Psychiatry](#) (ESCAP) conferences [International Psychogeriatric Association](#) (IPA) conferences
- [Royal Australian and New Zealand College of Psychiatrists](#) (RANZCP) meetings and conferences
- [Royal College of Psychiatrists](#) (RCPsych) meetings, courses and conferences
- [The Association for Child and Adolescent Mental Health](#) (ACAMH) meetings and conferences
- [World Psychiatric Association](#) (WPA) annual conferences
-

4.2.ii Guidelines For Automatic Recognition of External CPD

- 1 External credit per hour of learning activity up to a maximum of 8 External CPD credits per day** may be claimed for attendance at meetings / conferences / courses run by the approved organisations. Further hours can be logged as Personal CPD credits. If the meeting / course concerns a single topic, a maximum of 15 External CPD credits overall may be claimed with further hours of learning to be claimed as Personal CPD credits.
- Certificates of attendance** must be retained as evidence of participation.
- External CPD credits cannot be claimed for any sessions or satellite symposia with pharma sponsorship. Attendances at any such sessions can be claimed as personal CPD credits.
- External CPD activities should be **related to the doctor's scope of practice**.
- It is recommended that doctors make a **reflective note** indicating the learning achieved, when logging CPD credits. Reflective notes can be made on the online CPD Diary (click the icon beside where the number of credits is entered) or as a physical note to be kept with CPD records.

4.2.iii Retrospective Recognition Of Other Events For External CPD

If you attended an educational event which was not approved for CPD and is not included in (1), (2) or (3) above and you wish to apply for external CPD credits, please complete the Individual CPD Approval Application Form [Appendix 7](#) and return it to us with the required information. The application will be reviewed and if approved, you will be issued with a CPD certificate.

Please be advised that there is a maximum allowance of 8 External CPD credits per day of attendance at meetings / conferences. This applies particularly to US CME approved meetings and means that if you attend any meeting for longer than 8 hours, the maximum External CPD credits you can claim is 8 credits per day.

In terms of the verification of External CPD, it is important to highlight the need for documentary evidence of attendance to facilitate verification. Sometimes CME/CPD certificates are not provided at international meetings. In such circumstances, documentary certificates of attendance can be obtained from the meeting organisers and submitted to the College of Psychiatrists of Ireland Professional Competence office, along with the meeting programme, for approval and subsequent conversion to CPD certificates. International meetings with EACCME approval do not need further review by the CPsychI, but a maximum of 8 external credits may be claimed per day.

There is no need to limit your claim to 20 External CPD credits in any given year. It is wise to claim for all CPD approved activity carried out in any given year, as your ability to attend external meetings may alter from year to year. Your credits, if reviewed by the Medical Council, will be in the context of the current year plus the previous four years of professional competence, as seen on your Statement of Participation in a Professional Competence Scheme.

Evidence of External CPD:

Each delegate who attends a meeting that has been accredited for CPD should receive a 'Certificate of Attendance' from the meeting organiser, which notes the number of CPD credits awarded for that particular meeting, and the Domains of Good Professional Practice provided by the event. These certificates should be retained by the RMP as evidence of external CPD credits logged on their online CPD diary. These certificates will also be required as evidence for RMPs undergoing a verification process by the College's Professional Competence Committee.

[Appendix 7](#): Applying for prospective CPD approval for an event - event organiser

See [Appendix 6](#)

See [Appendix 7](#): Applying for retrospective CPD approval - individual event attendee

4.2.iv Requirements for Recognition of Events for External CPD

1. The event must be of an appropriate standard for a consultant psychiatrist or equivalent.
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. 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".
7. 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. Commercial 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 presentation.
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.

4.3 Personal CPD

Examples of activities:

- | | | |
|-----------------------------|-------------------------------|-----------------------------------|
| • Personal learning & study | • E-learning | • Preparation for giving Lectures |
| • Reading journals | • Online educational activity | |

Evidence of Personal CPD:

Each RMP should keep a record of time spent reading or at personal study, and log the accrued CPD credits on their online CPD diary. A brief reflective note outlining the activity and learning achieved should be made for each hour / credit claimed (a note can be made and saved on your online CPD diary). This will be required as evidence in the case of a verification process being conducted.

See [Appendix 3](#)

4.4 Research, Examining, Teaching & Postgraduate Supervision

Research: Documentary evidence such as manuscripts, published articles, etc. should be retained for possible verification process. Time spent on research programmes should be supported by documentary evidence in terms of type of educational activity, number of hours spent by the CPD participant and signature from other participant(s) in such activities. [see Appendix 4b](#)

Examining & Teaching: Postgraduate and undergraduate teaching and examining can garner CPD credits

in this category. Please request a certificate from the Examinations Board or Academic Co-Ordinator as applicable. In the case of a verification process, evidence will be required.

Postgraduate Supervision: Many individuals record no credits for this category of CPD activity. *Please be advised that the weekly onehour supervision of post-graduate trainees falls within this domain of CPD activity.* NCHD educational supervision should be supported by documentary evidence in terms of number of hours spent by the CPD participant and signature from NCHD [see Appendix 4a.](#)

Time spent **presenting** or **lecturing** at an event can be claimed under this category of CPD. Preparation of presentations or lectures should be claimed as Personal CPD.

4.5 Online CPD

Up to a maximum of 10 External CPD credits per year, and up to 10 Internal CPD credits per year may be claimed for online learning on approved websites.

Online CPD can be another useful source of learning especially during periods when a doctor cannot access their normal internal or external CPD activities. Generally, credits are allocated by the online learning provider per completed module and can be claimed as Internal (up to 10 per PCS year) or External (up to 10 per PCS year). Where the provider doesn't indicate the credits for the module, the general rule is 1 CPD credit per hour of learning activity.

Content on the following websites has been approved by the CPsychI for CPD.

[CPsychI Hot Topics eModules \(1CPD Credit each\)](#)

[CPsychI & RCPI elearning module "Delirium: Recognition & Response"](#)

[CPsychI: OAP Interactive Case Based Tutorial eModule](#) (CPsychI eModules require Moodle login)

BMJ Learning

<https://learning.bmj.com/learning/home.html>

British Association of Psychopharmacology (BAP) <http://www.bap.org.uk/onlinecpd.php>

<http://elearning.irishpsychiatry.ie/login/index.php>

Medscape

<http://www.medscape.org>

Medilearning - Schizophrenia Module

<http://medilearning.ie/doctorcpd/schizophrenia,-laia-compared-to-oral-antipsychotics>

Medilearning - Cognitive dysfunction in depression

<http://www.medilearning.ie/doctorcpd/cognitive-dysfunction-in-depression>

Mental Health Commission

<http://mhc.hseland.ie>

Mental Health Act

<http://www.irishstatutebook.ie/eli/2001/act/25/enacted/en/html>

Journal of Clinical Psychiatry

<https://www.psychiatrist.com/jcp/toc/pages/con8001.aspx>

RANZCP eLearning

<https://www.ranzcp.org/publications/e-learning>

RCPsych CPD online

<http://www.psychiatrycpd.co.uk>

RCPI Online Courses (*course should be relevant to psychiatry and your scope of practice*)

<https://www.rcpi.ie/courses-and-events/>

EACCME accredited learning modules are acceptable for CPD.

<https://www.uems.eu/uems-activities/accreditation/eaccme/what-is-european-accreditation>

<https://www.uptodate.com/home>

(modules should be relevant to psychiatry and your scope of practice)

Psychiatrictimes.com

<https://www.psychiatrictimes.com>

RCPI Online Courses (*course should be relevant to psychiatry and your scope of practice*)

<https://www.rcpi.ie/courses-and-events/>

EACCME accredited learning modules are acceptable for CPD.

<https://www.uems.eu/uems-activities/accreditation/eaccme/what-is-european-accreditation>

<https://www.uptodate.com/home>

(modules should be relevant to psychiatry and your scope of practice)

If you wish to claim online learning activity for CPD, you should ensure you complete any tests at the end of a module and save your certificate for the module.

Other Online CPD websites: A great number of learning resources are available online, some of varying quality. Other medical education websites may meet the criteria for CPD - please contact the Professional Competence department of the College directly if you have any queries or suggestions. Psychiatrists who engage in online learning which they feel fits the criteria for CPD, on sites other than the approved sites listed above, may claim CPD credits under the Personal CPD category.

Pharma sponsored websites or sites carrying pharma advertising **cannot** be considered for CPD purpose, in line with the college's policy on pharmaceutical industry sponsorship.

5.0 VERIFICATION PROCESS

The Medical Council has advised that each PGTB must undertake an annual verification of activities recorded by RMPs with their Professional Competence Scheme. 3-5% of RMPs enrolled on this PCS will be selected for this process using a randomised stratified process. The verification process will also look at the balancing of credits, the compliance with the domains of good professional practice and participation in clinical (practice) audit. This verification process is a college procedure separate to the audit carried out by the Medical Council annually on a percentage of RMPs.

The documentation we will request for the verification process includes:

- Clinical (Practice) Audit report
- CPD certificates from external meetings
- Signed logs / letters of attendance from local academic organisers
- Reflective notes on personal learning sessions
- Documentation of attendance at peer review groups
- Supporting documentation for research activities
- Signed postgraduate supervision log
- Certificate from examination boards
- Documentation supporting research activity for which credits are claimed

Participation in a verification process will be indicated on following year's Statement of Participation in a Professional Competence Scheme.

6.0 CONFIDENTIALITY

Participants' individual CPD records are only accessible to the individual practitioner and to the appropriate officers in the CPsychI's Professional Competence department. The data will be securely stored on the College's custom-designed database and servers.

Section 95 of the 2007 Medical Practitioners Act [see Appendix 2](#) provides for the confidentiality of information disclosed as part of a professional competence scheme. The Medical Council may disclose information in summary form which prevents the identity of individual practitioners being ascertained for the purposes of criminal proceedings or investigations or for the purposes of civil proceedings to which the Medical Council is a party. Section 95(3) specifically provides that the Freedom of Information Acts 1997 and 2003 shall not apply to a record relating to any professional competence scheme.

Ownership of the data is vested solely in the participant; and will only be divulged to any third party save by the explicit consent of the owner as per the terms and conditions of participation in the PCS.

Individual members' password-protected areas of the College website will only be accessed by the individual and the College's PCS administrators. As per Section 95 of the Medical Practitioners Act 2007, "The Freedom of Information Acts 1997 and 2003 shall not apply to a record (within the meaning of those Acts) relating to any professional competence scheme".

The Medical Council may formally request each Postgraduate Medical Training Body to provide the name, Medical Council number and correspondence address for any doctor who has been enrolled in the PCS and who has no data logged in their online diaries for a period of three consecutive years or more. As the College of Psychiatrists of Ireland is approved by the Medical Council to operate the Professional Competence Scheme for psychiatrists on their behalf, we are obliged to pass this information to the Medical Council if requested. The Medical Council has indicated that the purpose for the information is to include this group of doctors in its annual audit process. This information is be shared with the Medical Council pursuant to a request made under [S95 of the Medical Practitioners Act 2007](#) and to support its functions under [S91 of the Act](#).

The Medical Council regularly requires all PGTBs to provide them with the MCRNs of doctors enrolled in the PGTB's PCS. The Medical Council follows up with RMPs who do not appear to be enrolled in a PCS and who are not actively enrolled and participating in a specialist training programme with an Irish Postgraduate Training Body.

Annually, the following data will be reported to the Medical Council. Except for no. 23 below, the data will be quantitative and anonymous.

Reports for Specialist Division of PCS, General & Supervised Division of PCS

1. Number of RMPs enrolled on PCS as per date of report
2. Number of RMPs requesting enrolment on PCS since last report
3. Number of RMPs refused enrolment on PCS since last report
4. Number of RMPs permitted entry to PCS since last report
5. Number of RMPs who have provided formal notification of withdrawal from PCS since last report
6. Number of complaints in respect of operation of PCS, open as per date of report
7. Number of new complaints in respect of operation of PCS received since last report
8. Number of complaints in respect of operation of PCS, closed as per date of report
9. Number of verification processes planned since last report
10. Number of verification processes completed since last report
11. Number of verification processes commenced but not completed since last report
12. Number of verification processes closed with no further action for RMP since last report
13. Number of verification processes closed with corrective action required by RMP since last report
14. Number of annual statements issued to RMPs with 50 or more CPD credits accumulated over the 12-month period since last report
15. Number of annual Statements of Participation issued to RMPs with 40-49 CPD credits accumulated over the 12-month period since last report
16. Number of annual Statements of Participation issued to RMPs with 30-39 CPD credits accumulated over the 12-month period since last report
17. Number of annual Statements of Participation issued to RMPs with 20-29 CPD credits accumulated over the 12-month period since last report
18. Number of annual Statements of Participation issued to RMPs with 10-19 CPD credits accumulated over the 12-month period since last report
19. Number of annual Statements of Participation issued to RMPs with less than 10 CPD credits accumulated over the 12-month period since last report
20. Number of annual Statements of Participation issued to RMPs since last report with deficit identified whereby RMP has not achieved target set for clinical (practice) audit
21. Number of enrolled RMPs since last report who have not recorded any CPD or audit activity over the 12 month period since last report
22. Number of enrolled RMPs since last report who have not recorded any CPD or audit activity over period of enrolment
23. The Medical Council can request details of RMPs who have failed to comply with the specific terms of the PCS requirements.*

* In October 2014, the Medical Council requested that Training Bodies share information with the Medical Council on an individual named basis regarding doctors who have been enrolled for three consecutive years and who have failed to record any credits to date. The request was made pursuant to S95 of the Medical Practitioners Act 2007 since this information has been deemed by the Registration and Continuing Practice Committee as necessary for the Medical Council to perform its duty under S91 of the Act.

The following items of information were requested: Doctor's Name; Doctor's Medical Council Registration Number; and Doctor's Correspondence Address in respect of each doctor that was enrolled for three consecutive years and had failed to record any credits to date.

8.0 CLINICAL (PRACTICE) AUDIT

“Clinical (Practice) Audit is defined as the “systematic review and evaluation of current practice with reference to research based standards [and designed] to improve patient care”. The setting of standards, the measurement of practice compared to a ‘gold standard’, the identification of deficiencies making the appropriate changes to practice and closing the loop with a re-audit are the accepted elements of clinical (practice) audit.

Under the proposed framework, all registered medical practitioners will actively engage in audit and at a minimum, participate in one audit exercise annually that relates directly to their area of clinical practice. It is recommended that practitioners spend at a minimum one hour per month in audit activity.

Clinical (practice) audit is recognised as having three elements:

1. Measurement
2. Comparison
 - measuring a specific element of clinical practice
 - comparing results with the recognised standard (in circumstances where comparison is possible)
3. Evaluation
 - reflecting the outcome of audit and where indicated, changing practice accordingly

- Medical Council's "Professional Competence - Promoting Quality Assurance", published May 2010

Clinical (practice) audit is now a key and mandatory component of competence assurance. Clinical (practice) audit is an activity independent of CPD. The Medical Council requires that each individual participant is engaged in one audit per annum. This participation requires approximately 10 hours activity per annum or alternatively 1 hour per month. The audit must be reflective of the individual participant's personal practice.

Clinical (practice) audits will also be subjected to verification as part of the verification process which will be conducted on 3-5% of RMPs enrolled on the PCS. A completed "Clinical (Practice) Audit Report: Summary for use as evidence for the Verification Process" sheet [see Appendix 10](#) will be sufficient.

The college has held a number of workshops on Clinical (Practice) audit, and a [Clinical \(Practice\) Audit Handbook](#) and other resources are available on the professional competence section of the college website.

GDPR / Clinical (Practice) Audit - Update from the Medical Council May 2019

Given the current uncertainty around the General Data Protection Regulation (GDPR) implications on Clinical (Practice) Audit, in May 2019 the Medical Council published guidance on its website regarding [GDPR & Clinical \(Practice\) Audit updated guidelines](#).

"It is important to note that each medical practitioner is either a data controller in their own right, or is employed by a data controller (for example a hospital). Every data controller is responsible for ensuring that they are compliant with the GDPR. The Medical Council can only give guidance in this regard. In light of this, medical practitioners should liaise with their data protection officer or seek their own legal advice on this issue."

9.0 APPLYING FOR EXTERNAL CPD APPROVAL OF EVENTS

9.A Event Organiser Applying For CPD Approval for an Event [see [Appendix 6](#)]

- 9.1 The event organiser should send a completed application form, the event programme and relevant documentation [see Appendix 6](#) to the Professional Competence office of the College of Psychiatrists of Ireland for approval of CPD credits.
- 9.2 The application will be reviewed by the Professional Competence Committee to ensure the event meets with the guidelines for CPD approval.
- 9.3 When approval has been granted, a 'Certificate of Attendance' which notes the date and name of meeting, the Domains of Good Professional Practice and the number of external CPD credits awarded will be produced.

- 9.4 A master Certificate of Attendance will then be provided to the event organiser, who will ensure that copies are available to all attendees on completion of the meeting / event. It is the responsibility of individual RMPs to ensure they receive an attendance certificate for CPD approved events.
- 9.5 A register of those who have attended the meeting must be kept by the organiser and a copy provided to the College's PCS manager on request.
- 9.6 The office of the College of Psychiatrists of Ireland will keep a register of approved CPD events. A list of all approved CPD meetings will be maintained on the College website. An administrative fee for approval of meetings or events may be payable by organisations not directly linked to the College of Psychiatrists of Ireland. Contact the CPsychI Professional Competence office for further details.
- 9.7 Educational meetings and conferences organised by the Royal College of Psychiatrists are automatically approved for CPD by the CPsychI. If delegates do not receive a CPD certificate from the meeting organisers, they may request a CPD certificate from this college by submitting a completed "Individual CPD Approval application form" [Appendix 7](#).
- 9.8 CPD approval and CPD certificates issued by other Irish Postgraduate Medical Training Bodies for educational meetings, conferences etc. will be recognised by this college. RMPs claiming CPD credits for attending other specialty meetings should bear in mind the relevance to their own scope of practice, and claim credits only up to a maximum of 8 external credits per day and only for those parts of meetings that are relevant to their practice.
- 9.9 Those attending meetings accredited by EACCME (European Accreditation Council for Continuing Medical Education) do not need to apply for further approval. A maximum of 8 external credits per day is allowable.

9.B Individual Attendee Applying for External CPD Approval for An Event which has not been approved for CPD by this or other Irish Postgraduate Training Bodies [See Appendix 7]

- 9.10 Delegates may attend a meeting which has not been approved for CPD. In order to have CPD credits awarded for that activity, the delegate should complete and return the "Individual CPD Application Form" [Appendix 7](#) with evidence of attendance and details of the programme, to the PCS office. The event will be reviewed by the relevant member of the Professional Competence Committee and may be approved retrospectively. A Certificate of Attendance with the number of CPD credits awarded will be sent to the delegate.
- 9.11 CPD approval by equivalent associations or colleges in other countries may be recognised by the College of Psychiatrists of Ireland. Consultants must ensure they collect their Certificates of Attendance from those associations or colleges and forward full details of the programme, and their attendance, to the CPsychI so that a CPD certificate can be issued.

9.C Appeals Process for External CPD Approval [See Appendix 7]

10.0 OVERSIGHT OF PCS SCHEME

- 10.1 The Professional Competence Committee will oversee the process of certification of meetings and educational events, maintaining up-to-date records of approved events, dealing with problems and particular cases, answering queries or appeals and discussing improvements. The Professional Competence Committee will provide guidance to all individuals and organisations arranging educational events for CPD, and oversees the education programme provided by the CPsychI.
[See Appendix 8](#)
- 10.2 In order to comply with Medical Council guidelines, the Professional Competence Committee will undertake a verification process of the CPD credits logged by a percentage of RMPs enrolled on the PCS each year.

11.0 SPECIAL REQUIREMENTS OF THE PROFESSIONAL COMPETENCE SCHEME

There are no special requirements for doctors working less than full-time, or on an occasional basis. Once registered, a doctor has the right to practise medicine. From the public perspective, the responsibility to maintain professional competence must apply to all doctors, regardless of their working arrangements.

11.1 Part-time Psychiatrists

Full participation in the PCS by all RMP's including part-time psychiatrists is necessary regardless of the amount of time they work. The Medical Council makes no special provision for RMPs who work part-time.

11.2 Consultants who are not members of the College

Those consultant psychiatrists who have been appointed to their post with qualifications other than the MRCPsych (e.g. with FRANZCP) are eligible for participation in the College's PCS scheme and are strongly recommended to join The College of Psychiatrists of Ireland. Non-members of the College may apply to participate in the College's PCS. For further details please contact the PCS office of The College of Psychiatrists of Ireland.

11.3 Retired Psychiatrists

A retired psychiatrist is an individual who no longer engages in any clinical practice and is no longer registered on the Medical Council's Specialist, General or Supervised registers. Please inform the College and request to be withdrawn from the Professional Competence Scheme. Psychiatrists who engage in any clinical work, including Mental Health Commission work, medico-legal work, second opinions, need to maintain their professional competence via a PCS.

11.4 Private / Semi-Retired Psychiatrists

Some psychiatrists do not work in an organisation that has an established internal CPD system, for example, psychiatrists working solely in independent private practice; army psychiatrists; semi-retired psychiatrists; psychiatrists doing work for the Mental Health Commission. These individuals are required to participate fully in a PCS.

A Private & Independent Practice Special Interest Group (PIPSIG), which is a forum for consultant psychiatrists no longer in full-time practice and those working in private practice, has been established as a group in the college. One of the Terms of Reference of this group is to share knowledge and advice on continuing education, including joining local hospital academic groups, accessing local peer review groups, assisting in the accrual of internal CPD credits and fulfilling audit requirements.

Individuals may also contact a member of the Professional Competence Committee for information and advice on joining local hospital academic groups to accrue internal CPD credits and to access local Peer Review Groups. The College of Psychiatrists of Ireland encourages members to facilitate such arrangements.

12.0 EXTENUATING CIRCUMSTANCES - CERTIFIED MATERNITY LEAVE, SICK LEAVE > 3 MONTHS

There is no mechanism to carry over credits or compensate between PCS years. However in 2015, the Medical Council issued updated guidance indicating that it recognises that periods of certified leave such as maternity leave or certified sick leave longer than 3 months can result in a doctor not being able to maintain their professional competence over that period. They also indicate that if they are reviewing a doctor's PCS details and the doctor has had a period of certified maternity or sick leave greater than 3 months, they will take into account the average accrual of credits over a 5 year period where minimum targets have not been achieved in one year.

Doctors who wish these circumstances to be noted and taken into account should:

- (1) email or write to the college's PCS Department, marking correspondence Private & Confidential
- (2) include the nature of the extenuating circumstance (i.e. certified sick leave, maternity leave)
- (3) include the dates of the period of certified leave.

The college's PCS Department will note the information confidentially on our Professional Competence files and an annotation will be made on the relevant year on the doctor's Statement of Participation in a Professional Competence Scheme.

Where possible doctors should try and maintain some engagement in maintenance of professional competence over the duration of the leave. See section 5 of <http://medicalcouncil.ie/Information-for-Doctors/Professional-Competence-FAQ/> for more information.

www.irishpsychiatry.ie - College of Psychiatrists of Ireland website

See the [Professional Competence section](#) of the website for information, a list of meetings approved for External CPD credits, and to download this handbook and forms.

www.medicalcouncil.ie - Medical Council Website

General information from the Medical Council on professional competence for doctors.

See <http://www.medicalcouncil.ie/Information-for-Doctors/Professional-Competence/>

Also [Frequently Asked Questions](#)

[“Professional Competence Guidelines for Doctors”](#)

and

[“Rules for the Maintenance of Professional Competence”](#) (SI) can be downloaded.

[Clinical \(Practice\) Audit videos](#) are available to view.

www.mhcirl.ie - Mental Health Commission

- online learning modules

www.psychiatrycpd.org - Royal College of Psychiatrists UK CPD online

- RCPsych online CPD modules

www.rcpsych.ac.uk - Royal College of Psychiatrists UK

- Information on Clinical Audit and other areas of professional competence can be accessed on the RCPsych website. The e-learning site www.psychiatrycpd.org is also approved for external CPD credits.

[101 Recipes for Audit in Psychiatry.](#)

Book edited by Clare Oakley, Floriana Coccia, Neil Masson, Iain McKinnon And Meinou Simmons. Available from RCPsych website.

www.rcpi.ie - Royal College of Physicians of Ireland

- online CPD courses can be accessed here. Ensure the course is relevant to psychiatry and to your scope of practice.

www.medscape.com

- online CPD courses can be accessed here. Ensure the module is relevant to psychiatry and to your scope of practice.

[Medilearning - Cognitive dysfunction in depression](#)

Online CPD courses can be accessed here. Ensure the module is relevant to psychiatry and to your scope of practice.

www.bap.org.uk - British Association of Psychopharmacology

- online CPD courses can be accessed here. Ensure the module is relevant to psychiatry and to your scope of practice.

www.hse.ie - Health Services Executive

http://www.hse.ie/eng/about/Who/qualityandpatientsafety/Clinical_Audit/clinicalauditdocuments.html

- Clinical (Practice) Audit information, documentation and guides

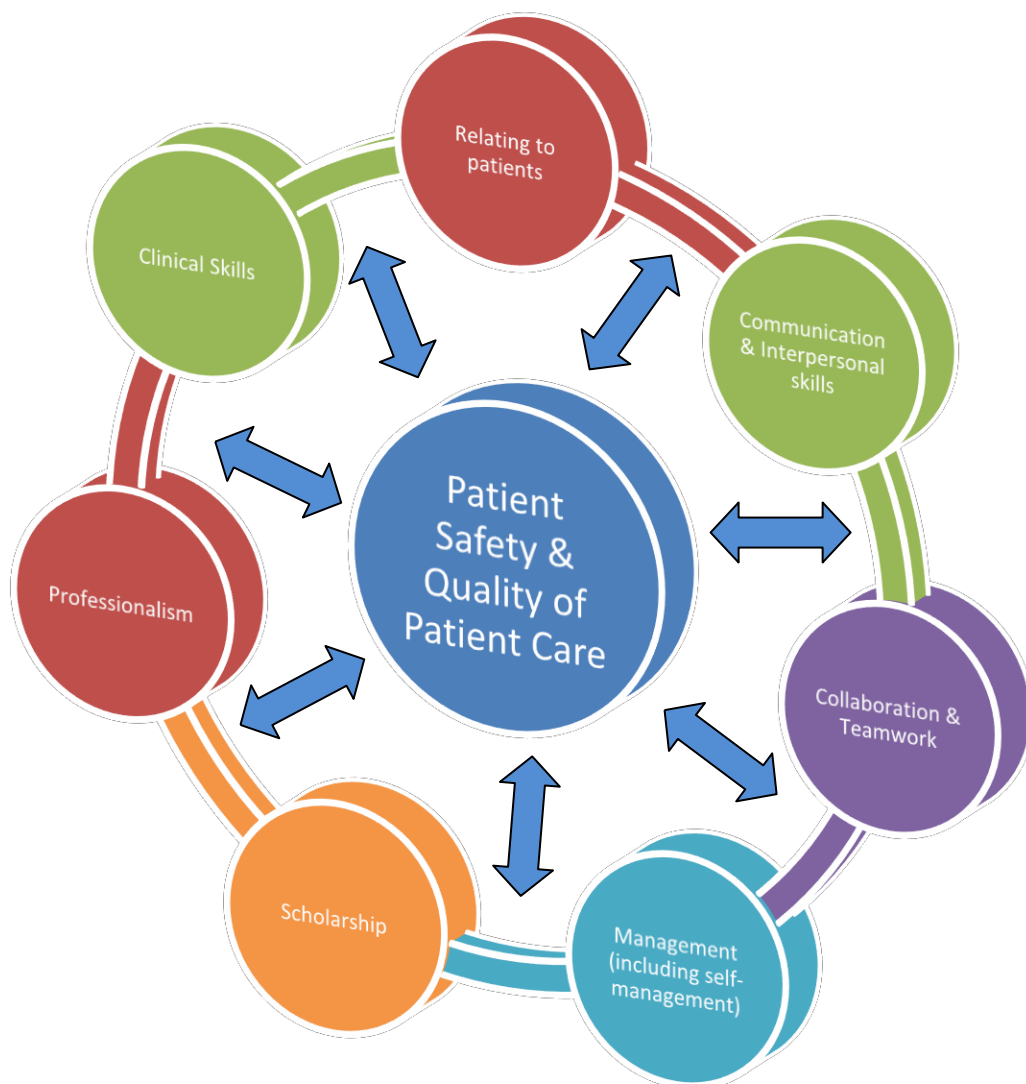
The Good CPD Guide: A Practical Guide to Managed Continuing Professional Development in Medicine.

Book by Prof Janet Grant. *Janet Grant PhD, FBPSS, FRCGP (hon), FRCP (hon), MRCR (hon) is WFME special adviser and is Director of CenMEDIC (the Centre for Medical Education in Context) and the FAIMER Centre for Distance Learning. She is emeritus professor of education in medicine at the Open University in the UK.*



Comhairle na nDochtúirí Leighis
Medical Council

**Eight Domains of Good Professional Practice
as devised by Medical Council**





Comhairle na nDochtúirí Leighis
Medical Council

Eight Domains of Good Professional Practice as devised by Medical Council

Patient Safety and Quality of Patient Care

Patient safety and quality of patient care should be at the core of the health service delivery that a doctor provides. A doctor needs to be accountable to their professional body, to the organisation in which they work, to the Medical Council and to their patients thereby ensuring the patients whom they serve receive the best possible care.

Relating to Patients

Good medical practice is based on a relationship of trust between doctors and society and involves a partnership between patient and doctor that is based on mutual respect, confidentiality, honesty, responsibility and accountability.

Communication and Interpersonal Skills

Medical practitioners must demonstrate effective interpersonal communication skills. This enables the exchange of information, and allows for effective collaboration with patients, their families and also with clinical and non-clinical colleagues and the broader public.

Collaboration and Teamwork

Medical practitioners must co-operate with colleagues and work effectively with healthcare professionals from other disciplines and teams. He/she should ensure that there are clear lines of communication and systems of accountability in place among team members to protect patients.

Management (including Self Management)

A medical practitioner must understand how working in the health care system, delivering patient care and how other professional and personal activities affect other healthcare professionals, the healthcare system and wider society as a whole.

Scholarship

Medical practitioners must systematically acquire, understand and demonstrate the substantial body of knowledge that is at the forefront of the field of learning in their specialty, as part of a continuum of lifelong learning. They must also search for the best information and evidence to guide their professional practice.

Professionalism

Medical practitioners must demonstrate a commitment to fulfilling professional responsibilities by adhering to the standards specified in the Medical Council's "Guide to Professional Conduct and Ethics for Registered Medical Practitioners".

Clinical Skills

The maintenance of Professional Competence in the clinical skills domain is clearly specialty-specific and standards should be set by the relevant Post-Graduate Training Body according to international benchmarks.

Approved by the Medical Council at their meeting held on 1st June 2010

Medical Practitioners Act 2007

95 2007 25

Confidentiality.

95.— (1) Subject to *subsections (2) and (4)*, a person who acquires any information by virtue of the person's performance or assistance in the performance of functions under this Act relating to any professional competence scheme shall preserve confidentiality with regard to the information and, without prejudice to the foregoing, shall not—

- (a) disclose the information to another person except where the disclosure is necessary for such performance or assistance, or
- (b) cause or permit any other person to have access to the information except where the access is necessary for that other person to perform or assist in the performance of functions under this Act (including the functions of any [section 20](#) (2) committee).

(2) Notwithstanding *subsection (1)*, the Council may disclose information—

- (a) in the form of a summary compiled from information provided in relation to registered medical practitioners participating in a competence scheme if the summary is so compiled as to prevent particulars relating to the identity of any such practitioners being ascertained from it,
- (b) with a view to the institution of, or otherwise for the purposes of, any criminal proceedings or any investigation in the State, or
- (c) in connection with any civil proceedings to which the Council is a party.

(3) The Freedom of Information Acts 1997 and 2003 shall not apply to a record (within the meaning of those Acts) relating to any professional competence scheme.

(4) Nothing in this section shall be construed as prohibiting a disclosure of information pursuant to a court order.

(5) A person who contravenes *subsection (1)* shall be guilty of an offence and liable on summary conviction to a fine not exceeding €5,000 or a term of imprisonment not exceeding 6 months or both.



College of Psychiatrists
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CPD Log - Personal CPD

Name: _____

A log should be maintained as evidence of personal CPD activity, for which CPD credits can be claimed under the Personal CPD category. 1 hour = 1 CPD credit. Alternatively, reflective notes can be entered and saved on your online CPD Diary along with your Personal CPD credits.

Date	Activity / Topic & duration of activity in hours	Your Signature
<i>Reflective Note:</i>		
<i>Reflective Note:</i>		
<i>Reflective Note:</i>		
<i>Reflective Note:</i>		
<i>Reflective Note:</i>		
<i>Reflective Note:</i>		
<i>Reflective Note:</i>		

[LOC July 15]



Name: _____

NCHD undergoing supervision: Claim credits under “Internal CPD”.

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**College of Psychiatrists
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CPD Log - Research

Name: _____

This log should be retained as evidence of research activity carried out by you, for which CPD credits can be claimed under “Research, Examining, Teaching & Postgraduate Supervision CPD”. 1 hour = 1 CPD credit.

Date	Activity	Duration (hours)	Your Signature	Signature of Co-Researcher(s)



College of Psychiatrists
of Ireland

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Peer Review Structure for Consultant Psychiatrists in Ireland

Introduction

Peer review has become a core component of Continuing Professional Development following the publication of *“Performance in Practice: Maintenance of Professional Standards”* - a consensus statement by the Medical Council in June 2006. It is however not a mandatory component of the Medical Council’s requirements.

The Professional Competence Committee of the College of Psychiatrists of Ireland prepared the document ***Guidelines for Peer Review for Consultant Psychiatrists on the Specialist Register in Ireland***, first issued in 2009. Review of international best practice informed the proposals and the Royal Australian and New Zealand CPD programme for recommendations was a useful resource.

It is recommended by the College of Psychiatrists of Ireland that Professional Competence Scheme participants are members of a peer review group registered with the College.

Peer Review comes under the CPD structure that you are already familiar with and participating in. Peer Review is an additional way to acquire Internal CPD credits.

The use of peer groups is well established in improving clinical practice in medicine and they are used for continuing professional competence in many countries. Peer groups may fulfil various functions, depending on their structure. Research indicates that educational development, peer support and pastoral care are important elements. Small group learning with peers is seen as helpful in improving practice. Peer groups may be useful in facilitating reflection on one’s own clinical practice compared to others and highlight areas for further learning. In the United Kingdom, peer groups are used by psychiatrists to identify individual learning needs, develop personal development plans and approve individual peer group members’ CPD activities. In some countries, peer groups are used for assessment of performance. While peer group membership is not mandatory in Ireland, many practitioners find that joining a peer group is useful in many respects. The supportive and collegiate benefits in particular have been highlighted in feedback from our members who participate in peer review groups.

Practical Guidelines

What is a Peer Review Group?

Peer Review groups should be small self-selected groups of peers who meet to promote reflective practice in an educational environment. The setting should be organised to be supportive enough for individuals to present and learn from complex cases, work issues and current challenges.

Work here refers to any work done as a psychiatrist: clinical, administrative or academic.

An atmosphere of openness, frankness and mutual support is vital to the functioning of the group. The group should be non-judgmental and constructive in their ethos.

The definition of a “Peer” in this context is “someone who is a peer in relation to the work under review”. An aspect of the term “peer” is that power relationships remain flat and careful consideration by Groups should be given to situations where this is varied. A Group might include for example Consultant Psychiatrists, Clinical Directors and Specialist Registrars who have administrative relationships with each other. The ability to openly present work difficulties, on which the Group’s functioning depends, may be constrained for both parties if this issue is not addressed from the outset.

Groups should be of a size that allows individuals to present their work frequently enough for the activity to be educationally meaningful. A minimum of four and a maximum of eight members is suggested. Members may include Consultants and Specialist Registrars and will be open to members of other sub- specialities. The Group may be open geographically. The members should be people with whom individual members “do not feel uncomfortable”.

Meetings - how often and what to discuss?

Groups should meet often enough to provide a sense of group continuity for the members. Research by the RANZCP (Australia) has found that for clinical material, frequent meetings of at least one hour's duration were associated with frank and open discussion of members' concerns about their work. The College of Psychiatrists of Ireland recommends monthly meetings averaging ten meetings per annum, with meetings of one hour's duration. However it is recognised that local factors may dictate different arrangements.

Groups should think through their educational goals both for the Group, and also as individuals, and how they are going to attain these. Towards the end of each year, each member should be given the opportunity to reflect on how these learning goals have been met. Consideration needs to be given as to how confidential material is handled, such as de-identification of clinical data, what documentation is kept, if any, and how it will be disposed of.

Groups should meet within working hours. We recommend a minimum of ten hours peer review activity for individual members, which would include peer review group meetings and related activities. Peer review group activities may include regular peer review meetings, and directed activities that facilitate the individual and the group in achieving educational goals. A minimum of three group meetings per annum of one hour's duration is required.

Groups should be non-judgmental, constructive and solution focused.

Topics explored may be clinical and non-clinical. The focus on education, learning and improving practice and patient care should be reflected in the discussion and topic.

Registration: The group co-ordinator, whose role should ideally rotate every 1-2 years, should complete and submit the group registration form (Appendix 1) so that the Group is registered with the Professional Competence Administrator of the CPsychI.

Documentation: The Peer Review Group Co-ordinator should document the date of the meeting, the general detail of the topic discussed and record the names of the members present on that day. At the end of each PCS year, the Group Co-ordinator should give each group member a summary of the number of meetings attended and the number of CPD hours/credits awarded (Appendix 2).

One hour of Peer Review Activity will be awarded one Internal CPD credit.

Please contact the College of Psychiatrists of Ireland for any queries or advice about your Peer Review Group. Email pcs@irishpsychiatry.ie

Appendix 1: Peer Review Group Registration Form

Appendix 2: Peer Review Group Internal CPD Credits Summary



College of Psychiatrists
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PEER GROUP REGISTRATION FORM

To be completed by the Peer Group Co-Ordinator and sent to the CPsychl

The College takes your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our [Privacy Policy](#) (also available by email request to privacy@irishpsychiatry.ie). You must complete the section below for us to process your information.

I consent to my data being collected and processed. ☐
Name: _____ Date: _____

PLEASE COMPLETE IN BLOCK LETTERS

Name of Peer Group: _____

Group Chair / Co-ordinator: _____

Address: _____

Email: _____

Number of Members in Peer Group: _____

Signed: _____ Date: _____

As this group will be contacted through its Chair/Co-ordinator, please notify the PCS office if this person changes.

PLEASE RETURN THIS FORM TO:

Professional Competence Office, College of Psychiatrists of Ireland, 5 Herbert Street, Dublin 2

Tel: 01 634 4375 / 4378 Fax: 01 685 4291 Email: pcs@irishpsychiatry.ie

**PEER REVIEW GROUP – INTERNAL CPD CREDITS SUMMARY***(Appendix 2)*

Peer Review Group Name: _____

Dr _____, MCRN _____

is a member of this Peer Review Group and has participated in _____ hours

of relevant Peer Review Group activity in the period from *

_____ to _____,

accruing _____ Internal CPD credits (1 hour of activity = 1 CPD credit).

**PCS Year runs from 1st May to 30th April.*

Peer Review Group Co-Ordinator signature: _____

Print Name: _____ Date: _____



College of Psychiatrists
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Application Form for educational event organisers to apply for College of Psychiatrists of Ireland External CPD approval

The College takes your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our [Privacy Policy](#) (also available by email request to privacy@irishpsychiatry.ie). You must complete the section below for us to process your information.

I consent to my data being collected and processed. ☐

Name:

Date:

- We require all the information below to review your event for CPD approval.
- Please use this form and additional pages as appropriate.
- The CPsychI cannot approve external CPD credits for meetings with pharma funding in any form other than an unrestricted educational grant.

Event Title:	
Event Date(s):	Event Venue & Address:
Medical Organiser / Committee: The medical organiser or committee of this event assumes responsibility for ensuring the scientific validity and objectivity of the educational event, and for the administration of any unrestricted educational grant. Name: Hospital/Organisation: Phone: Email:	Event Administrator (if different): The Event Administrator is the person responsible for delegate registration and issuing of CPD attendance certificates following the event. These details will be published on the www.irishpsychiatry.ie events listing. Name: Hospital/Organisation: Phone: Email:
No. of hours of educational activity provided (excluding introductions, lunch, business meetings etc.):	
Brief outline of the event's (1) Learning Objectives (2) Content and (3) why this event is a suitable external CPD activity for professional competence for psychiatrists:	

<p>The Medical Council has identified eight Domains of Good Professional Practice which must underpin the individual doctor's programme of educational activities in continuing professional development. Indicate at least one of the Domains of Good Professional Practice provided by this event:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Clinical Skills</td> <td><input type="checkbox"/> Collaboration & Teamwork</td> </tr> <tr> <td><input type="checkbox"/> Patient Safety & Quality of Patient Care</td> <td><input type="checkbox"/> Management (including Self Management)</td> </tr> <tr> <td><input type="checkbox"/> Communication & Interpersonal Skills</td> <td><input type="checkbox"/> Scholarship</td> </tr> <tr> <td><input type="checkbox"/> Relating to Patients</td> <td><input type="checkbox"/> Professionalism</td> </tr> </table>		<input type="checkbox"/> Clinical Skills	<input type="checkbox"/> Collaboration & Teamwork	<input type="checkbox"/> Patient Safety & Quality of Patient Care	<input type="checkbox"/> Management (including Self Management)	<input type="checkbox"/> Communication & Interpersonal Skills	<input type="checkbox"/> Scholarship	<input type="checkbox"/> Relating to Patients	<input type="checkbox"/> Professionalism
<input type="checkbox"/> Clinical Skills	<input type="checkbox"/> Collaboration & Teamwork								
<input type="checkbox"/> Patient Safety & Quality of Patient Care	<input type="checkbox"/> Management (including Self Management)								
<input type="checkbox"/> Communication & Interpersonal Skills	<input type="checkbox"/> Scholarship								
<input type="checkbox"/> Relating to Patients	<input type="checkbox"/> Professionalism								
<p>External CPD events should be regional and have a <u>broad invitation list</u>. Will doctors from more than one hospital / service attend this event?</p>									
<p>Does this event have a commercial sponsor or funding? If yes, please provide full details. <u>NB:</u> Funding by a pharmaceutical company is acceptable <u>only</u> in the form of an unrestricted educational grant. Unrestricted educational grants are not linked to or controlled by the organisations that contribute to them and event organisers can choose to spend the funds in any way they see fit. Other forms of funding from pharma companies i.e. direct payment of a speakers travel expenses, direct payment of room hire, refreshments etc. are not acceptable for external CPD approval of an event.</p>									
<p>I attach a detailed programme of the event (including start and finish times of each session, speaker details) <input type="checkbox"/></p>									
<p>I attach a copy of the invitation to this event <input type="checkbox"/></p>									
<p>I attach presentations for each speaker. <input type="checkbox"/></p> <p><i>Please note that no pharmaceutical company logos or branding may appear on any slides in the presentation. Each of the presentations must include a declaration of interest from the speaker(s).</i></p>									
<p>I attach a copy of the feedback form / mechanism which will be available to delegates at the event. <input type="checkbox"/></p>									
<p>Commercial organisations: Payment of appropriate CPD approval fee has been made (please specify date & method of payment) <input type="checkbox"/></p>									

Please email this form with attachments to pcs@irishpsychiatry.ie

Fax (01) 685 4291 / Tel. (01) 661 8450 /

Post to Professional Competence Office, College of Psychiatrists of Ireland, 5 Herbert Street, Dublin 2

[CPD Approval App Form 02.07.18]



College of
Psychiatrists
of Ireland

Application for External CPD credits for attendance at an educational meeting, which does not already carry external CPD approval.

(page 1/2)

The College takes your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our [Privacy Policy](#) (also available by email request to privacy@irishpsychiatry.ie). You must complete the section below for us to process your information.

I consent to my data being collected and processed. ☐ **Name:** _____ **Date:** _____

This form is for psychiatrists who attend a meeting/course/event which has not been approved for External CPD, and who wish to have the event reviewed by the CPsychI for the issue of a CPD certificate with external CPD credits. Please:

- (1) complete the form*
- (2) provide evidence of attendance (certificate of attendance or similar)*
- (3) provide the event programme.*
- (4) provide copy of event invitation, presentations & feedback form, if available.*

You DO NOT need to apply for CPD approval if you received a CPD certificate issued by any of the following bodies:

- Royal College of Surgeons / College of Physicians / College of Anaesthetists / Irish College of General Practitioners - CPD certificates are recognised by the CPsychI.
- [American Psychiatric Association \(APA\)](#) annual conferences
- [American Academy of Child and Adolescent Psychiatry \(AACAP\)](#) annual meetings
- [British Association of Psychopharmacology \(BAP\)](#) annual meetings and conferences
- [European College of Neuropsychopharmacology \(ECNP\)](#) annual conferences
- [European Psychiatric Association \(EPA\)](#) annual conferences
- [European Society for Child & Adolescent Psychiatry \(ESCAP\)](#) conferences
- [International Psychogeriatric Association \(IPA\)](#) conferences
- [Royal Australian and New Zealand College of Psychiatrists \(RANZCP\)](#) meetings and conferences
- [Royal College of Psychiatrists \(RCPsych\)](#) meetings, courses and conferences
- [The Association for Child and Adolescent Mental Health \(ACAMH\)](#) meetings and conferences
- [World Psychiatric Association \(WPA\)](#) annual conferences

You may claim maximum 8 External Credits per day for conferences & major meetings. 1 hour of learning = 1 CPD credit. For single topic meetings / training run over a number of days, a maximum 15 External CPD credits overall may be claimed.

Your Name & MCRN (please print):	Your email address (only needed if this application was not sent by email):
Title of event which you attended:	
Event Date(s):	Event Venue & Address:
<div style="display: flex; justify-content: space-between;"> Event Organiser Name: Email: </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Hospital / Organisation: Phone: </div>	

<p>No. of hours of educational activity you attended: (excluding introductions, lunch, business meetings etc. and your own presentation time if you presented at this meeting). A maximum of 8 external CPD credits can be approved per day. <i>If you attended multiple days of a meeting please indicate the number of hours per day. For single topic meetings / training run over a number of days, a maximum 15 External CPD credits overall may be claimed.</i></p> <p>Important Note: Only educational events <u>without pharma funding</u>, or with pharma funding in the form of an <u>unrestricted educational grant only</u>, can be considered for external CPD approval.</p> <p>Did this event have a commercial sponsor or funding?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide full details.</p> <p><i>NB: Funding by a pharmaceutical company is acceptable <u>only</u> in the form of an <u>unrestricted educational grant</u>. <u>Unrestricted educational grants</u> are not linked to or controlled by the organisations that contribute to them and event organisers can choose to spend the funds in any way they see fit. Other forms of funding from pharma companies i.e. direct payment of a speakers travel expenses, direct payment of room hire etc. are not acceptable for external CPD approval of an event.</i></p>										
<p>The Medical Council has identified eight Domains of Good Professional Practice which must underpin the individual doctor's programme of educational activities in continuing professional development. Indicate <u>at least one</u> of the Domains of Good Professional Practice provided by this event:</p> <table border="0"> <tr> <td><input type="checkbox"/> Patient Safety & Quality of Patient Care</td> <td><input type="checkbox"/> Relating to Patients</td> </tr> <tr> <td><input type="checkbox"/> Communication & Interpersonal Skills</td> <td><input type="checkbox"/> Collaboration & Teamwork</td> </tr> <tr> <td><input type="checkbox"/> Management (including Self Management)</td> <td><input type="checkbox"/> Scholarship</td> </tr> <tr> <td><input type="checkbox"/> Professionalism</td> <td><input type="checkbox"/> Clinical Skills</td> </tr> </table>			<input type="checkbox"/> Patient Safety & Quality of Patient Care	<input type="checkbox"/> Relating to Patients	<input type="checkbox"/> Communication & Interpersonal Skills	<input type="checkbox"/> Collaboration & Teamwork	<input type="checkbox"/> Management (including Self Management)	<input type="checkbox"/> Scholarship	<input type="checkbox"/> Professionalism	<input type="checkbox"/> Clinical Skills
<input type="checkbox"/> Patient Safety & Quality of Patient Care	<input type="checkbox"/> Relating to Patients									
<input type="checkbox"/> Communication & Interpersonal Skills	<input type="checkbox"/> Collaboration & Teamwork									
<input type="checkbox"/> Management (including Self Management)	<input type="checkbox"/> Scholarship									
<input type="checkbox"/> Professionalism	<input type="checkbox"/> Clinical Skills									
<p>External CPD events should be <u>regional</u> and have a <u>broad invitation list</u>. Did doctors from more than one hospital attend this event?</p>										
<p>Brief outline of learning outcomes achieved and why this event is a suitable external CPD activity for professional competence:</p>										
<p><u>Required:</u> I attach a detailed programme of the event (including start and finish times of each session, speaker details) <input type="checkbox"/></p>	<p><u>Required:</u> I attach a copy of evidence of my attendance at the event. <input type="checkbox"/></p>									
<p>I attach a copy of the invitation to this event (if available) <input type="checkbox"/></p>	<p>I attach presentations for each speaker, including their declaration of interest (if available). <input type="checkbox"/></p>	<p>I attach a copy of the feedback form / mechanism which was available to delegates at the event (if available). <input type="checkbox"/></p>								

Please email this form with attachments to pcs@irishpsychiatry.ie

Fax (01) 685 4291 / Tel. (01) 661 8450 /

Post to Professional Competence Office, College of Psychiatrists of Ireland, 5 Herbert Street, Dublin 2



Appeals Process for External CPD Approval.

1. Prof Comp Committee 2. Prof Comp Director 3. Management Committee 4. Council

1. The External CPD Approval Application Form (*Appendix 1*) is submitted to the CPsychI PCS office by the event's medical organiser / committee, along with relevant documentation.
2. The application is reviewed by Officer and Manager.
3. If the application is complete and meets our guidelines for approval (*Appendix 2*), approval is granted by PCS Manager and CPD certificate issued to applicant.
4. If queries, application will in the first instance be checked with PCS Director / PCS Committee, certificate will be issued / refused as applicable.
5. If applicant wishes to appeal a decision to refuse CPD approval, they must do so in writing within ten working days of the notification of refusal. The application and appeal will be brought to the **Professional Competence Committee & PCS Director** for review within one calendar month from the date the appeal request is received.
6. The decision by the Professional Competence Committee for approval / non-approval will be communicated in writing to the appellant within one calendar month from the date the appeal request is received.
7. If the applicant wishes to further appeal the decision of the Professional Competence Committee, they must do so in writing within ten working days of the decision being communicated to them. The appeal and application information will be brought to the **College of Psychiatrists' Management Committee** for consideration and decision within one calendar month of receipt of the further appeal.
8. The decision by the CPsychI Management Committee for approval / non-approval will be communicated in writing to the appellant within one calendar month from the date the further appeal request is received.
9. If applicant wishes to make a **final appeal** on the decision of the CPsychI Management Committee, they must do so in writing within 10 working days of the decision being communicated to them. The appeal and application information will be brought to the **College of Psychiatrists' Council** within two months from the date of receipt of this further appeal.
10. The decision by the CPsychI Council for approval / non-approval will be communicated in writing to the appellant within one calendar month from the date the further appeal request is received. **Decision by CPsychI Council will be final.**

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 presentation.
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.

- ❖ **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 The 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.

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

(Please photocopy as necessary)

NO. OF INTERNAL CPD CREDITS APPROVED: _____

[illegible]

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The attendance certificate should be printed on organiser headed paper

Attendance Certificate - Template

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) INTERNAL 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>
Internal CPD Credits:	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

CONTACTS

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 Psychiatrists 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

Forum of Irish Postgraduate Medical Training Bodies
 2nd Floor, Frederick House
 19 South Frederick Street, Dublin 2
 Telephone: +353 1 863 9726
 Facsimile: +353 1 672 4707
 Email: forum@rcpi.ie

Clinical (Practice) Audit Report:
Summary for use as evidence for the Verification Process.

Name: _____ **Date:** _____

Audit Title:

Reason for choice of audit:

Standards used:

Audit findings:

Learning outcome and changes made:

New Audit target:

How your outcome will improve patient care:

Year Audit carried out: