



THE REPUBLIC OF UGANDA

GUIDELINES ON CONTINUING PROFESSIONAL DEVELOPMENT FOR THE ALLIED HEALTH PROFESSIONALS

August 2017

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Acronyms

AHPC	Allied Health Professional Council
APL	Annual Practicing License
CME	Continuing Medical Education
CPD	Continuing Professional Development
ETC	Education and Training Committee
HPC	Health Professionals Councils
HRH	Human Resource for Health
IST	In Service Training
MOH	Ministry of Health
NGO	Non-Government Organization
UNMC	Uganda Nurses and Midwives Council
UMDPC	Uganda Medical and Dental Practitioners Council
SMART	Specific, Measurable, Achievable, Realistic, Time bound

Operational Definitions

Accreditation

Accreditation is the recognition that an institution meets standards requisite set forth by an accrediting agency. It is confirmation and recognition of the technical competence of an organization to offer Continuous Professional Development to the allied health professionals.

For purposes of providing CPD, Council shall accredit training institutions, Professional Associations, Companies and or Individuals following the criteria set in these guidelines. The goal of accreditation is to ensure that Continuous Medical Education provided meets acceptable levels of quality.

Accrediting agencies

Accrediting agencies are organizations (or bodies) that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met and publicly announce their findings. The Allied Health Professional Council through the CPD Committee and the Professional Associations shall accredit CPD providers

CPD committee

Refers to the Committee responsible for identifying and accrediting CPD providers on behalf of the Professional Associations and Council

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Foreword

Continuous Professional Development (CPD) provides pathways for Health Professionals to improve and maintain their level of knowledge, skills and performance standards aimed at provision of quality and safe medical care. To achieve this goal, Health Care Professionals need to regularly acquire, update their knowledge and skills in their respective fields through special continuous professional development programs based on set standards and guidelines.

Providing CPD is a mandatory function of the Allied Health professional Council. Every registered Allied Health Professional engaged in active public or private practice shall have to undergo minimum continuous education courses as prescribed by the council in order to remain on the register. A practitioner's failure to satisfy the council that he or she has engaged in a minimum continuing education constitutes grounds for the council to take disciplinary action. The Allied Health Professional Council has delegated the responsibility of arranging and conducting continuing education to professional associations.

These guideline are guided by the Ministry of Health Human Resource Policy on Education and Training and clearly indicates the role of the various stakeholders, including Professionals Bodies and CPD Providers.

The Allied Health Professional Council shall work with Sister Professional Councils and the Ministry of Health in executing this function to ensure that allied health professionals constantly enhance their competencies as required for quality health care service delivery to the Ugandan population.



Aloysius Kasagga

Chairperson, Allied Health Professionals Council

1. BACKGROUND

1.1 Mandate

The Allied Health Professionals Council was established by the AHPC Act Cap 268 to regulate, supervise and control the training and practice of the Allied health professionals in Uganda. The Council is mandated to regulate the standards and conduct of the Allied Health professionals and to exercise disciplinary control over them. In addition, the Council exercises general supervision and performance monitoring of other functions relating to those professions or incidental to their practice by advising and making recommendations to government on matters relating to the Allied Health Professionals.

Continuing Professional Development is a core function of the Allied Health Professionals Council. All Allied Health Professionals engaged in active public or private practice are required to undergo minimum continuing education courses in order to remain on the register (Section 54 (1) of the Allied Health Professionals Act).

1.2 Justification for Continuous Professional Development

Over the years, the Ministry of Health and other Development Partners have been offering several in-service training/ CPD/ CME to health professionals especially those working in public health facilities through workshops, trainings and conferences. But many have not been able to participate in these workshops, conferences, and trainings. The system used by the Ministry to monitor and supervise CPD programs at workplaces has not been able to evenly target all professionals, thus limiting access to these training opportunities by all professionals hence the need for the councils to be better-resourced and strengthened. Medicine and disease patterns have kept changing with time thus creating the need for new research, technology in order to provide quality service in all areas of health care. Allied Health Professionals need to continue to update their knowledge and skills on a regular basis to keep up with the benefits of health care innovations and research findings.

No matter which role one chooses in the spectrum of the health profession, remaining competent requires ongoing and lifelong learning by constantly updating ways of doing things. These guidelines are therefore meant to define the various stakeholders and their roles and to standardize the process of providing and monitoring CPD activities for professionalism in the public and private sectors.

1.3 Objectives

The guidelines are meant to:

- Provide accreditation standards for CPD activities for the Allied Health Professionals.
- Standardize the procedure for identifying competent CPD providers for quality CPD implementation.
- Ensure that all CPD courses meet recommended standards required by the respective professional disciplines.
- Ensure that all Allied Health Professionals access accredited CPD programs in order to provide quality services to the Ugandan population.
- Provide a basis for monitoring Allied Health Professional associations in the provision of Continuous Professional Development to Allied Health Professionals.

1.4 Values

The CPD Program will ensure the provision of the highest quality of health care through a variety of structured educational opportunities that incorporate the most current knowledge, skills, and ethical attitudes in all Allied Health disciplines and health sciences.

The CPD Program will, therefore, be built on long-accepted and honored values of health profession, including:

- Professionalism: Training shall be planned, monitored and evaluated
- Equal opportunity: There shall be no discrimination in award of the training opportunity
- Affirmative action: Disadvantaged professionals in rural areas shall be given special consideration for Continuous Professional Development training
- Demand driven approach: Professionals shall contribute towards CPD
- Value for money training: Funds shall be optimally utilized for the benefit of the professionals and the community they serve
- Quality service: CPD will be aimed at improving quality of health care

1.5 Delivery mode

Council's mandate to provide Continuous Professional Development was delegated to the Professional associations. The Professional associations are therefore responsible for identifying and accrediting CPD providers with capacity to assess in-service training needs and to organize and conduct learning conferences for the Allied Health Professionals.

2. ACCREDITATION OF CPD PROVIDERS

2.1 Potential CPD provider

The CPD providers shall include; Faculties of Health Sciences in Institutions of Higher Learning, Specialty divisions of the Ministry of Health (MOH), Health Professionals, National and International Organizations or stakeholders with capacity and expertise required in the implementation of CPD activities recognized by Council and Professional associations.

2.2 Types of Accreditation

The CPD Committee on behalf of the Council shall grant two types of accreditations:

- Full accreditation offered to providers that meet the set criteria and have the capacity to conduct CPD and award certificates to professionals.
- Provisional accreditation granted to providers that meet the set criteria but may not have the capacity to conduct CPD and award certificates to professionals.

2.3 Application of accreditation

- The Allied Health Professionals' Council shall advertise in the media annually calling for applicants to be CPD providers
- Interested parties seeking accreditation to provide CPD shall submit application forms to Council together with relevant documents and bank-slips or evidence for having paid.
- Council shall forward the applications to the CPD committee for procession.
- The CPD Committee in consultation with the Professional associations shall review the application following the set criterion for accreditation.
- Successful applications shall be sent to the Registrar for final Council approval.

2.4 Duration of accreditation

Accreditation period shall be 3 years but renewable with satisfactory performance. CPD providers shall re-apply for re-accreditation but shall attach reports of previous performance and feedback from CPD Committee.

2.5 Criteria on Accreditation of CPD Providers

Potential applicants seeking to be accredited to offer CPD activities at a local or national level shall submit their applications to Council and shall be required to meet the following among others:

- Potential to provide CPD acceptable at; National, Regional and or Global levels.
- Having human resource/ facilitators with desired professional qualifications as to be determined by the professional associations.
- Ability to design training aimed at addressing the identified training needs and objectives as stated by the professional associations.
- Ability to develop CPD activities and materials that are based on known educational needs of the target professional cadre.
- Ability to design and or tailor training to meet the needs and provide quality training using appropriate adult learning methods.

2.6 Certification of attendance

All Allied Health Professionals shall always be required to provide evidence on CPD activities in form of certificates of attendance, CPD diaries signed by the providers and or electronic records sent to the Council.

2.7 Reporting on CPD activities

Health professionals shall be required to prepare and submit evidence of having attended CPD activities as part of the requirements for renewal of the Annual Practicing License. The mode of reporting shall be either electronically or hard copies as determined by the CPD committee and on the recommendation of the Records department of the Council.

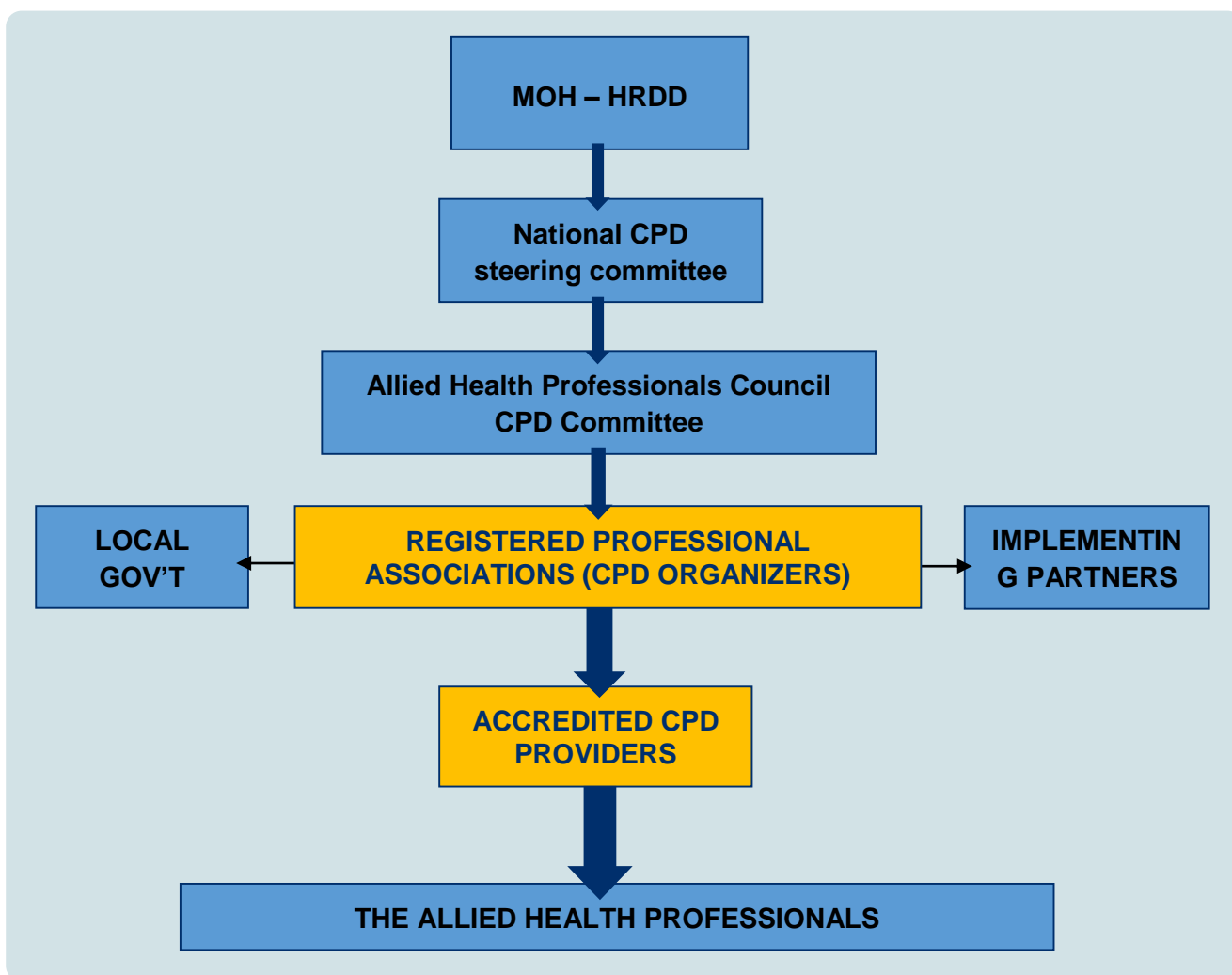
The Report shall indicate

- The name and registration number of the Allied Health Professional
- The name of the accredited CPD provider
- The title, topic, and category of CPD activities attended and the Credit Units earned
- Timing and duration of the activity
- Ratings on the success of the CPD activity

2.8 CPD Resource Centres

CPD activities shall be conducted either centrally or at regional levels to be established on recommendation of the CPD Committee for purposes of access and coordination by the professionals and the providers.

3. AHPC STRUCTURE FOR IMPLEMENTING CPD PROGRAMS



3.1 CPD Committee Composition

The Committee shall comprise of 15 members constituted by representatives of Professional associations. Committee members shall be Senior Professionals with knowledge about Councils mandate and experiences in the fields of work and training. Professionals in possession of health tutors qualifications shall be given priority during selection of committee representatives. The Registrar and Quality Assurance officer training shall be co-opted members to the committee. The committee shall have but not limited to a chairperson and secretary for purposes of leadership.

3.2 The role of CPD Committee

CPD activities shall conform to the curricula and scope of practice of the respective professional disciplines, tailored towards the current population health needs to meet the National and Global standards.

The CPD committee shall:

- Oversee and ensure CPD activities are effectively designed and presented in ways that meet the complex needs of the health industry and the various Allied professional disciplines.
- Work with Professionals Associations to identify CPD providers, organizations, firms, and individual to be accredited by Council for a CPD provision.
- Work with the Allied Health Professionals Associations in identifying training needs of the various professions and develop a learning plan based on identified learning needs.

- Plan, prepare budgets, mobilize resources and coordinate and monitor implementation of the integrated CPD activities.
- Ensure CPD is provided in an evidence-based approach and provides up-to-date skills and knowledge.
- Approve professional research papers and books and any other documents written by Allied Health Professions before publication.
- Provide guidance on matters of Continuing Professional Development and Accreditation.
- Come up with strategies for improving access and quality of Continuing Professional Development.
- Carry out any other activities related to CPD assigned by the Council.

3.3 The role of CPD Providers

Accredited CPD providers shall;

- Submit their teaching and learning activities to the CPD Committee for review and recommendation for accreditation by the Council.
- Publicize the proposed activity indicating the credit units to be awarded
- Prepare attendance lists of the participants of the activity
- Conduct CPD as per their accreditation, award credit units and indicate in the CPD diaries provided to the professionals by the Council.
- Issue certificates of attendance to the participants on completion of the conference/CPD activity within a period of not later than one month.
- Prepare and submit CPD activity reports indicating among others; activity duration, the topics covered/competencies imparted and credits awarded within two weeks after completing the activity but not later than one month.

3.4 Term of office and meetings

The Chair and Committee members shall hold office for three years renewable once. During the subsequent elections, one-third of the members of the previous committee shall be retained for purposes of continuity. During meetings, the quorum shall be constituted by 50% of the members and voting shall always be by secret ballot. The CPD committee shall hold meetings on quarterly basis and; as and when necessary with the approval of the Council.

Facilitation for the meeting shall be provided by the Council with support from Development Partners, Ministry of health, other stake holders and Professionals who shall pay subscription fees.

3.5 The roles of the Professional Associations

The professional Associations shall:

- Work with CPD committee to determine training needs for the professionals
- Work with CPD committee to identify CPD providers
- Ensure the CPD provider meets the required criteria
- Ensure CPD providers state SMART education objectives in form of outcomes to address the identified training needs.
- Ensure the education content addresses the identified training needs for designated Allied Health Professionals.
- Ensure that the CPD providers present learning activities using methodologies and formats appropriate to the set objectives
- Evaluate the quality of the presentation and the extent to which objectives are met.
- Monitor and document the attendance of the Allied Health Professionals in the CPD program.
- Evaluate or measure the effectiveness of CPD implementation and the impact of the activities amongst the respective professional disciplines based on the baseline training needs.

4. CATEGORIES OF CPD ACTIVITIES AND CREDIT WEIGHTING

CPD activities shall be categorized into four levels:

Level 1: Activities with no measurable outcomes, 1 point = 1 credit = 1 hour of active learning (Examples: small group activities, presentations, meetings, case discussions)

Level 2: Activities with measurable outcomes

Level 3: Activities based on a formal structured learning program

Level 4: Non-Clinical CPD activities

Level 5: Online CPD credit points

N.B. Points can all be obtained in one level or in cross-cutting levels

4.1 CPD Activities level 1: Activities with no measurable outcomes	Credit/point
Presenting at workshops, seminars, clinical sessions	2 credits per hour
Attendance to lectures, workshops or Symposia or seminars	1 credit per hour
Attendance to lectures and seminars on ethics	1 credit per hour
Participation in clinical audit, critical incident/adverse event monitoring, or case reviews or case studies or drug use evaluation	1 credit per hour
Attendance to clinical training sessions	1 credit per hour
Attendance to practical training sessions	1 credit per hour
Presenting scientific papers to other staff in Journal clubs	2 credits per hour
Attendance to a Journal club	1 credit per hour
Feedback presentation after attending international/national conference	1 credit per hour
Patient care review meetings	1 credit per hour
Case presentation and literature review in inter-departmental meetings	1 credit per hour
Online learning materials accredited by CPD committee	1 credit per hour

4.2 CPD Activities level 2: Activities with measurable outcomes	Credit/point
Approved educational material	10 credits
Review educational material	5 credits
External examiner of undergraduate, master's and Doctoral thesis	3 credits
First author of a scientific paper (s)/review articles in peer-reviewed journals	20 credits
Co-author of a scientific paper (s)/review articles in peer-reviewed journals	10 credits
First author of a scientific paper in local medical journal	10 credits
Co- author of a scientific paper in local medical journal	5 credits
First author of a chapter in a book in area of specialization	20 credits
Co- author of a chapter in a book in area of specialization	10 credits
Writing a book/monograph in area of specialization	30 credits
CPD approved self-learning material evaluated by MCQ (Multiple Choice Question) with a pass of 70%	4 credits

4.3 CPD Activities level 3: Formal structured learning program	Credit/point
Completion of a formal postgraduate program studies relevant to practice	50 credits
Completion of a formal sub specialized program studies relevant to practice	40 credits
Undertaking relevant short courses, either face to face, online or distance education relevant to practice	5 credits per module
Working with a mentor or supervisor to improve practice or develop new skills	2 credits per hour
Peer review of practice for individual competencies related to published standards	3 credits
Supervising undergraduate students in professional training in collaboration with an accredited training institution on a regular basis during the academic year (if not in the job description)	3 credits per student per year not exceeding 10 students
Supervising interns in professional training in collaboration with an accredited training institution on a regular basis during the academic year (if not in the job description)	3 credits per student per year not exceeding 10 students
Supervising postgraduate students in professional training in collaboration with an accredited training institution on a regular basis during the academic year (if not in the job description)	3 credits per student per year not exceeding 10 students

4.4 CPD Activities level 4: Non Clinical CPD Activities	Credit/point
Leading development of policies, protocols or guidelines	10 credits / document
Participation in developing; policies, protocols or guidelines	5 credits / document
Participation and contribution in committees (e.g. Quality improvement, accreditation, occupational health and safety, Drug and Therapeutic Committees) or audit.	5 credits per year
Lead the development of funded project or grant writing	20 credits
Significant contribution to the development of funded project or grant	10 credits

4.5 CPD Activities level 5: Online CPD credit points

Allied Health Professionals may take on line CPD Programs from reputable international and accredited CPD providers. However, approval for accreditation for the program should be sought and obtained from the CPD Committee prior to participation in that program.

4.6 Activities that do not qualify for credit

- Being a member in a professional body
- Holding a portfolio on the professional Council, Boards or any other structure
- Time spent planning, organizing, or facilitating any activities
- Daily ward rounds
- Written assignments
- Compilation of student training manuals for internal use
- Staff and/or administrative meetings
- Tours and/or viewing of exhibits and technological demonstration
- Presentations and publications for the public
- Meetings arranged by pharmaceutical companies and manufacturers or importers of products and technical devices for purposes of marketing their products
- Lecturing or teaching if it is in your Terms of Reference (TOR)

5. CPD REQUIREMENTS

5.1 Professionals

The minimum CPD standards for the Allied Health Professionals include:

- A commitment to undertake Continuing Professional Development (CPD)
- At least 90 hours of learning activities every three years
- The CPD learning activity must be relevant to the discipline and practice of the professional
- The CPD learning activity must be undertaken before renewal of the Annual Practicing license relevant to the discipline and practice of the professional
- Professionals must maintain a record of CPD activities using special diaries provided by the Allied Health Professionals Council
- The Diaries must be signed by the CPD providers and organizers
- The professionals must be registered with his /her professional associations

5.2 CPD activity sessions

- Objectives for the CPD educational activities shall be clearly stated (SMART) and in form of skills and knowledge and attitudes to be updated
- The education activities should be presented using learning methodologies and formats
- The presenter (professional authority) should have; practicing license, appropriate competences and qualifications needed for the CPD activity
- The content designated for the health professional audience should be documented

6. COMPLIANCE & NON COMPLIANCE

Meeting CPD requirements is mandatory for all Allied Health Professionals. For each year, health professionals shall be required to submit a satisfactory returns to confirm that they have undertaken CPD activities related to professional competencies before their Annual practicing licenses are renewed.

The CPD Committee of the Allied health Professionals' Council shall oversee CPD activities on behalf of the Professional associations and Council. The Committee shall re-enforce CPD activities and handle individuals who are dissatisfied with the outcomes of determination of CPD credits in relation to this policy.

A member who is absent from practice of his profession due to medical or personal reasons for more than one year will undergo a re-orientation training program prior to re-license, however this will be done in accordance with rules and regulations of the professional Association of the respective professionals.

CPD Credit points earned in another country may be approved on a case-by-case basis by the respective professional Association on behalf of the Council.

7. INFORMATION DISSEMINATION

Information on CPD activities planned and conducted shall be posted on the council website for access and dissemination to the professionals and other stake holders. In addition, use of written messages, meetings and workshops among others shall constitute official channels of communication for effective implementation of CPD Activities.

8. FINANCING

Resources needed for CPD activities shall be generated through contributions by the Allied Health Professional Council and other stakeholders including; Development Partners, Manufacturing companies, MOH-HRD, Health training institutions, NGOs, Private sector, Local Governments and participation fees payable by professionals.

The CPD Committee shall be responsible among other responsibilities for preparing comprehensive budgets with diversified sources of income for CPD implementation. The committee shall also work together with the Council to mobilize resources.

.....

7.0 List of prospective persons to deliver CPD (Attach certified copy of degree, evidence of Qualifications and Expertise).

*Notice: All Health Professionals involved must hold current **Licence to Practice**.*

Names	Qualification	Council Registration number	
i.			
ii.			
iii.			
iv.			
v.			
vi.			
vii.			
viii.			
ix.			

8.0 Estimated number of participants and category

.....

9.0 Funding

- i. Will a fee be charged? Yes or No.....
- ii. If yes, please specify the ranges for each group.....
- iii. Will the event receive external funding? Yes or No
- iv. If yes, name the source.....
 Amount US\$.....
 (Ushs.....)
Please attach budget

10.0 Training Needs Assessment(TNA)

Describe how the training needs assessment(TNA) was conducted in order to determine the CPD competencies to be offered. Please attach TNA report

.....

11.1. Objectives

What are the specific learning objectives of the CPD activity program?

.....
.....
.....
.....
.....

10.2. Educational design and documentation

Please provide/attach a record of activity Timetable, Training Plans with objectives plus teaching and learning methodologies to be employed e.g. Power point presentations, computer assisted instructions, audiovisual aids, laboratory settings, clinical teaching etc.

10.3. Signature of Contact Person

Full names

Title

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I certify that.....Fulfilled/ did not fulfil the requirements necessary for a **CPD** Provider in the area of

.....

Name and Signature of the Chairman CPD Committee

Date

Therefore,is hereby Accredited /not accredited as a CPD Provider in the area of.....

Chairperson Allied Health Professions Council

Date

9.2 Appendix 2: Participants Cpd Course Evaluation Form

Course Evaluation Form					
Course Name:					Date:
Overall, I would rate the(please check the appropriate response)					
Program:	Excellent <input type="checkbox"/>	Above Average <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>	
Facilities:	Excellent <input type="checkbox"/>	Above Average <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>	
This course (please check or comment on all that apply)					
<input type="checkbox"/> Was relevant to my choice		<input type="checkbox"/> Was not relevant to my practice			
<input type="checkbox"/> Met the stated objectives			<input type="checkbox"/> Satisfied my expectation		
<input type="checkbox"/> Will not alter my practice					
<input type="checkbox"/> Will alter my practice performance. Please specify in what way(s):					
.....					
.....					
What modifications would you suggest?					
.....					
.....					
Was sufficient time allowed for audience participation?		<input type="checkbox"/> Yes		No <input type="checkbox"/>	
Did you find the course to be free of commercial bias?		<input type="checkbox"/> Yes		No <input type="checkbox"/>	
Speaker Evaluation Please rate by circling the appropriate number					
1=Poor 2=Fair 3=Good 4=Very Good 5=Excellent					
Speaker/Topic	Content	Delivery	AV Aids	Overall	Comments
a)	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
b)	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
c)	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
d)	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
e)	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
f)	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
The two most important things learned from this meeting:					
1.					
2.					
Please list topics you would like to see addressed at future CPD meetings					
<i>Thank you for your feedback and ideas – please return this form to the registration table.</i>					

9.3 Appendix 3: An Assessment Tool For CPD Providers Accredited By Council /CPD Committee

1.0 Identification of applicant

1.1 Name of Institution/Organizations/Professional Society offering CPD

.....

1.2 Workshop title

.....

....

2.0 Evaluation areas:

SN	Evaluation areas	Ranking		
		3	1	0
i.	The topic was relevant to my practice	Very relevant	Relevant	Not relevant
ii.	The objectives were met	Very well met	Met	Not met
iii.	Methods used were appropriate for adults	Very appropriate	Appropriate	Not appropriate
iv.	Expectations were met	All were	Met some	None was met
v.	Time allocated for CPD was adequate	Quite adequate	Adequate	Not adequate
vi.	Audience participation was allowed	Adequately	Not adequate	None at all
vii.	Program arrangement	Excellent	Average	Poor
viii.	Teaching facilities used:	Excellent	Average	Poor
ix.	Work shop facilitator's knowledge	Very knowledgeable	Knowledgeable	Quite lacking
x.	Meals/drinks	Excellent	Average	Poor
xi.	Overall ranking for CPD program			

3.0 Performance improvement

Is the CPD program likely to improve on the service delivery of the professions?

.....

.....

.....

4.0 Overall rating

On the overall, the CPD program offered by the provider was: Excellent (3) Average (2), below average (1). Please tick the appropriate response and justify your rating:

.....
.....
.....

.....
Full Names and Signature of Head of Institution/Organization

Date

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I certify that.....Fulfilled/did not fulfil the requirements necessary for a **CPD** Provider in the area of

.....
.....

Name and Signature of the Chairman CPD Committee

Date

Therefore,is hereby accredited /not accredited as a CPD Provider in the area of.....

Chairperson Allied Health Professions Council

Date



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