



**Royal College of  
Paediatrics and Child Health**

*Leading the way in Children's Health*

# **Continuing Professional Development External CPD Activity Approval Guidelines for Organisers**

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# 1. RCPCH External CPD Activity Approval

**1.1** The RCPCH approves national and regional external CPD activities of relevance to paediatrics and its subspecialties. Initial review of external activities is undertaken by the CPD Administrator to ensure that a provider has met quality, educational and other criteria set out by the RCPCH. The CPD approval process is optional and not a mandatory requirement.

**1.2** For commercially organised activities RCPCH uses the additional expertise of a network of Regional Representatives.

**1.3** To ensure that the content of any activity submitted for approval is of relevance to paediatricians, the RCPCH may use the additional expertise of a network of Regional Representatives and/or CSACs for any event, commercial or otherwise, comprising a significant proportion of non-paediatric speakers/facilitators or non-paediatric sessions.

## **RCPCH CPD activity approval process:**

1) The Organiser submits a completed Application for External CPD Activity Approval to the RCPCH CPD Team. The approval process is carried out via emails to [cpd@rcpch.ac.uk](mailto:cpd@rcpch.ac.uk).

2) The CPD Administrator confirms safe receipt, checks the application for completeness and, as required due to commercial or speaker proportion factors, forwards specific applications on to the relevant Regional Representative,

3) The Regional Representative ensures the activity meets RCPCH external CPD activity approval criteria (or the CPD Administrator if the activity does not require Regional Representative review).

4) The CPD Administrator issues the organiser with a letter of confirmation of approval.

5) The Organiser includes the approval information on activity-related materials in line with RCPCH guidelines.

6) The CPD Team uploads the activity details onto the online CPD diary, together with the organiser's contact details, available to all non-training grade paediatricians subscribing to the diary

7) The Participant attends the activity, receives a certificate of attendance, assesses its relevance and organisation through feedback to the organiser and completes a personal reflection for their CPD records.

8) The Organiser keeps a record of attendees and copies of feedback forms for 24 months and takes into account the received feedback for future educational activities.

**1.4** Internal CPD activities will not be considered for formal approval (see Glossary on p.10 for definition of internal activities). The individual paediatrician attending an internal activity must determine whether the activity is of an educational value and, if so, record an appropriate reflection to support the CPD entry.

**1.5** Overseas events may be considered for CPD approval if the activity is aimed at UK non-training grade paediatricians, is relevant to the members and fellows of the RCPCH and meets the RCPCH requirements for CPD approval. Please contact us for further information.

**1.6** Elements of activities not eligible for CPD approval include:

- Registration, Welcoming/Opening/Introductory/Closing speeches
- Prize giving
- Tea/Coffee/Lunch Breaks
- Business meetings/Annual General Meetings
- Any clinical or professional part of an activity that does not have an educational focus
- Any activity or part of an activity where undue bias may be inferred (e.g. via choice of speakers or content) or where educational content is not clearly separated from promotional activity.
- Sections of the event aimed specifically at non-paediatric medical disciplines and/or at doctors in training.

**1.7** The RCPCH reserves the right to not consider any given approval application.

## 2. Approval Criteria

### 2.1 Before the activity:

The activity **organiser must ensure** that:

- the educational content of the activity is relevant to continuing professional development of non-training grade paediatricians.
- the clinical content follows all appropriate patient consent guidance, confidentiality policies, data governance, data protection, copyright, GMC Good Medical Practice principles and that legal, medico-legal and ethical considerations have been met.
- the supporting materials are up to date and accurate.
- there is no conflict of interest or bias in the content of activity or speaker/facilitator selection e.g. but not limited to, a speaker or facilitator promoting their own services or those of a commercial concern within educational content, Learning about health care and disease prevention must not be displaced

by promotion of business or commercial interest

- 'Declaration of Interest' forms are completed by all speakers/those involved in developing the education content. See Appendix 1 for further information on declarations of interest.
- promotional material relating to commercial services, products etc. must not be included on the programme or evaluation form or marketing flyers for the event.
- the public sector equality duty requirements, as laid out in section 149(1) of the Equality Act 2010, have been considered in relation to e.g. venue and course content accessibility, speaker selection
- they email a fully completed Application for External CPD Activity Approval form with payment details to cover the fee for the approval process **6 weeks prior to the event** to [cpd@rcpch.ac.uk](mailto:cpd@rcpch.ac.uk) together with:
  - a detailed finalised programme of the activity that clearly indicates:
    - individual start and finish times of each session
    - key aims/learning objectives of the activity
    - teaching methods (e.g. workshop, plenary, etc.)
    - speakers' profiles (i.e. name, organisation, job title, expertise where relevant)
    - the target participants
  - an evaluation form for the activity including the three mandatory questions
    - see section 2.3

**NB.** Retrospective approval will not be considered.

Please visit [www.rcpch.ac.uk/cpd-approval-live](http://www.rcpch.ac.uk/cpd-approval-live) for a Checklist to help you put together the application documents, and example templates.

## **2.2 At the activity:**

- Take an attendance register to have a record of participants

## **2.3 After the activity:**

- Provide participants with means of evaluating the activity

**NB.** There are **three mandatory questions** that must be included on the evaluation form:

- Were the printed learning aims/objectives of the course met?
- Was there any bias or conflict of interest evident in the course?
- Was the speaker/instructor knowledgeable?
- Issue participants with a certificate of attendance, only **after** the activity has finished and participants have submitted their feedback
- Collate, analyse and action feedback; evaluation documents should be available to the RCPCH after the event on request for 24 months
- Keep the attendance register for 24 months

Example templates of certificate and evaluation form are available at [www.rcpch.ac.uk/cpd-approval-live](http://www.rcpch.ac.uk/cpd-approval-live)

## 3. Fees and Conditions

### 3.1a RCPCH CPD Approval Fees

The RCPCH applies the following fees for approving educational activities for CPD:

Type of organisation	RCPCH CPD Approval Fees
Commercial/for-profit organisation; pharmaceutical company*	<b>£450.00</b>
Non-commercial organisation with income stream**	<b>£44.00</b>
Non-commercial organisation with no income stream	<b>no charge</b>

The above fees are per approval for a single educational activity. The fees are subject to change without notice.

### 3.1b Late Application Fees

Type of organisation	Definition of late receipt of application	Late Fee (in addition to approval service fee)	Total amount payable
Commercial/for-profit organisation; pharmaceutical	Initial application received <b>21 calendar days or less</b> before	<b>£450.00</b>	<b>£900.00</b>

company*	the scheduled event date		
Non-commercial organisation with income stream**	Initial application received <b>10 calendar days or less</b> before the scheduled event date	<b>£44.00</b>	<b>£88.00</b>
Non-commercial organisation with no income stream	Initial applications received <b>10 calendar days or less</b> before the scheduled event date	<b>£44.00</b>	<b>£44.00</b>

**Notes:**

\* **Commercial organisation:** This includes commercial organisations applying for or organising the activity on behalf of a non-commercial or charitable organisation.

**NB.** Activity approval fee of £415.00 incurred on a commercial organiser is subject to a refund if approval is not granted of £311.75, i.e. excluding the admin fee of £103.75

\*\* **Income stream:** An unrestricted educational grant, sponsorship and/or attendance fees

An unrestricted educational grant is any payment by a sponsor in support of an educational activity. All forms of sponsorship and contributions in support of the activity, including payment of expenses, such as for food or travel, covering cost of administration or the production of delegate packs will be regarded and treated under the same terms applicable to an educational grant.

Recommendation: All funds from a commercial source should be in the form of an unrestricted educational grant, that is, a grant that allows providers freedom to choose the topic, speakers and mode of presentation, payable to the institution or organisation that is organising the educational CPD activity. Where a grant is restricted, approval is likely to be via the route for commercial organisations and thereby will attract the higher fee.

### **3.2 Conditions of approval**

**3.2.1** The use of the RCPCH crest or logo is not permitted under any circumstances.

**3.2.2** Wording to be used on any promotional materials before approval is confirmed:

✓ **“RCPCH CPD approval applied for”**

Wording to be used on any promotional materials for an approved activity:

- ✓ **“RCPCH has approved this activity for CPD in accordance with the current RCPCH CPD Guidelines.”**

**3.2.3** If an activity is cancelled after the application has been approved and the confirmation letter provided, a refund of the approval fee will not be offered. In some cases, if the activity is rescheduled to a future date, the RCPCH may consider updating the approval confirmation without the need for an additional fee, if all details including programme, timings and facilitators/speakers remain the same.

**3.2.4** If sponsorship or other support is provided this should comply with relevant guidelines. In the case of the pharmaceutical industry, guidelines are provided by the ABPI. In all cases, those attending an educational activity have a duty to ensure that the information is presented in a way that is free from bias.<sup>†</sup>

**3.2.5** Commercial advertising or other promotional activity must not be placed within the room in which the educational activity takes place. However, it is legitimate for a sponsoring organisation to have a presence in the main area of the meeting venue.

**3.2.6** Activities approved by the RCPCH, any of the Medical Royal Colleges or their Faculties or the Royal Society of Medicine, have **reciprocal approval**.

<sup>†</sup> When meetings are sponsored by pharmaceutical companies, that fact must be disclosed in all of the papers relating to the meetings and in any published proceedings. The declaration of sponsorship must be sufficiently prominent to ensure that readers are aware of it at the outset. The Prescription Medicines Code of Practice Authority, 2012. Code of practice for the pharmaceutical industry. [online] The Association of the British Pharmaceutical Industry. Available at: [http://www.pmcpa.org.uk/files/sitecontent/ABPI\\_Code\\_2012.pdf](http://www.pmcpa.org.uk/files/sitecontent/ABPI_Code_2012.pdf). Accessed 18 July 2012.

### **3.3 Reasons for rejection or withdrawal**

**3.3.1** The RCPCH reserves the right to decline or withdraw approval for any given activity in any of the following circumstances:

- educational content is not relevant to non-training grade paediatricians
- significant alterations to the programme
- a perception of conflict of interest and/or bias of content or speakers at the activity as reported to RCPCH by RCPCH members, health care professionals or other attendees in advance of, during or after the activity.
- advertising presented during the educational part of the activity.
- representation of RCPCH CPD approval that gives a false impression of RCPCH's approval
- advertising the activity as being CPD approved before confirmation is received
- evidence that the delegate list from the activity is being used as a resource for prior or subsequent promotional contact by the sponsoring (or any other) commercial organisation.
- supporting materials are inaccurate and/or out-of-date
- clinical content does not follow the requirements outlined in 2.1

**3.3.2** If an application for approval is declined, consideration of any re-submission is dependent upon the organiser submitting the requested change(s) being made for review in a timely and effective manner.

**3.3.3** In the event of a decline/withdrawal of RCPCH CPD approval, the RCPCH is not responsible for reimbursement or compensation for any costs incurred by the organiser e.g. promotional materials or loss of revenue.

**3.3.4** In the event of a decline/withdrawal, the organiser must remove all reference to RCPCH CPD approval within 5 working days of receiving confirmation of the withdrawal from the RCPCH.

**3.3.5** In the event of a decline/withdrawal of RCPCH CPD approval, the course organiser may appeal the decision within 14 days of receiving confirmation of the decline/withdrawal in writing to [cpd@rcpch.ac.uk](mailto:cpd@rcpch.ac.uk). An appeal will involve review of the course programme and related materials by the relevant CSAC and/or special interest group. Their findings will be considered by the Officer for Revalidation and CPD and Vice President Education and, if there is disagreement, by the RCPCH CEO, Their decision will be final. The organiser will receive the outcome of the appeal within 8 weeks of receipt of the written appeal request

## **Important information for organisers: Changes to the approvals process from 1st September 2016**

As of 1st September 2016, the Royal College of Paediatrics and Child Health no longer allocate CPD credits as part of the approval process. This is in accordance with changes made to the CPD Scheme guidelines published in April 2016. [www.rcpch.ac.uk/cpd-resources](http://www.rcpch.ac.uk/cpd-resources)

The benefits of seeking RCPCH CPD approval remain the same; the College will help organisers to ensure that their educational activity contains essential information for delegates and has met quality criteria set out by the RCPCH. This improves potential delegates' understanding of the value of an activity for their professional development.

CPD approval also increases publicity as approved activities are featured in the online RCPCH CPD diary and organisers can advertise them with wording indicating RCPCH CPD Approval.

## **4. Glossary**

**Activity** – a course, seminar, lecture, conference or other educational event organised for the educational benefit of continuing professional development of non-training grade paediatricians.

**Approval** – formal approval by the RCPCH indicates that the programme has been checked by the CPD Administrator and, where appropriate, a Regional Representative in terms of its overall appropriateness to paediatrics by reviewing the:

- key aims/learning objectives
- speakers' profiles
- sponsors
- target participants.

Approval does not indicate:

- in-depth review of the educational materials/lectures
- attendance at the activity by a College representative.

**Commercially organised activity** – educational event organised by a commercial organisation with funds from commercial source(s).

**Commercial organisation/organiser** – any organisation set up to make profit.

**CPD** – Continuing Professional Development is a systematic process of lifelong learning and professional development. Its aim is to enable paediatricians to maintain and develop their knowledge, skills and competence for effective clinical practice to meet the needs of children.

**External activity** – involves interaction with colleagues outside the individual's own organisation, and usually requiring study leave in protected time. This includes organised meetings and courses, as well as formal educational visits to outside institutions to acquire new skills.

**Internal activity** – involves local educational activity with colleagues from the same organisation (recognising that the organisation may include more than one hospital, and speakers may be from an external organisation).

**Non-commercial organiser** – an organisation that does not operate to make a profit through sales of goods or services, e.g. registered charities, NHS Trusts and hospitals, etc.

**RCPCH** – The Royal College of Paediatrics and Child Health is one of the Medical Royal Colleges. RCPCH has a major role in postgraduate medical education and professional standards: setting syllabuses for postgraduate training in paediatrics, overseeing the training, running examinations, organising courses and conferences, issuing guidance and conducting research.

**RCPCH CPD Guidelines** – annually reviewed College document describing in detail principles of the RCPCH CPD scheme (<http://www.rcpch.ac.uk/cpd-resources>).

**Regional Representative (RR)** – RCPCH Regional Representative is a key College representative; RRs are experienced senior paediatricians with a wide understanding of education and the development requirements of paediatricians.

**Sponsor** – an organisation providing monies or other benefits for the purpose of marketing and/or advertising itself or its products and services.

**CSAC** – College Specialty Advisory Committee. The RCPCH CSAC committees advise on aspects of specialist training relating to each of the paediatric sub-specialties. They are involved in curriculum development for each of their specialties.

**Conflict of interest** – A situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity, for example but not

limited to, a speaker or facilitator promoting their own services or those of a commercial concern within educational content. All conflicts of interest must be declared.

**Late fee** – A late application fee has been introduced in September 2017 in the interest of fairness to all organisers. This is to encourage organisers to submit applications for CPD Approvals in a timely manner, to allow sufficient time for the RCPCH to process the application and to allow sufficient time for organisers to make amendments to materials if required.

## 5. Example documents

We make available example documents of an activity programme, evaluation feedback form and attendance register and certificate.

These documents, including the external activity approval application form, can be found here: <http://www.rcpch.ac.uk/cpd-approval-live>

## 6. Contact us

If you encounter any difficulties with viewing the above webpage, downloading the required documents or have any queries regarding the RCPCH External CPD Activity Approval process, please contact us.

Email: [cpd@rcpch.ac.uk](mailto:cpd@rcpch.ac.uk) Phone: 0207 092 6107

## 7. Acknowledgements

We would like to thank The Federation of Royal Colleges of Physicians for allowing the RCPCH to incorporate elements of the “Royal Colleges of Physicians Continuing Professional Development Application for approval of live events” in this guidance document, as revised in September 2016.

# 8. Appendix 1

## Declaration of Actual or Potential Conflict of Interest

If the organiser or any of the speakers have any actual or potential conflict of interest this must be declared and submitted with the application.

Please state the individual's name and the nature of the conflict of interest.

Conflict of interest may occur in relation to any of the following:

### **1) Within the last three years, and with a relevant company or competitor, the individual or an immediate family member:**

- Holds stocks, shares or equity, a contract of employment, or a named position on a company board;
- Holds or is applying for a relevant patent;
- Acts in a paid advisory or consultative capacity.

A "relevant company" is one that produces a commercial product that is, or may be, used in the management of the clinical condition(s) to be discussed at the CPD activity.

An "immediate family member" is a spouse or first-degree relative.

### **2) Regular (or significant "one-off") financial support from a relevant commercial company:**

- Directly to the individual
- To a member of the individual's immediate family
- To the individual's department
- To the individual's research programme or clinical activities
- To fund equipment or medications
- Travel or accommodation payments
- Expert testimony fees
- A fee for speaking at the CPD activity

### **3) Sponsorship on a regular basis by a relevant commercial company.**

Sponsorship usually refers to the meeting for which approval is currently sought, but if sponsorship has occurred on a regular basis previously, then this should be declared.

The RCPCH retains its right to decline or withdraw approval for CPD at any time if a declaration is made regarding any of the above



## Declaration of Interests Form

Name of person making this declaration:

Location and position:

Nature of declaration:

**Background** *(Summary of any information that provides additional context to the declaration)*

**The potential conflict and the parties involved** *(Describe why there is a conflict and name the individuals or organisations involved)*

**Likely duration of conflict** *(Explain if this will be an ongoing conflict or specific to a particular investment decision)*

**Managing the potential conflict** *(N.B. Line Manager, Head of Function or Executive Director to provide details of how the potential conflict will be managed)*

**Signature of Line Manager, Head of Function or Executive Director**

..... Date.....

**Signature of person making this declaration**

..... Date.....