



# **CONTINUING PROFESSIONAL DEVELOPMENT GUIDELINES**

The Faculty of Sport and Exercise Medicine would like to acknowledge that their CPD form and guidelines are drawn from the Federation of the Royal Colleges of Physicians form and guidelines.

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## What is CPD at the Faculty of Sport and Exercise Medicine UK?

Continuing Professional Development (CPD) is the educative means of updating, developing, and enhancing how physicians apply the knowledge, skills and attitudes required in their working lives. CPD rather than Continuing Medical Education (CME) is the preferred term, as physicians may perform many roles that indirectly affect the quality of healthcare, such as teaching, research, and management.

CPD credits can be either “**Clinical**” or “**Non-clinical**” and can be derived from “**Personal**” “**Internal**” or “**External**” activities.

### Definitions

1. **Internal CPD** this could include multi-disciplinary team meetings and tutorials, department related educational activities, critical event meetings.
2. **External CPD** this could include courses/lectures attended externally or virtually to your institution/department, lectures/tutorials/courses you have hosted or given external to your institution/department.
3. **Personal CPD** this will include personal study time e.g., to study journals, review articles, read SEM related work. Also, in preparing teaching and educational material. Self-accreditation of CPD will be encouraged but must show evidence of reflection, though this can be only a short note indicating whether the activity will or will not be incorporated into your practice and why/why not
4. **Clinical CPD** relates to Sport and Exercise Medicine related CPD encountered in clinical practice, clinical teaching

5. **Academic CPD** relates to theoretical and research-based Sports and Exercise Medicine CPD e.g., audits, research projects.
6. **Managerial CPD** relates to policies and procedures in clinical practice, staff relations, employment relations etc

Physicians' credit requirements are a *minimum* of 50 educational credits in any one-year, of which 25 must be External. No more than 10 of the 50 credits can be Personal. There is no minimum requirement for Internal CPD. O

## Who Provides Approval for CPD Events?

### External Events

The Faculty of Sport and Exercise Medicine UK (the Faculty) is the governing body that approves external CPD events, and only those external events that have been approved will be kept on record by the Faculty. The Faculty external CPD approval is supported by The Federation of the Royal College of Physicians of the UK for post-training physicians (<https://www.rcplondon.ac.uk/federation-royal-colleges-physicians-uk>). **National and International** events require approval from the Honorary Secretary of the Faculty of Sport and Exercise Medicine UK. **Regional events** can be approved by the Faculty Manager.

Events run by **For - Profit/Commercial Organisations** must be approved by the Honorary Secretary on behalf of the Faculty

### Internal Events and Personal CPD

There is no formal process for approval of these activities.

## Criteria for Approval for CPD Events

1. Any commercial sponsorship or interests of the programme planner, presenters, or facilitators must be declared on the application form.
2. Any support, sponsorship or funding by commercial health care organisations must not influence the structure or content of the educational programme.
3. The target audience falls within the remit of the Federation (given medical specialties/generic non-clinical aspects/UK providers or hosts).
4. The learning objectives are specifically defined and are appropriate for the target audience.
5. The teaching methods used will achieve the stated learning objectives.
6. Evidence is provided that the presenters and/or facilitators have the expertise to deliver the learning objectives using the methods chosen.
7. The evaluation record for previous events organised by the same provider is satisfactory, or reasons for previous unsatisfactory ratings have been addressed.
8. The provider agrees to provide, upon request, confirmation of physician participation any time up to two years after the event has taken place.

## **What is needed to gain approval for CPD?**

### **Application Form**

**Please read these guidelines before sending in the application form for approval. Check that all the items below have been included.**

- Complete all sections of the CPD Application form. Up to a maximum of 8 CPD points can be awarded per day.
- Include a detailed programme of the event and/or a URL link to the website advertising the event. This should include an hourly breakdown and a brief description of the session.
- A full list of speakers/facilitators. This must include details about the posts they hold, where they are based and what speaking experience, they have in relation to the topic discussed.
- Non-clinical facilitators must include information about their relevant experience.
- Fees to be paid via the Faculty's invoice.

### **Contact details**

#### **Faculty of Sport and Exercise Medicine UK**

CPD Approvals

1a Hill Square

Edinburgh

EH8 9DR

Tel: 0131 603 4060

Email: [enquiries@fsem.ac.uk](mailto:enquiries@fsem.ac.uk)

## **How to Complete the Application Form**

### **Database/Basic Details**

This section of the form should be printed clearly.

Approval can be given for several meetings held in the same calendar year at the same time if the programme and speakers are the same. Please include all dates and venues in the application and attach a further sheet if more space is needed. Please note any additional dates throughout the year, which have not been included on the form, will have to be reapplied for. This includes payment of any fees if applicable. Please see the “Declaration of Sponsors and Fees” section for the rules regarding payment of fees.

If there is any difference in speaker information or programme details, (this includes regional variations) then please apply on separate forms.

### **Target Audience**

- The event should be predominantly aimed at post-training physicians.
- Local meetings are categorised as internal, not external CPD, and there is no approval process for these meetings.
- In cases where the intended audience of a meeting is mixed (e.g., where there might be Physicians and Radiologists,) organisers should apply to one College only for CPD Approval. The Royal Colleges in the Academy of Medical Royal Colleges (AoMRC) have agreed that they need not approve meetings that have been approved for CPD by another College. If you already have CPD approval from another College within the Academy, please forward the confirmation of their Approval to the RCP, together with our completed application form.



## **Fees and Declaration of Sponsors**

### **Commercial (For-Profit) Organisations -**

Commercial and for-profit organisations are required to pay the Commercial fee as detailed on our website. This includes commercial organisations applying for or organising the event on behalf of a non-commercial or charitable organisation.

### **Charitable / Non-Commercial Organisations with an Educational Grant**

Charitable / Non-Commercial Organisations with an Educational Grant are required to pay the Charity/ Non-Commercial fee as detailed on our website. An Educational Grant is any payment by a sponsor in support of an educational activity.

All forms of sponsorship and contributions in support of the event, including payment of expenses, such as for food or travel, 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 CPD event and activity.

**Discount for multiple events (same programme and speakers) applied for at the same time**

If the same meeting (same programme and speakers) is run more than once or in several locations or as a webinar resource within your organisations' website within the same calendar year, and the application is made for all the meetings at the same time, the amount paid for each number of events will be a one-off payment as outline below

## **How you can pay:**

There are four payment methods:

1. By bank transfer to the Faculty's bank account upon receipt of the Faculty's invoice
2. By the 'Pay by Link' service of the Faculty's provider, Worldpay
3. By phoning the office and using your debit or credit card
4. By cheque

## **Refunds**

The fee is to cover the administration expense of the CPD approval process. If the event is not approved, we will refund any amount over the one-day fee.

## **Vested Interests**

- Please list all of the Sponsors that are involved with the meeting.
- Please list any commercial interests that the presenters or speakers have.

## **Educational Details**

Please fill out this section of the form, and if necessary, attach further information. Assessment of Educational objectives is important to ensure that the event will meet the needs of the delegates. Analysis of previous events using evaluation forms will be helpful to select future topics and speakers. (See Appendices 1 and 1a)

## **Educational Objectives of the Event**

The objectives should reflect measurable outcomes, and use action verbs such as "evaluate," "identify," "review" etc.

Include details about what the event hopes to achieve, and how this will be put in practice.

For example, is the event raising awareness of a particular issue, or updating physicians on an ongoing study?

**What specific skills/knowledge will participants acquire during the event?**

List what the delegates should have achieved by the end of the sessions.

For example, will they be able to demonstrate a particular skill, recognise a specific condition, interpret results etc?

## **Check List:**

### **All organisers of approved events are required:**

- With the introduction of the General Data Protection Regulations EU (GDPR) in May 2018, organisers must keep all attendance records of their meetings. These records should be kept for a minimum of five years and made available to Colleges on request.
- To provide permanent educational material from the course for the delegates – this can be in the form of lecture notes, podcast, or webinars
- To provide evaluation forms to the delegates, either using an online platform or paper-based, as a means by which they can easily record their rating of the relevance, quality, and effectiveness of the event (See Appendices 1 and 1a)
- To provide attendance certificates to participants as evidence of their CPD activities (See Appendix 2). Attendance certificates, where possible, must be sent as a PDF by email. The delegate list of educational meetings must not be used as a resource for prior or subsequent promotional contact by the sponsoring (or any other) commercial organisation
- **The ‘Declaration of Conflict of Interest’ must be signed and dated**

### **Limitation of approval**

The Federation of the Royal Colleges of Physicians retains its right to withdraw approval for CPD credits at any time for one or more of the following reasons:

- Significant changes to educational content and/or changes to the presentation format
- Failure to disclose to us any conflict of interest on the part of the organiser, provider, or speakers
- A perception by attendees of bias on the part of the speakers at the event
- Advertising presented during the educational part of the event
- Advertising the event as being CPD approved before confirmation is received
- Misrepresentation of the number of CPD credits approved
- Misrepresentation of CPD approval on promotional or other material to imply endorsement or “Kite-marking” of the event by the Federation, over and above

other events of similar educational value. A factual statement of the number of CPD points allocated is all that is permitted (see below)

- Misrepresentation of the name of the Federation or of its constituent Colleges

**Guidance on statements regarding allocation of CPD credits:**

- Simple statement of the number of credits/ points/ hours allocated.
- No other sentence should include reference to the CPD points (e.g., “Attend this meeting and obtain 14 credits”)
- Font size to match that of the general information given in the promotional material
- No statement of the number of credits allocated until that has been confirmed (e.g., “28 credits applied for” is unacceptable, “CPD approval applied for” is acceptable)

## **Declaration of Conflict of Interest**

**If the organiser or any of the speakers have any conflict of interest (vested interest) these must be declared and submitted with the application.**

Please state the individual's name and the nature of the vested 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 event. 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 event

- 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, then this should be declared.

The Faculty of Sport and Exercise Medicine UK retains its right to withdraw approval for CPD credits at any time if a false declaration is made regarding any of the above.



## **Approval of Sponsored Satellite Symposia in the UK for External CPD Credits.**

Sponsored Satellite Symposia in the UK take place generally in association with major meetings of National Specialist Societies. In common with many other educational events, they are sponsored by a commercial company, usually one that is involved in healthcare. There is therefore a risk that the educational content of these Symposia may be biased in favour of the commercial interests of the sponsor.

The following criteria must therefore be met before a Sponsored Satellite Symposium will be considered for CPD approval:

- The speakers and topics of Satellite Symposia must have been determined (or formally agreed) by the Specialist Society that is responsible for the main scientific meeting. A written statement to this effect must be received by the Faculty before CPD approval will be considered<sup>1</sup>.
- The Satellite must not be scheduled so that it overlaps with any element of the main scientific meeting
- Commercial advertising or other promotional activity must not be placed within the lecture room or hall in which the Satellite takes place. However, in common with the rules applied to the main meeting, it is legitimate for a sponsoring organisation to have a presence in the main body of the meeting venue.
- The total number of CPD credits obtainable by delegates in any one day is limited to eight. Credits for Satellites can be claimed as part of this total.
- The standard administration fee will be charged for consideration of approval of each Satellite Symposium.

If approval is given, a statement to this effect may be included in the programme of the Satellite Symposium. This must always include the following: “Delegates are reminded that a maximum of eight (or the number of approved CPD points) external CPD points may be counted for educational activity on any one day”.

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<sup>1</sup> *This statement may be sent by the Scientific Committee of the Specialist Society, other educational body responsible for the main meeting, or by a conference organiser acting on their behalf. It can be sent either at the time of application for approval of the main meeting, or subsequently. Confirmation for all relevant Satellite Symposia may be included in one statement.*

## APPENDIX 1: Sample Online Evaluation Form to be completed

Thank you for participating in our event. We hope you enjoyed it and found it informative.

We want to hear your feedback so we can keep improving our logistics and content. Please fill out this quick survey and let us know your thoughts.

Once you have completed the survey, we will send you a Certificate of Attendance for the event

**\*Required**

Email address*	<i>Your email address</i>
Full name*	<i>Your answer</i>
How would you rate this webinar? *	<input type="radio"/> <i>Excellent</i> <input type="radio"/> <i>Good</i> <input type="radio"/> <i>Average</i> <input type="radio"/> <i>Poor</i>
How would you rate the Faculty who presented this webinar? *	<input type="radio"/> <i>Excellent</i> <input type="radio"/> <i>Good</i> <input type="radio"/> <i>Average</i> <input type="radio"/> <i>Poor</i>
How would you rate the format of this webinar and the tools used (e.g., discussion box, interactive polling, summary slides)? *	<input type="radio"/> <i>Excellent</i> <input type="radio"/> <i>Good</i> <input type="radio"/> <i>Average</i> <input type="radio"/> <i>Poor</i>
Has this webinar/educational activity affected/changed your practice? *	<input type="radio"/> <i>Yes</i> <input type="radio"/> <i>No</i> <input type="radio"/> <i>Maybe</i>
If you have answered 'Yes' to the above, please describe how this event has affected your practice. *	<i>Your answer</i>
Please describe how we could have better designed and delivered this webinar. *	<i>Your answer</i>
Which is your preferred day of the week to attend webinars? *	<input type="radio"/> <i>Monday to Friday (weekdays)</i> <input type="radio"/> <i>Saturday and Sunday (weekends)</i>
How many webinars or e-events, on average, are you currently attending/taking part in per week? *	<input type="radio"/> <i>&lt;3</i> <input type="radio"/> <i>3-6</i> <input type="radio"/> <i>&gt;6</i>
Which country are you based in? *	<i>Dropdown menu here</i>
What is your level of seniority? *	<input type="radio"/> <i>Senior Consultant</i> <input type="radio"/> <i>Consultant</i> <input type="radio"/> <i>Trainee</i>

## Appendix 1a Sample Evaluation Form

<b>Organiser's Name</b>			
<b>Event Title</b>		<b>Date</b>	
<b>Venue</b>			

### PLEASE TICK BOXES

#### 1. How useful did you find this event?

Extremely useful		Useful		Fairly useful		Not useful	
If this conference was not useful, please explain why?							

#### 2. What was your overall impression of this event?

	Excellent	Good	Fairly Good	Poor	Very Poor
Programme					
Organisation					
Catering					

#### 3. How useful to you personally was each session?

	Extremely useful	Useful	Fairly useful	Not useful	Not directly relevant in current post but of interest
1 <sup>st</sup> Speaker's name / Session Title					
2 <sup>nd</sup> Speaker's name / Session Title					
3 <sup>rd</sup> Speaker's name / Session Title					

\*Continue for whole programme

#### 4. What was the best aspect of this event?

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#### 5. What was the worst aspect of this event?

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#### 6. What impact will this event has on your future practice?

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**7. Please write down any additional comments or suggestions:**

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## APPENDIX 2: Sample of Certificate of Attendance

To be printed on Organiser's headed paper.

### Faculty of Sport and Exercise Medicine UK

*Excellence in Musculoskeletal Medicine, Exercise Medicine and Team Care*

XXXXXXX

X CPD points has been awarded to:

*969696*

This was held at the XXXXXXXXXXXXX, on XXXXXX



FSEM UK  
CPD Awarded FSEM CPD Accreditation No: FSEM - XXX

Honorary Secretary,  
FSEM UK

[www.fsem.co.uk](http://www.fsem.co.uk)