GUIDELINES FOR APPROVAL OF THE CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAMMES FOR HEALTH PRACTITIONERS

“Promoting Compliance in Healthcare and Training Standards”

2ND Edition, 2018
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Foreword

The Health Professions Council of Zambia last reviewed the Guidelines for Approval for continuing professional development (CPD) programmes for Health Practitioners in 2010. Though most of the provisions of the 2010 edition are relevant to date, it is necessary that these guidelines are updated in order to incorporate new emerging issues in medical education and valuable lessons learnt during the implementation of the 2010 edition. It is necessary that these guidelines are updated in order to reinforce their relevance in the health profession. It is in this context that this update is hereby made.

In order to strengthen the mission of “safeguarding the quality of health care services by regulating and monitoring the professional conduct of health practitioners, health facilities and training institutions,” the Health Professions Council of Zambia continues to work towards promoting and upholding the Corporate Governance Code on management of CPD programmes.

With the enactment of the Health Professions Act No. 24 of 2009 of the Laws of Zambia, the Council’s mandate was streamlined towards programme approval, which empowers the Council to develop, enforce and maintain appropriate standards of practice as well as enhance the status of the health professions. The Council is further mandated to monitor the quality of training in CPD Centres. This can only be done through regular review of standards as well as monitoring and evaluating the quality of CPD.

The Council recognizes that, while the National Human Resource for Health Strategic Plan focuses on the outputs of qualified personnel, there should be parallel systems, mechanisms and regulations that enforce and ensure the availability of qualified teaching personnel, acceptable infrastructure, resource materials, leadership and governance systems that propel the expansion of training of CPD attendees.

The underlying principle behind each standard is to strengthen the systems and procedures for CPD Programmes in order to enhance conducive teaching and learning environment, transparency and accountability.

The Council is optimistic that CPD Centres will reflect on these updated guidelines and direction that has been provided, orient teaching, and support staff on their role towards compliance with set standards. All CPD providers are required to comply with the stated laws, regulations and policies issued by the Council.

_________________________
Prof Sekelani Banda
Chairperson
Acknowledgement

The Council wishes to express profound gratitude to the following individuals and CPD providers who contributed during the development of these standards:

<table>
<thead>
<tr>
<th>S/N</th>
<th>Name</th>
<th>Institution/Associations</th>
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<tbody>
<tr>
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<td>University of Lusaka</td>
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<tr>
<td>2.</td>
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<td>Lusaka Apex Medical University</td>
</tr>
<tr>
<td>3.</td>
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</tr>
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<td>4.</td>
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<td>Chainama College of Health Sciences</td>
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<td>5.</td>
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<td>Cavendish University Zambia</td>
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<td>6.</td>
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<td>11.</td>
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<td>12.</td>
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<td>Zambia Institute of Environmental Health</td>
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<td>13.</td>
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<td>14.</td>
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<td>15.</td>
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<tr>
<td>16.</td>
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<td>17.</td>
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<tr>
<td>19.</td>
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<td>Health Professions Council of Zambia</td>
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Dr. Aaron Mujajati
CEO/Registrar
List of Abbreviations

<table>
<thead>
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<th>Acronym</th>
<th>Meaning</th>
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<tr>
<td>CPD</td>
<td>Continuing Profession Development</td>
</tr>
<tr>
<td>FT</td>
<td>Full Time</td>
</tr>
<tr>
<td>GRZ</td>
<td>Government of the Republic of Zambia</td>
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<tr>
<td>HPCZ</td>
<td>Health Professions Council of Zambia</td>
</tr>
<tr>
<td>LCD</td>
<td>Liquid Crystal Display</td>
</tr>
<tr>
<td>MoU</td>
<td>Memorandum of Understanding</td>
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<tr>
<td>NGO</td>
<td>Non-Governmental Organisation</td>
</tr>
<tr>
<td>No</td>
<td>Number</td>
</tr>
<tr>
<td>PACRA</td>
<td>Patents and Companies Registration Agency</td>
</tr>
<tr>
<td>PT</td>
<td>Part Time</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
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<tr>
<td>ZRA</td>
<td>Zambia Revenue Authority</td>
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Definition of Terms
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Approval:</td>
<td>The process by which the Council formally recognizes and certifies a CPD Programme.</td>
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<td>CPD Provider:</td>
<td>An institution or Individual approved by the Council to offer CPD Programmes.</td>
</tr>
<tr>
<td>Council:</td>
<td>Refers to the ‘Health Professions Council of Zambia’</td>
</tr>
<tr>
<td>Curriculum:</td>
<td>The planned interaction of learners with instructional content, materials, resources and processes for evaluating the attainment of educational objectives.</td>
</tr>
<tr>
<td>Facilitators/ Trainers:</td>
<td>Persons qualified and appointed by the head of the CPD Centre to provide training and facilitation during CPD activities.</td>
</tr>
<tr>
<td>Health Professional:</td>
<td>A Healthcare professional that has studied, advises on or provides preventive, curative, rehabilitative and promotional health services based on an extensive body of theoretical and factual knowledge in diagnosis and treatment of disease and other health problems acquired in higher education.</td>
</tr>
<tr>
<td>CPD Attendee:</td>
<td>A trainee who is undertaking a study in an approved CPD programme at an approved CPD provider.</td>
</tr>
<tr>
<td>The SI/ The Regulation:</td>
<td>The Health Professions (General) Regulation: Statutory Instrument Number 95 of 2012.</td>
</tr>
<tr>
<td>Training &amp; Examination Committee:</td>
<td>This is a committee of the Council that advises the Council on standards, policies and regulations related to training of health practitioners.</td>
</tr>
<tr>
<td>CPD Programmes:</td>
<td>The educational and training process of building knowledge, skills and attitudes to a level of a CPD Attendee in a particular health profession.</td>
</tr>
<tr>
<td>Minimum Requirements:</td>
<td>A set of standards that a defined CPD Provider should satisfy before approval.</td>
</tr>
<tr>
<td>Review of the CPD programme:</td>
<td>Refers to the process of evaluating the status of compliance with the accreditation standards, programme objectives and statutory requirements.</td>
</tr>
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**Mandate of the Council**
The Health Professions Council of Zambia is a Statutory Body established under the Health Professions Act No. 24 of 2009 of the Laws of Zambia and mandated to implement the following core functions:

- Registration of health practitioners and regulation of their professional conduct
- Licensing of health facilities and accreditation of health care services provided by health facilities
- Recognition and approval of CPD programmes for health practitioners
- Conduct Licensure Examination for Health Practitioners

Vision

The vision of the Health Professions Council of Zambia is “to be a leading regulator of health care and training services for public protection.”

Mission

The Mission of the Council is “to safeguard the quality of health care services by regulating and monitoring the professional conduct of health practitioners, health facilities and training institutions.”

Core Values

1. Integrity
2. Innovation
3. Service
4. Accountability
5. Excellence
6. Fairness

In executing its mandate with regard to this core function of training, the Council shall continue to:

- Strengthen its policies and systems
- Monitor the implementation of CPD programmes
- Undertake periodic evaluation of CPD programmes
- Update the database of CPD programmes
- Enforce the Health Professions Act.

Executive Summary
The role of the Council is to ensure that the CPD providers operate efficiently and effectively to attain the programme objectives. It also ensures that CPD Attendees from approved CPD providers have necessary knowledge, skills and attitudes required to provide quality health care services with minimal supervision.

The second edition guidelines have been developed as the minimum acceptable standards required to be put in place to ensure acquisition of required knowledge, skills and attitudes for health practitioners attending CPD Training. The Second Edition CPD Guidelines comprise of the general provisions and four (4) Standards namely:

- Standard 1: Approval and Governance
- Standard 2: CPD Programme
- Standard 3: Training Resources
- Standard 4: Records Management and Reporting System

It is important to note that under each standard, CPD providers are required to provide necessary documentation. CPD providers are further required to put in place systems that would improve the delivery of CPD Programmes training.
General Provisions

Definition

Continuing professional development (CPD) is the training that leads to broadening of knowledge and skills and enhancement of personal qualities related to continuous improvement in the performance of professional duties.

Purpose of CPD

To keep health practitioners abreast with the rapidly changing world of science and remain current with trends of modern practice.

Legal Framework

i. The Health Professions Act No. 24 of 2009 of the Laws of Zambia.
ii. The Health Professions (General) Regulations. SI. No. 95 of 2012

Section 20(b) of the Act provides for the requirement of CPD as a condition for renewal/issuance of practicing certificate. Section 35 provides for the approval and recognition of CPD programmes. Section 76 Empowers the Council to issue guidelines.

Benefits of CPD to Practitioners

i. Remain updated in their knowledge, skills and competence
ii. Keeps them up to date with the developments in medicine/health
iii. Enhances their fitness to practice
iv. Enhances professional satisfaction

Benefit of CPD to the Public

• Guaranteed of quality health care by practitioners

Benefit of CPD to Employers

• Ensures that practitioners employed are competent and up to date with the best practice in medicine/health
Roles and Responsibilities

For effective CPD implementation, the Council, Providers and Practitioners shall be required to abide by their specified roles.

Roles and Responsibilities of the Council
The Council shall:

i. Approve CPD providers in line with the standards and guidelines.
ii. Approve the CPD activities developed by the providers in line with the existing standards and guidelines.
iii. Conduct quality audits on the CPD activities.
iv. Develop and maintain a CPD activity database.
v. Review applications for the renewal of the provider’s annual license.
vi. Approve applications for the renewal of the provider’s annual license.
vii. Monitor and Evaluate the impact of CPD activities on clinical practice.

Roles and Responsibilities of CPD Providers
The provider shall:

i. Develop the CPD activities and submit to the Council for approval.
ii. Provide activities based on their expertise and scope of practice. This applies to the individual CPD providers.
iii. Shall Publicize and offer approved CPD activities.
iv. Shall Upload CPD data (list of participants and thematic areas covered) onto the Council’s database and maintain a copy of the same.
v. Shall issue documentary evidence to participants of CPD activity attesting attendance and completion of the same.

Roles and Responsibilities of Practitioners
The practitioner shall:

i. Comply with the minimum CPD requirements set by the Council.
ii. Ensure CPD activities attended are recognised by the Council
iii. Provide feedback to the Council on CPD activities undertaken.
iv. Ensure regular verification of personal records with the Council.
CPD Goal and Objectives

Goal

To achieve a structured and well facilitated CPD program.

Objectives

i. To provide a framework through which the Council will ensure the running of an effective CPD program throughout the country.

ii. To provide minimum standards for CPD provision.

iii. To provide an avenue through which practitioners are able to earn CPD points.

Model of CPD Training

i. Online (Virtual) Platform

ii. Institutional (Traditional) Platform

iii. Blended program (Hybridisation)

Nature of CPD

i. Knowledge impartation

ii. Attitude inculcation

iii. Behavioural enhancement

iv. Skills training

Weighting of CPD Points

Different CPD Activities will be weighted accordingly as shown in the table one. The Practitioners will be expected to accumulate a minimum of 100 points annually in order to have their practicing certificate renewed.
<table>
<thead>
<tr>
<th>S/n</th>
<th>CPD Activities</th>
<th>Maximum CPD Points</th>
<th>Description</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Conferences, Seminars, symposia &amp; workshops</td>
<td>10 points</td>
<td>Attending conferences, Seminars, Symposia or Workshops lasting:</td>
<td>Attendance List/ Certificate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20 points</td>
<td>A. less than 3 days</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>20 points</td>
<td>B. 3 days or more</td>
<td>Attendance List/ Certificate</td>
</tr>
<tr>
<td>2.</td>
<td>Special Lectures</td>
<td>10 points</td>
<td>A. Attendance of a special lecture lasting at least 45 minutes.</td>
<td>Attendance list</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20 Points</td>
<td>B. Giving a special lecture</td>
<td>Summary of lecture notes</td>
</tr>
<tr>
<td>3.</td>
<td>Facilitator/ coordinator/ organizer in conferences and symposia</td>
<td>20 points</td>
<td>This is a person who provides assistance, guidance or supervision during a conference or symposium. They may include chairs of sessions and rapporteurs.</td>
<td>Invitation/ Programme</td>
</tr>
<tr>
<td>4.</td>
<td>Morbidity and mortality meetings</td>
<td>5 points</td>
<td>Meetings organized to review causes of illness and death.</td>
<td>Attendance list/minutes</td>
</tr>
<tr>
<td>5.</td>
<td>Grand rounds/ Clinical meetings</td>
<td>5 points</td>
<td>Meeting of clinicians to discuss specific patient care.</td>
<td>Attendance list/minutes</td>
</tr>
<tr>
<td>6.</td>
<td>Hands-on and interactive skills workshops</td>
<td>10 points</td>
<td>Hands-on refers to active interactive learning, often with technology. It implies active participation in a direct and practical way.</td>
<td>Certificate/ Attendance list</td>
</tr>
<tr>
<td>7.</td>
<td>Short courses</td>
<td>30 points</td>
<td>Courses with a curriculum offered by an accredited CPD provider or government agency lasting a 2 to 12 weeks</td>
<td>Certificate/ Attendance list</td>
</tr>
<tr>
<td>8.</td>
<td>Attachment in centres of excellence</td>
<td>30 points</td>
<td>This is an entity that provides leadership best practices, research, support and/or training for a focused area.</td>
<td>Attachment report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5 points</td>
<td>A. Less than 3 months</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>50 points</td>
<td>B. 3 to 6 months</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100 points</td>
<td>C. More than 6 months</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Principal author of peer reviewed publication</td>
<td>40 points</td>
<td>The main author of a peer reviewed journal.</td>
<td>Copy of Publication</td>
</tr>
<tr>
<td>10.</td>
<td>Co-author of a peer reviewed publication</td>
<td>20 points</td>
<td>A collaborating author of a peer reviewed journal.</td>
<td>Copy of Publication</td>
</tr>
<tr>
<td>11.</td>
<td>Author of a book</td>
<td>100 points</td>
<td>The principal or main author of a book relevant to health profession.</td>
<td>Copy of Publication</td>
</tr>
<tr>
<td>12.</td>
<td>Author of book chapter</td>
<td>40 points</td>
<td>The practitioner’s name must appear as a contributing author in the book.</td>
<td>Publication</td>
</tr>
<tr>
<td>13.</td>
<td>Peer review activity</td>
<td>10 points</td>
<td>When a practitioner is invited by the Council to assess the credentials of another practitioner or assess files for purposes of a Council inquiry</td>
<td>Summary of activity</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>When a practitioner is appointed by the Council as an examiner</td>
<td>Invitation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Participating as a subject expert reviewer in an internationally or locally peer reviewed journals</td>
<td>Letter of appointment</td>
</tr>
<tr>
<td>14.</td>
<td>Keynote speaker or guest lecture</td>
<td>20 points</td>
<td>An invited speaker in a conference, symposium or workshop who presents for at least 45 minutes and is the highlight of that particular activity.</td>
<td>Invitation</td>
</tr>
<tr>
<td>15.</td>
<td>Online CPD activities</td>
<td>5 points</td>
<td>An activity that involves interactive online learning more than 30 minutes and is accredited by the Council</td>
<td>Certificate of completion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15 points</td>
<td>Being involved in lecturing on line</td>
<td>Summary of lecture activities uploaded to database</td>
</tr>
<tr>
<td>16.</td>
<td>Development of an online CPD course</td>
<td>50 points</td>
<td>Peer reviewed and accredited course that is uploaded onto the internet.</td>
<td>Peer reviewed online course</td>
</tr>
<tr>
<td>17.</td>
<td>Technical working groups</td>
<td>10 points</td>
<td>Selected group of experts appointed to accomplish an assigned task to completion.</td>
<td>Appointment/Attendance</td>
</tr>
<tr>
<td>18.</td>
<td>CPD coordinator of an accredited provider</td>
<td>5 points</td>
<td>The coordinator should have shown exemplary performance throughout the calendar year.</td>
<td>Reports of CPD Activities</td>
</tr>
<tr>
<td>19.</td>
<td>Any professional upgrade studies</td>
<td>100 points</td>
<td>These include PhD, Masters Degree, Bachelors Degree and Diploma on top of the primary qualification</td>
<td>Certificate of Qualification</td>
</tr>
</tbody>
</table>
Standard 1: Approval and Governance

1.1 CPD Programmes approval and Recognition to be moved to section one prelimineries

The CPD programme shall be approved by the Health Professions Council of Zambia. The following shall be the procedure for approval of the CPD Programme:

i. The CPD Provider shall submit the completed filled in application form accompanied by proof of payment of all prescribed fees.

ii. The Council shall inspect the CPD provider prior to the commencement of the CPD programme and the report shall be submitted to the Training and Examinations Committee for evaluation.

iii. The Committee shall review the application and recommend to the Council for consideration.

iv. The Council may approve or reject the CPD programme on the recommendation of the Committee.

v. The Council shall where the CPD programme is approved, issue an Approval certificate to the CPD provider.

vi. The Council shall where the CPD programme is not approved, issue a notice of rejection indicating reasons why the programme could not be approved.

vii. The approval certificate for CPD Programmes shall be displayed conspicuously at the CPD center or site or web home for the online CPD programmes.

viii. The approval certificate for CPD Programmes shall be renewed annually.

1.2 Governance

1.2.1 CPD Providers

The CPD Provider shall be a legally recognised entity or individual, meeting one of the following criteria:

a. Health Facilities with capacity to offer CPD Programmes in the relevant field

b. Training Institution

c. Professional Associations recognized by the Council

d. Non-Governmental Organization (NGOs) operating in the health sector

e. Health Professionals with competences to provide CPD Programmes
1.2.2 Legal Establishment

The CPD Provider shall where applicable, have a valid business permit, fire certificate, current Tax clearance certification, business registration certificate and valid companies form number 2 or 3.

1.2.3 Planning and budgeting

The CPD provider shall have an operational plan.

1.2.4 Administrative and organisational structure for institutions

There shall where applicable be an appropriate administrative structure for the CPD programme and an operational business name.

1.2.5 CPD programme Coordinators

The Coordinator shall be responsible for Coordination, Planning and Implementation of all CPD programmes.

1.2.6 CPD Facilitators /Trainers

The CPD Site shall formally designate appropriately qualified personnel to train CPD attendees and facilitate at CPD trainings. The personnel appointed as Facilitators shall possess valid competences relevant to the field.

1.2.7 CPD Committee

There shall be a CPD Committee to assist the CPD coordinator in the planning, organization, and supervision of the CPD programme. The CPD committee shall be adequately resourced and shall be meeting regularly, at least quarterly and shall keep minutes of the committee meetings. The CPD Committee shall undertake periodic review in order to evaluate the programme quality and the resources available.

Regarding the integration of committees, where necessary the Council shall only permit the CPD committee to be integrated into Senior Management Committee. In such case, there must be evidence that CPD affairs are being discussed in Senior Management Meeting.
Standard 2 : CPD Programme

2.1 Policy document

The CPD provider who may be private or public shall develop Policies and processes regarding hosting CPD Attendees, managing CPD Programmes, CPD Attendee’s welfare and safety.

2.2 Curriculum/training activity outline Approval

CPD Providers who intend to offer Courses with a curriculum must have the curriculum approved by the Council. Where the curriculum is not owned, authority to use the curriculum must be obtained in line with copyright laws.

2.3 CPD Programme Activity

The CPD Provider must develop and submit to the Council for approval the CPD activities. The existing CPD providers must update and submit the CPD activities to the Council as part of the application for renewal of the CPD approval certificate.

2.4 Number of CPD Attendees

The number of CPD Attendees for those offering traditional mode of training shall depend on the capacity of the institution. The CPD Centre shall maintain a register of Attendees. The provider should also maintain a register of trainers and their qualifications.

2.5 Code of Conduct for CPD Attendees

The CPD Attendees are bound to the HPCZ professional code of ethics. Additionally the CPD Attendees are bound to the professional code of conduct. The Code of ethics and discipline prohibits malpractice and forgery. CPD Centres shall promote the values enshrined in the code of conduct.

2.6 Programme Evaluation

Subject to approval by the Council the CPD provider shall conduct regular review of the CPD programme. The CPD provider site shall put in place mechanism for quality assurance.
Standard 3: Training Resources

3.1 Online Platform

3.1.1 Operational Office

CPD Providers that provide CPD training through online platform shall be required to have an operational Office that shall be inspected by the health professions Council of Zambia. The office shall have a minimum of one room with access to sanitary facilities and must meet Public health Building regulations.

3.1.2 CPD Attendee portal

The CPD Centre should have a functional CPD attendee web based portal that shall provide a platform for Interaction with the CPD facilitators in terms of;

- Online Registration
- Exchange of notes/ materials
- Assignments
- Test/Exam Registration
- View results and CPD Point allocation
- Facilitator Contact
- CPD Programme Evaluation
- E-Resources
- Course Certification

3.1.3 CPD Provider/Facilitator portal

A secure provider/Facilitator portal to enable facilitators and trainers;

- Upload notes and materials
- Upload assignment
- Receive submitted assignment
- Upload results and CPD points
- Communicate and interact with CPD attendees
- Course Certification

3.1.4 Online Lecture platform

- A training institution offering online CPD programme shall have a platform for live video streaming of lectures, or recorded videos (where its skills based).
- A platform for simulations to demonstrate practical skills
- For Practical CPD programs, a blended model of delivery must be provided for.
3.1.5 Security
- All system shall be secured with passwords
- User-rights shall clearly be defined
- Enhanced security system for tests and examination module shall be provided

3.2 A. Institutional Platform

3.2.1 Tutorial rooms

The CPD provider should have accessible facilities for tutorial sessions. Institutions shall provide a minimum of 1 tutorial room. In instances where the site is offering more than one program, the site shall provide a plan/timetable for the use of the room. The infrastructure shall meet the public health regulations. The tutorial room shall be adequately furnished.

3.2.2 Teaching Aids.

The following teaching aids shall be available for the tutorial room; a whiteboard, markers, Projector/LCD, and or flip chart. A sound PS system is a requirement for those offering conferences and symposia. For practical CPD programmes, a skills laboratory appropriate for the training should be available.

3.2.3 Office (s) for Coordinator

The CPD provider should have dedicated office space for faculty staff. At least CPD Programmes coordinator should have dedicated office space at the site either separate or shared. Offices should be equipped with chairs, table (s), computer (s), printer, scanner, copier, and lockable cabinet (s). Office space should meet public health regulations.

3.2.4 Library

The CPD centre providing short courses that require a school like environment should have a library facility and/or access to a virtual library. The physical library should be well furnished with adequate chairs and tables and at least one computer. The CPD Attendees should have access to either hard or soft copy recommended and prescribed books.

3.2 B. Individual CPD providers

Individual CPD providers shall provide evidence of training resources by way of Memorandum of Understanding or contracts or agreements with established institutions with capacity to provide the necessary training resources where the individual CPD provider does not have their own.
Standard 4: Record Management and Reporting System

4.1 Record Management System

The CPD Provider shall develop a system for management of CPD records in form of a Standard Operating Procedure (SOP) or a policy. The system shall be either paper-based, electronic or both. The policy/SOP shall be based on the guiding principles outlined below:

4.1.1 Paper based CPD records

Paper based CPD records must be kept securely in lockable cabinets. The files shall be appropriately indexed and filed to facilitate easy retrieval. The Council shall from time to time inspect such records. The records shall be kept for a minimum of 5 years before being archived and/or destroyed.

4.1.2 Electronic Records

Electronic CPD records must be kept securely with password. Highly sensitive data must be encrypted. The CPD provider shall have a backup system onsite/offsite server and/or cloud server.

4.2 Reports

4.2.1 Criteria for allocation of CPD Points

The HPCZ CPD Points allocation guideline policy should be available. For online CPD platform the criteria must be displayed on the CPD web home page.

4.2.2 CPD Reports

The CPD Provider must accredit CPD Points to the individual practitioners HPCZ accounts on the HPCZ data base within 30 days of completion of the CDP activity. Where the Provider is unable to upload the data electronically on the HPCZ database, he/she must submit the electronic and hard copy to the Council.

The CPD provider must further file annual returns that should include all the CPD activities conducted in the year and the points allocated to each attendee. The Provider shall avail such records for inspection during compliance monitoring visits by HPCZ Inspectors.
References


Medical Practitioners and Dentist Board. (2014). Continuing Professional Development Guidelines

