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**Application for CPD accreditation**

The College welcomes applications for CPD accreditation of courses and events. There is no charge for NHS Trusts and hospital boards, registered charities, specialist societies and associations and the benefits of CPD accreditation by the College include the following:

* Event reviews are completed by independent, specialist CPD Assessors, who are clinicians experienced in the subject area. The reviews are only sent to a CPD Assessor after an initial administrative check has been completed by the College CPD Team.
* Accredited events are featured in the Lifelong Learning platform. The CPD functionality in this was significantly enhanced in 2019 following extensive stakeholder feedback.
* Accredited events are also featured on the College website.

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| Please complete the information below as you would like it to appear in the ‘Accredited courses’ section of the Lifelong Learning platform and on the College website. The completed form and relevant supporting documents should be emailed to [cpd@rcoa.ac.uk](mailto:cpd@rcoa.ac.uk). |

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| --- | --- | --- | --- | --- | --- |
| **Event title:** |  | | | | |
| **Start date:** |  | | **Start time:** | |  |
| **End date:** |  | | **End time:** | |  |
| **Providing organisation’s name:** | | |  | | |
| **Event URL (optional):** | | |  | | |
| **Event keywords (optional):** | | |  | | |
| **Venue name and**  **location:** |  | | **Lead organiser:**  (must be a clinician of consultant status, or approved SAS trainer) | |  |
| **Fee details:** |  | | **Nominated commercial sponsors:** | |  |
| **First nominated contact name:** | | **First nominated contact email:** | | **First nominated contact phone:** | |
|  | |  | |  | |
| **Second nominated contact name:** | | **Second nominated contact email:** | | **Second nominated contact phone:** | |
|  | |  | |  | |

**Is the event clinical or non-clinical in nature?**

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|  | **Clinical** |  | **Non-clinical** |

**How and where do you intend to advertise your event?**

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**What is the overall aim of the event/topics covered?**

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**What are the anticipated learning outcomes of the event?**

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**How many CPD credits are you applying for?**

(Please note each credit equates to one hour of educational content. The number of hours should exclude break times.)

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**What teaching methods will be used?** (Please mark with an ‘X’ as appropriate)**:**

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|  | **Lectures** |  | **Tutorials** |  | **Demonstrations** |  | **Practicals** |  | **Workshops** |

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|  | **Discussion groups** |  | **e-Learning** |  | **MCQs** |  | **Individual performance review** |

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|  | **Other (please specify)** |  |

**Have you held a similar event previously? *If yes, please provide details below.***

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**Optional: Please list any of the CPD Skills which will be covered during this event:**

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**Optional: Please indicate any of the *Good Medical Practice* Domains which will be covered by this event** (Please mark with an ‘X’ as appropriate)**:**

|  |  |
| --- | --- |
|  | **Knowledge, skills and performance** |

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| --- | --- |
|  | **Safety and quality** |

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| --- | --- |
|  | **Communication, partnership and teamwork** |

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|  | **Maintaining trust** |

**Optional: Please indicate any of the *Good Medical Educator* Domains which will be covered by this event.** (Please mark with an ‘X’ as appropriate)**:**

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| --- | --- |
|  | **Ensuring safe and effective patient care through training** |

|  |  |
| --- | --- |
|  | **Establishing and maintaining an environment for learning** |

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| --- | --- |
|  | **Teaching and facilitating learning** |

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| --- | --- |
|  | **Enhancing learning through assessment** |

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|  | **Supporting and monitoring educational progress** |

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| --- | --- |
|  | **Guiding personal and professional development** |

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| --- | --- |
|  | **Continuing professional development as an educator** |

**What is your organisation type?** (Please mark with an ‘X’)**:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Commercial** |  | **Non-commercial / not for profit** |

**If you are the commercial provider for this event, you will be invoiced by RCoA Finance.**

Supporting documents for CPD accreditation

**Please include the following supporting documents** (marked with an ‘X’ if submitted)**. The first three items are mandatory.**

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|  | **Event programme** |

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| --- | --- |
|  | **List of speakers and their post/title** |

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|  | **A copy of the delegate evaluation form.** |

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|  | **Event learning materials (where applicable).** |

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|  | **Pre- or post-course educational activity e.g. reading lists, MCQ papers (where applicable).** |

Please note that all of the above documents will be visible to users of the Lifelong Learning platform. If you would like any of these not to be seen please notify [cpd@rcoa.ac.uk](mailto:cpd@rcoa.ac.uk).

Conflict of interest statement

**A conflict of interest exists where an individual involved in the development or delivery of CPD has an interest in a commercial or other organisation which may compete with the individual’s duty to act independently. At the event, all speakers should explicitly state whether or not they have any conflict of interest at the start of their presentation.**

**Signed.............................................................................. Print Name.................................................................................**