



**ETHIOPIAN FOOD, MEDICINE AND HEALTHCARE
ADMINISTRATION AND CONTROL AUTHORITY**

**Continuing Professional Development (CPD)
Guideline for Health Professionals in Ethiopia**

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Glossary

1. **“Continuing Professional Development (CPD)”** is defined as a range of learning activities through which health professionals maintain and develop throughout their career to ensure that they retain their capacity to practice safely, effectively and legally within their evolving scope of practice.
2. **“Accreditation”** is a type of quality assurance process, under which potential CPD providers and courses are evaluated by an Accreditor to determine if applicable standards are met.
3. **“Continuing education unit (CEU)”** is a unit which indicates the value attached to a learning activity for CPD
4. **“Accreditor”** refers to any mandated body by EFMHACA including professional association to pre-accredit CPD providers and courses for later approval by EFMHACA
5. **“CPD Providers”** are public or private institutions including Universities, Health Science colleges, Professional Associations and other training institutions who meet the criteria and have been accredited by FMHACA or its designated accreditor to present learning activities for Continuing Professional Development
6. **“Health professional”** means a health care worker involved in the preventive, curative, promotional or rehabilitative health care services licensed by FMHACA or regional health regulatory bodies.
7. **“Professional association”** is a group of people in a learned occupation who are entrusted with maintaining control or oversight of the legitimate practice of the occupation
8. **“Enduring Materials”** are independent CPD learning materials in which the health professional learns through electronic media like CD-ROM, materials downloaded from internet, satellite broadcasts, etc
9. **“Live Activities”** are CPD activities that take place in a face to face interaction between the learner and facilitator.

Acronyms

CEU – Continuing Education Unit

CPD – Continuing Professional Development

EFMHACA – Ethiopian Food, Medicine and Healthcare Administration & Control Authority

EMA- Ethiopian Medical Association

EPA- Ethiopian Pharmaceutical Association

ENA- Ethiopian Nurses association

EPHA- Ethiopian Public Health Association

EMLA- Ethiopian Medical Laboratory Association

FMHACA – Food, Medicine and Healthcare Administration & Control Authority

FMOH – Federal Ministry of Health

HRD – Human Resource Development

HRH – Human Resource for Health

HSDP – Health Sector Development Plan

IST – In-Service Training

NGO – Non Governmental Organization

PA – Professional Association

RHBs - Regional Health Bureaus

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Forward

Introduction

Health professionals must maintain, update and enhance their knowledge, skills and attitude in order to adequately deliver quality health care. This is particularly important due to a changing disease pattern in which diseases that had been eradicated are now reemerging, as well as an increase of non-communicable diseases. There is a need for CPD in order to maintain professional competence in an environment of numerous challenges, rapid organizational changes, information technology, increasing public expectations and demand for quality and greater accountability.

The Federal Ministry of Health (FMOH) of Ethiopia is committed to ensure the quality and standards of health services in the Country. One of the five strategic areas on which human resource development (HRD) should focus as identified by the health policy of Ethiopia is developing appropriate continuing education for all categories of workers in the health sector. Besides, ensuring that health science education and training is responsive to the health needs of the nation is one of the strategic objectives of the national Human Resource for Health (HRH) strategy. Moreover, initiating and strengthening continuing education including in-service training is an essential objective of the HRD component of the fourth Health Sector Development Plan (HSDP IV).

Currently, CPD activities in Ethiopia are fragmented as there are no standardization, regulation and accreditation mechanisms. Besides, CPD activities have never been linked to re-licensure of health professionals. Hence, the Ethiopian Food, Medicine, Health Care Administration and Control Authority (EFMHACA), the legally mandated agency to license and re-license federally regulated health professionals, believes that CPD should be systematically organized, tied to relicensing system and occur in concerted with other developments in health care system so as to improve the quality of health services.

The Ethiopian Food, Medicine, Health Care Administration and Control Authority firmly believes that there needs to be a CPD system to help maintain and enhance professional competence and ensure quality health services in the country. Therefore,

in order to set up a CPD system in the country whereby CPD is standardized, accredited and tied to re-licensure, EFMHACA has prepared this guideline with the technical support of HRD Directorate of FMOH, development partners, professional associations and training institutes. This guideline will be followed by an implementation plan which outlines a phased approach in undertaking the activities for the establishment of the CPD system.

Purpose of the Guideline

With the ultimate aim of improving the health status of Ethiopians through the delivery of quality health services by competent health professionals, this guideline helps to **establish a CPD system** in the country through outlining the process of accreditation of CPD courses and CPD providers and linking CPD with re-licensure.

The objective of this guideline is to provide guidance:

- The standards of CPD
- The overall CPD accreditation of courses and providers
- Course credit designation
- Responsibilities of major stakeholder on the implementation
- Documentation and monitoring, and evaluation of CPD process

Scope of the Guideline

This guideline will govern all health professionals who are licensed by EFMHACA and regional health regulatory bodies.

Chapter One: Standards of CPD for Health Professionals in Ethiopia

A. Features of CPD

- Continuing Professional Development (CPD) refers to all activities health professionals undertake formally so as to maintain, update and develop their knowledge, skills and attitudes in response to the health service needs of the public.
- Continuing Professional Development denotes to the period of education and training of health professionals commencing after completion of basic or post graduate health professional training.
- Continuing Professional Development is a broad concept referring to the continuing development of the multi-faceted competencies inherent in health services covering wider domains of professionalism needed for high quality professional performance. It aims to maintain and develop competencies of individual health professionals essential for meeting the changing needs of patients and the health service system and responding to the new challenges of scientific development.
- Continuing Professional Development must serve the purpose of enhancing the professional development (what is relevant to current practice and the profession) of health professionals.
- Continuing Professional Development should occur when 1) there is a clear need 2) learning is based on the identified need 3) there is follow up to reinforce the learning is accomplished.
- The content of CPD courses 1) should be tailored to fill gaps in knowledge, skills and attitudes 2) need to be diversified depending on each category of health professionals nature of practice 3) may include theoretical knowledge and skills in the area of professionals' practice, team building and leadership, communication, professional ethics, teaching, research and administration

B. Continuing Professional Development Principles

- Continuing Professional Development should be recognized as an integral part of health professionals' practice reflected in budgets, resource allocations and time planning. Continuing Professional Development activities ought to be appropriately managed and resourced.
- Health professionals should have protected time and opportunities to participate in CPD activities.
- Continuing Professional Development activities have to be provided in settings and circumstances that are conducive to effective learning. Physical facilities, skills training equipment and work schedule should be evaluated and updated regularly for their appropriateness in providing adequate context and conditions for CPD.
- Systems have to be established to document recognized CPD activities in a systematic and transparent way. Documentation of CPD must be used as a learning tool as well as providing feedback on relevance and quality for planning of CPD.
- There must be a system for recognition of CPD providers and the individual CPD activities.
- The provider of CPD activities must meet agreed educational quality requirements.

C. Modalities of CPD Courses Delivery

- The CPD course should encompass integrated practical and theoretical components in order to enhance quality of health services. It can be given in the form of self-paced learning, live and/or blended programs. In self-paced programs, the learner works on his/her own pace without interacting directly with a facilitator whereas in live programs group of learners need interact with a facilitator for example, group based training. Blended sessions are mix of both self-directed and group based learning.

- Continuing Professional Development should take advantage of variety of learning modalities including courses, lectures, seminars, participation in conferences, research project and study visits.
- Continuing Professional Development can be delivered through information technology and distance learning. Variety of media such as: a) Print material b) Enduring material (non-live CPD activity - videotape, monograph, or CD Rom c) Distance learning using technology such as: Audio-conference, Videoconference and Internet webcast
- Relevant use of information and communication technology can function as an integrated part of CPD process.

D. Continuing Professional Development Need Assessment

- Two approaches will be used for CPD need assessment: top-down and bottom-up approaches.
- In top down approach, FMOH, FMHACA and Pas will recommend relevant CPD activities for health professionals based on new scientific development, revised national guidelines and changes in health services delivery.
- In bottom up approach, health professionals will identify their own individual learning needs based on their performance appraisal and ability to accomplish annual plans. Then the identified CPD needs shall be revised and approved by the immediate supervisor. The immediate supervisor will send compiled needs in the unit/directorate to the responsible unit or directorate in the facility or organization. Eventually, compiled CPD needs will be present at the facility, Woreda and regional level.
- Regional Health Bureaus and FMOH will collaborate with CPD providers for the provision of CPD courses and activities for the health professionals based on the CPD needs identified using the above two approaches.

- Continuing Professional Development providers must seek information from the target health professional audience, professional association, training institutions, regulatory bodies and FMOH as the basis for planning CPD activities.

E. Continuing Professional Development Monitoring and Evaluation

- Continuing Professional Development process, provider and courses should be monitored.
- Carefully planned and targeted feedback from participants of CPD must be systematically sought, analyzed and acted upon and the information made available to stakeholders.
- Continuing Professional Development course evaluation should involve experts in subject matter and curriculum. It should also address the context of the learning process (include the organization and resources as well as learning environment), the structure and specific components of CPD (include program description and intended outcome) and learning outcomes.

Chapter Two: Continuing Professional Development Course Accreditation

Guidelines and Criteria for Accreditors

FMHACA may delegate the function of accrediting service providers and activities to Accreditors with the mutual agreement with the Accreditor. FMHACA may find it practical to assign profession specific accreditors.

- **Accreditors** are institutions appointed by FMHACA on the basis that they meet the criteria set out. The role of the Accreditor is to review and pre-accredit applications for the provision of CPD activities and send the pre-accredited documents to FMHACA for approval; to monitor these activities; and to revise continuing education units (CEUs) allocated where the provider failed to comply with the rules and regulations of the CPD guidelines.

- Potential Accreditors should apply to FMHACA to function as an Accreditor. Accreditors who fulfill the criteria set below shall be appointed by FMHACA (CPD Committee) to function for 5 years.
- Professional associations, tertiary institutions involved in health sciences education and other training institutions shall be considered as potential accreditors. However, priority shall be given to professional associations if all the potential accreditors compete for accreditation status.
- The appropriate infrastructure and human capacity need to be set up by an Accreditor to facilitate proper administration of records. This infrastructure includes access to the internet and fax services and dedicated administrative support.
- The Accreditor should establish a designated panel composed of at least five relevant professionals to perform its pre-accreditation responsibility. A record of all applications received, as well as their outcomes and a record of the minutes of all panel meetings is to be kept for at least five years.
- In the case of contentious or problematic applications where the designated committee cannot reach a decision (or in the case of an appeal by the provider), such an application, with supporting documentation, should be referred to FMHACA CPD Committee.
- In the presence of conflict of interest, the application for course/provider approval shall be referred to an independent Accreditor for review.
- The FMHACA CPD Committee may randomly conduct quality assurance checks of Accreditors. Accreditor status may be reviewed and/or revoked after such quality check(s) or should any critical incident be brought to FMHACA's attention.

Accreditation of CPD Course

It refers to the process through which FMHACA or its delegated Accreditors ensure that CPD activities meet acceptable standards of education (set in this guideline and FMOH IST Implementation Guide) that help maintain the standards of health care.

Process of accreditation of CPD courses

To obtain accreditation for a CPD course:

1. The course accreditor shall be contacted for guidance on applying for accreditation of the CPD course.
2. When the CPD course is ready for review and accreditation, FMHACA accreditation form (Annex A) shall be filled in and returned with all relevant documentation to the course accreditor. The application should be submitted at least three months before the anticipated date of implementation of the CPD course.
3. The person receiving the application form at the accreditor office shall:
 - i. Check the form and attached documents for completeness
 - ii. Assign Application Number and a Professional Category to the application after reviewing it adhering with the review guide principle (see table below).
The number will serve as a means of tracking progress in the review process.

In reviewing the application, the course accreditor will check:

- The purpose for the proposed CPD course
- If the course fits the proposed target audience
- If the course is based on perceived and objective CPD needs or results of assessment of training needs
- The educational methods selected permit the realization of the learning objectives
- Arrangements to evaluate the course with regards to content, process and outcome

- The CPD provider shall declare absence of commercial interest by presenting the signed agreement between the sponsoring organization and the provider.
- The appropriateness of credit point designation
- The venue indicated for conducting the CPD activity should be physically adequate to meet the CPD course's stated objectives.
- The course must have non-promotional commercial sponsorship

Upon demand for expert review, the accreditor may request such review from an expert who shall not be author or presenter of the program, not employee of the provider or in any way would be in conflict of interest.

4. The course accreditor will forward the pre- accredited course with all the required documents to FMHACA for approval.
5. Upon receipt of the application, FMHACA approves the course against criteria listed in the table under CPD course accreditation process.

Awarding Credits for CPD course

- The amount of time a health professional takes to complete the course satisfying the purpose and/or learning objectives should be well estimated.
- Credit hour designation should be determined based on the estimated or reasonable amount of time spend for learning to occur.

6. Then, FMHACA assigns a registration number to the activity which will be used in all announcements and certificates to be issued to participants.

Publicity of CPD course

Continuing Professional Development courses must be publicized accurately with sufficient information provided to allow a potential participant to attend. Information

provided should include: Name of the CPD provider, CPD title; Course director and relevant qualifications; Course objectives; Description of the course content; Method of CPD delivery; Venue, date, time (for live programs); CPD accreditation statement (type, No. of credits assigned); Fee.

Chapter Three: Credit Point Requirement and Allocation

All courses so designated for, or awarded, credit will be subject to review by the course accreditor during the accreditation process as verification of fulfillment of the accreditation requirements. Credits points can be claimed and earned for all kinds of courses attended either locally or abroad via internet or live as long as the courses are relevant to the health professional work context.

Recognizing credit points for re-licensure

- Credit points for a CPD course shall be obtained only if the course received is accredited by a Course Accrerator and approved by FMHACA
- For CPD courses or activities received from abroad, credit points shall be considered as reported if the courses or activities have designated credit points. However, if courses do not have assigned points, the course duration can be used to estimate the equivalent credit points as seen in the table below.
- Credit points should only be claimed if the activity or the course is relevant to the applicants practice
- Professionals in all health science fields are required to earn at least 30 (CEU) per year and 150 CEU per five years to get a re-licensure. List of activities that qualify CPD and their respective CEUs allocated are shown in table 1 below.
- Professional associations may come up with their recommendations on credit point's requirements for their respective profession.

- The maximum credit point that can be earned from a single CPD course shall not exceed 15 CEUs.
- Credit points should be earned from a particular course only once within a licensure period.
- CPD credit points collected during one budget year cannot be transferred to another year.
- A trainer shall not be awarded credits for delivering the same course more than once.
- Professionals attending courses leading to a degree may not be obliged to fulfill the credit points requirement for that year.

Table 1: CPD Activities and their respective allocated CEUs

Category activity Credit	Credit (CEU)
In-service training (group based)	1 CEU per 1 contact hour
Workshop	0.5 CEU per 1 hour of attendance
e-learning (enduring materials, on-line etc)	1 CEU per 1 hour of engagement
Scientific Conference	0.25 CEU per 1 hour of attendance
Review a research article for journal	3 CEU per article reviewed
Publish a research article in a peer reviewed journal	
Principal author	20 CEU per article
Co-author	10 CEU per article
Chapters in a book/training module in area of specialization:	
1st (or single) author	10 CEU per chapter or module
2nd author (and beyond)	5 CEU per chapter or module
Writing a book in area of specialization	All the required CEUs per annum
Presentations in conference	
Oral presentation	10 CEU per presentation
Poster presentation	5 CEU per presentation
Delivering training/workshop	2 CEU per 1 hour session
Guest lecture (applies to non-routine tasks)	2 CEU per 1 hour session
Panelist	1 CEU per 1hr of engagement
Assessing masters or doctoral thesis	5 CEU Per Thesis

Note: A maximum of 6 hours shall be considered for a day CPD activity

Chapter Four: Accreditation of CPD Providers

Institutions and organizations that possess the expertise in conducting CPD activities at a national level can be recognized as *CPD* Providers. They are eligible to plan conferences, courses, symposia, seminars and other educational Activities for CPD. An institutional recommendation is based upon meeting the standards required for the licensure program, as indicated by successful performance on all required assessments by FMHACA.

Content Validation

- The CPD activity must be based on evidence that is accepted within the discipline of health sciences.
- Course accreditors are responsible for validating the content of CPD activities that they provide.

Authors

- The provider must submit evidence of the expertise by training or experience of the program author
- The author must offer an unbiased, factual and evidence-based program for participants to determine the most appropriate course of action for their practice setting
- The author for each program must be competent in the subject matter and experienced and/or trained in the methods of the program delivery

Instructional Materials for Participants

- The provider must offer educational materials for each CPD activity that will enhance participants' understanding of the content and foster applications to professional practice.
- All the instructional materials offered must be of satisfactory technical quality, current in content, and designed to enhance the participants' understanding of the topic.
- The provider is encouraged to provide material adapted to the needs of the participants. This material may include the following elements, among others: Slides (Power Point); Bibliographical list; Text of complementary readings suggested by the author; Text summarizing the training, etc.
- Reference: A full reference list must be provided in all instructional materials; Providers are responsible for verifying reference sources.

For Enduring Material

- The provider must communicate the following information to participants so that they are aware of this information prior to starting the educational activity:
 1. Principal faculty and their credentials
 2. Medium or combination of media used
 3. Method of participation in the learning process
 4. Estimated time to complete the educational activity (same as number of designated credit hours)
 5. Dates of original release and most recent review or update
- For CPD activities including those in which the learner participates electronically (e.g., via Internet, CD-ROM, satellite broadcasts), all required information must be transmitted to the learner prior to the learner beginning the CPD
- Providers that produce enduring materials must review each enduring material if indicated by new scientific developments.

Internet CPD

Live or enduring material activities that are provided via the Internet are considered to be Internet CPD. Internet CPD must comply with all CPD Essential Areas and Elements. However, there are special requirements for Internet CPD because of the nature of the activities:

Activity Location: the accredited providers may not place their CPD activities on a website owned or controlled by a commercial interest.

Links to Product Websites: With clear notification that the learner is leaving the educational website, links from the website of an the accredited provider to pharmaceutical and device manufacturers product websites are permitted before or after the educational content of a CPD activity, but shall not be embedded in the educational content of a CPD activity.

Transmission of information: For CPD activities in which the learner participates electronically (e.g., via Internet, CD-ROM), all required information must be transmitted to the learner prior to the learner beginning the activity.

Hardware/Software Requirements: The accredited provider must indicate, at the start of each Internet CPD activity, the hardware and software required for the learner to participate.

Provider Contact Information: The accredited provider must have a mechanism in place for the learner to be able to contact the provider if there are questions about the Internet CPD activity.

Policy on Privacy and Confidentiality: The accredited provider must have, adhere to, and inform the learner about its policy on privacy and confidentiality that relates to the CPD activities it provides on the Internet.

Copyright: The accredited provider must be able to document that it owns the copyright for, or has received permissions for use of, or is otherwise permitted to use copyrighted materials within a CPD activity on the Internet.

Process of CPD provider Accreditation

1. Potential CPD provider shall present a course to be eligible for application.
2. Application shall be made 3 months prior to the start of the course by the CPD provider.
3. Letter of application shall be sent to an accreditor designated by EFMHACA for review and pre-accreditation.
4. The accreditor shall review the application and relevant accreditation documents to pre-accredit the provider
5. The accreditor forwards the application and pre-accreditation documents to EFMHACA for approval
6. EFMHACA shall review the pre-accreditation document for approval.
7. EFMHACA shall register and certify the provider.

Renewal of Accreditation - criteria and documentation

Accreditation will be renewed on the basis of evidence that the CPD provider is continuing to meet the requirements of Accreditation. A CPD provider seeking to renew its Accreditation must provide an updated version of the documentation 2 months prior to license expiry date.

Renewal of Accreditation - Visits to the provider and Report to the Accreditation office

The Renewal of Accreditation Inspection will usually take the same form as the initial Accreditation visit; however, the accreditation office reserves the right to undertake an extended review. Accreditation visit for renewal can be done by the accreditor if the submitted documentation for renewal is not satisfactory. It is expected that renewed Accreditation will normally be granted for a period of 5 years.

If a CPD provider fails to meet the requirements (see Annex E), the status will be subject to reconsideration by the accreditor. The Accreditor also reserves the right to visit any of its accredited CPD providers at any time in the light of evidence from an institution's Annual Course Review, from its Annual Report or if there is a substantiated reason for doing so.

Chapter Five: Roles and Responsibilities of Stakeholders in CPD Accreditation

1. Food, Medicine and Healthcare Administration & Control Authority (FMHACA)

- I. The Authority will establish a CPD Accreditation Committee composed of at least seven members from professional associations, HRD Directorate of FMOH, teaching/training Institutions and other relevant stakeholders. The committee will develop its own rules of procedure and chaired by FMHACA. The roles and responsibilities of the committee shall be as follows.
 - It develops implementation guidelines and manuals for a uniform system of CPD that will accommodate the diversity of health professions.
 - Appoints new accreditors or reappoints the existing accreditors every five years
 - Give CPD provider accreditation status based on the set criteria whenever accreditors apply for CPD provision
 - Approve CPD courses and CPD providers pre-accredited by Accreditors.
 - Ensures that high standards are set and maintained for Accreditors and Accredited CPD Providers.
 - Investigates complaints against accreditors and takes action accordingly.
 - Oversees the conduct of need assessment of CPD activities for health professionals in collaboration with FMOH, RHBs and professional associations every year and prescribes important CPD activities based on the assessment.
 - Reviews the CPD Accreditation Guideline when necessary.

- II. FMHACA will establish a CPD Accreditation Unit in the central office which shall be responsible for:
- Developing and availing forms necessary for CPD accreditation
 - Maintaining an up-to-date website with electronic copies of downloadable guides & forms, list of accredited CPD courses and providers.
 - Developing and maintaining CPD data base
 - Overall administration and monitoring of CPD System in the country.

2. Federal Ministry of Health (FMOH)

The HRD Directorate of FMOH shall be responsible to undertake the following roles and responsibilities regarding CPD system establishment.

- Facilitate continuing development of all health professionals in the country. In collaboration with other stakeholders it will create means that encourage and recognize participation in local, national and international CPD courses, scientific conferences and other formalized activities.
- Encourage professional associations and CPD providers in identifying CPD activities and courses.
- Ensure in-service trainings considered as CPD courses with credit points.
- Organize CPD activities and identify means to fund and sustain CPD in collaboration with stakeholders including FMHACA in response to identified needs.

3. Regional Health Bureaus (RHBs)

- Coordinate the undertaking of CPD need assessment in the respective region.
- Participate in the identification of CPD courses
- Facilitate continuing development of all health professionals in the respective region.

- Mobilize resources for in-service training and CPD activities of health professionals working in the region.

4. Accreditors

The roles and responsibilities of delegated Accreditors shall be:

- Review applications for CPD providers and CPD courses accreditation for pre-accreditation.
- Review the continuing education units (CEUs) allocated for courses by the CPD providers.
- Monitor the compliance of CPD providers with the guidelines.
- Investigate complaints against Accredited CPD Providers and recommend appropriate administrative actions to be taken.

5. CPD Providers

The roles and responsibilities of CPD providers shall be to:

- Develop and provide need based CPD courses.
- Designate a course coordinator for each CPD course and assign facilitators if applicable.
- Meet agreed educational quality requirements in course design and delivery.
- Take responsibility in terms of leadership and organization for CPD activities in their respective organization.
- Publicize the proposed CPD courses together with their CEUs.
- Revise and amend courses as needed.
- Issue an attendance certificate containing: the accreditation and activity number; the topic of the activity; the level of the activity; the number of CEUs for that activity; the attendance/completion date; and the name and registration number of the attendee.
- Prepare and send periodic CPD activity report to accreditors and/or FMHACA.

- Keep a record that reflects completion of activity and should retain these for a period of five years after the activity as these may be required in a compliance audit.
- Apply for license renewal to the Accreditor every five year and pay the prescribed fee for license renewal as CPD provider.

6. Professional Associations

- Function as major initiators and promoters of CPD.
- Propose CPD activities and recommend credit point requirements for the respective profession.
- Serve as CPD provider in their respective profession.
- Serve as Accreditor if delegated by FMHACA fulfilling the requirements.
- Actively participate in CPD activities need assessment.

7. Health Professionals

- All registered health professionals are required to complete the specified CEUs of accredited continuing education activities each year.
- Health professionals who are registered in more than one profession are required to obtain CEUs for each profession. If they have participated in a CPD activity which is relevant for both professions, CEUs can be considered for both profession.
- Each health professional shall ensure that he/she is in possession of a certificate of attendance for every activity he/she has attended. He/she shall keep these for at least five years so that his/her certificates will be available during relicensing.

8. Development Partners

- Provide technical and financial support to FMOH & FMHACA to help CPD system function
- Provide technical and financial support to Professional Associations to be able to actively participate in CPD.
- Provide technical and financial support to delegated Accreditors
- Provide technical and financial support to CPD providers in CPD course design and delivery.

9. Employers of Health Professionals (Public/Private)

- Undertake CPD need assessment for their health workers and report the result to the relevant bodies.
- Avail adequate time for their employees CPD activities.
- May solicit fund for their employee's CPD activities.

Chapter Six: Monitoring and evaluation of CPD Accreditation

Monitoring and evaluation of CPD Accreditation process is helpful to improve the overall system including in maintaining standards of CPD. It can also be used to enforce accountability of key stakeholders in ensuring the quality and sustainability of CPD. Hence, monitoring and evaluation of CPD Accreditation shall be undertaken regularly by FMHACA.

Monitoring and evaluation requires adequate information which can be obtained from existing records and reports. Hence, stakeholders taking part in accreditation process need to keep necessary records showing plans and achievements.

Documentation of CPD activities

In order to implement the CPD courses accreditation and relicensing process, essential information must be documented by all responsible parties. This primarily includes FMHACA which should be document all in health workers' CPD activities in data base which shall be set up at national and regional levels under FMHACA. However, delegated accreditors and CPD providers must also document CPD activities electronically.

- **Individual Health Professionals**

Health professionals are required to keep a log of all CPD activities they participate in and to produce evidence to the re-licensing authority. Their claims for CPD credit may, from time to time, need to be verified.

- **CPD Providers**

At the end of every CPD activity/course, the CPD provider is required to issue every participant a signed certificate specifying the number of CPD credits earned. The CPD provider must maintain accurate records of the following:

- Participants' attendance records for at least five years
- Record of CPD credit earned by participating health professionals
- Evaluation summaries

What to monitor and evaluate in CPD Accreditation?

The overall system of CPD shall be monitored. This includes:

- CPD Process: The processes of CPD courses accreditation, CPD providers' accreditation, licensing and relicensing of health professionals based on CPD credit points
- CPD Providers: Compliance of providers with preset standards
- CPD Courses: CPD training needs and level of participation of health professionals in CPD, trainers, topics, instructional methods, quality and

availability of training resources and appropriateness of the learning environment should be monitored and evaluated.

The following **major indicators** shall be used for monitoring and evaluation of CPD.

- Number of accredited CPD providers
- Number of professional associations serving as CPD courses accreditor.
- CPD electronic data base in place
- Proportion of registered health workers fulfilling the credit points criteria per year.
- Proportion of CPD providers in compliance with the set standards
- Percentage of CPD financing contributed by participants/learners in each CPD provider and in the country as a whole

When to monitor and evaluate

- Every CPD provider has to monitor its CPD activities every six month. The results of monitoring shall be documented.
- FMHACA shall monitor the CPD accreditation process every year. It shall perform evaluation of the CPD program in the country 3 years after the establishment of the system and later every 5 years.

How to monitor and evaluate

Monitoring and evaluation of the CPD system can be performed using various methods.

These include:

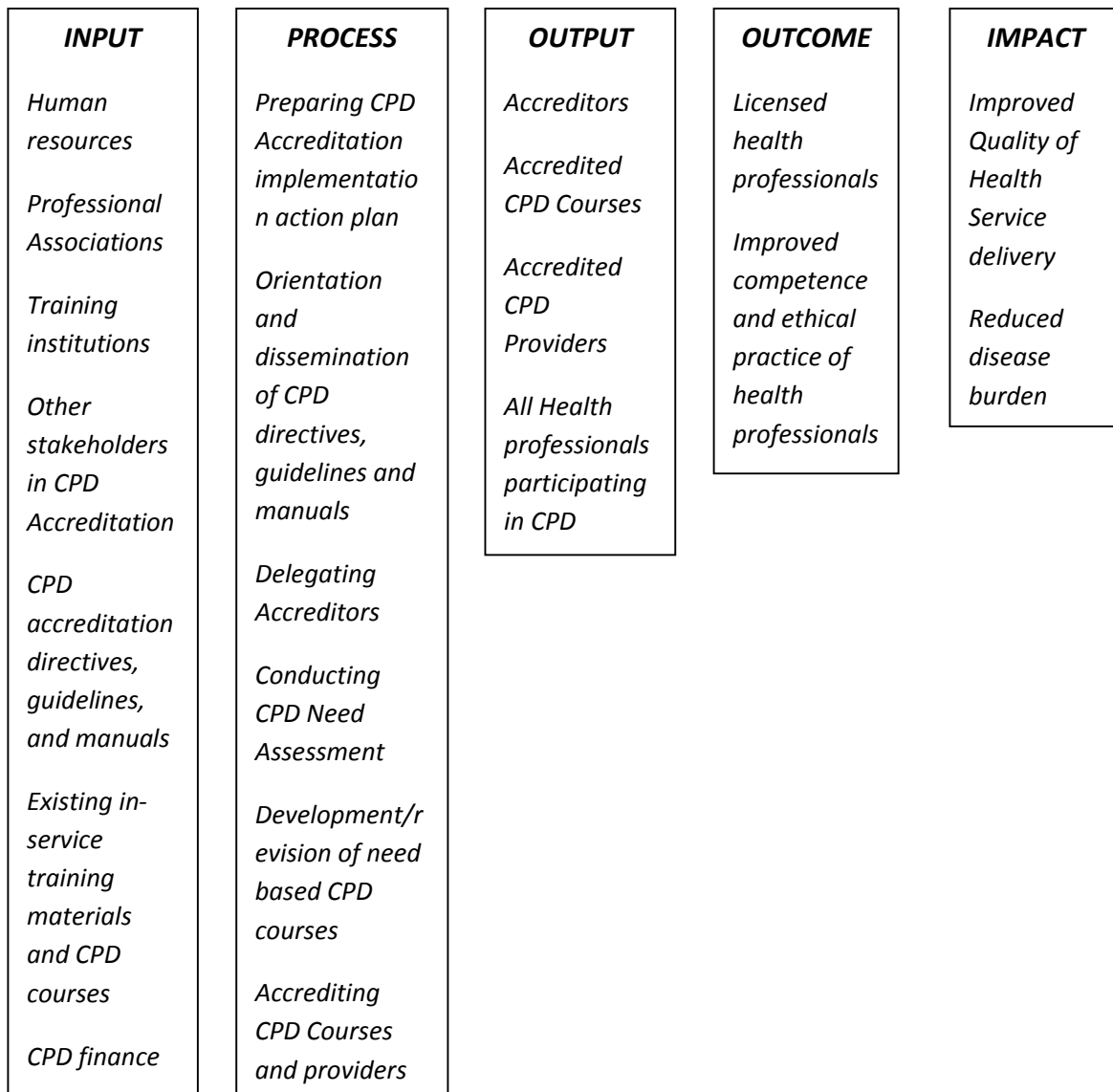
- Analysis of records and reports
- Undertaking review meetings with relevant stakeholders
- In-depth interview or focus group discussion
- Survey and comparative study
- Rapid assessment
- Supervisory visits

Information Sharing

One of the major benefits of monitoring and evaluation is that it facilitates information sharing among partners. The following information can be shared among stakeholders as required.

- Information system for registered and licensed health professionals
- Share CPD study findings with stakeholders
- Disseminate information on source of funding for CPD

Logic Model for the National Continuing Professional development (CPD) Accreditation



Annexes

Annex A: Application Form

The Authority is pleased to provide you with this application form for continuing health professionals' education accreditation. Please study the document carefully. An understanding of the content will enable an appropriate application and subsequent accreditation.

1. Date of application.....
2. Date of program (e.g., day, month, year).....
3. Title of course or event.....
4. For recurrent (weekly, monthly etc) courses
Frequency Duration Location.....
Day of week Time of Day.....
5. for occasional courses, usually for an extramural audience: A preliminary program must be supplied
Day (s) of week..... Location
Date(s).....
Duration (hours).....
6. Target Audience (Check as appropriate)
 - Individuals
 - Nurses
 - Physicians
 - Pharmacists
 - Laboratory technicians
 - Other, please specify.....
7. Name of the applicant institution
8. Owner's name
9. Applicant's signature
10. Date of application.....

Annex B: Course Evaluation Form

Course Name:	Date:
Overall, I would rate the.....(please check the appropriate response)	
Program: Excellent----- Above Average----- Average----- Below Average----- Poor -----	
Facilities: Excellent----- Above Average----- Average----- Below Average----- Poor -----	
This course.....(please check or comment on all that apply)	
Was relevant to my practice was not relevant to my practice -----	
Met the stated objectives Satisfied my expectations -----	
Will not alter my practice -----	
Will alter my practice performance. Please specify in what way(s): -----	

What modifications would you suggest?	
Was sufficient time allowed for audience participation? Yes/ No	
Did you find the course to be free of commercial bias? Yes/ No	
The two most important things I learned from this event were:	
1.	
2.	
Please comment on topics you would like to see addressed at future	
<i>Thank you for your feedback and ideas – please return this form to the registration table.</i>	

Annex C: Sample of CPD Accredited Certificate for Activities

CPD PROVIDER ACCREDITATION CERTIFICATE

This is to certify that: (Name of CPD Provider/ Institution)

Has met the set standards of accreditation and it is therefore authorized to provide CPD accredited courses

in.....:

This accreditation is valid for a period of five years beginning.....and endingThe institution is therefore free to train and award credits as per approved accredited hours for each activity.

Annex D: CPD Certificate of Attendance

CPD: CONTINUING PROFESSIONAL DEVELOPMENT

Certificate of Attendance

(Name of CPD Provider) Wishes to acknowledge and certify that (Name of participant)
Has registered and attended (Name of CPD Activity) On (Dates). The event was
accredited by ----- Accreditation Number -----
Maximum Credit Units ----- (No Credit Units) Credit Units earned

Annex E. Requirements for the CPD courses

Essential Areas and elements for CPD Providers

ESSENTIAL AREA 1: PURPOSE

The provider must, Element 1 Have a written statement of the CPD purpose, content areas, target audience, type of activities provided, and expected results of the program.

ESSENTIAL AREA 2: EDUCATIONAL PLANNING

The provider must, Element 2.1 Use needs assessment data to plan CPD activities.

Element 2.2 Present CPD activities in compliance with the Authority's policies for disclosure and commercial support.

Measurement criteria have been established for the Elements of the Essential Areas. If a provider meets the criteria for the Elements within the Essential Area, the provider will be deemed to be 'In Compliance.'

Essential Area 1: Purpose	Essential Area and Element(s)	Criteria for Compliance
	The provider must, E 1 Have a written statement the CPD purpose, content areas, target audience, type of activities provided, and expected results of the program.	C 1 The provider has stated all of the basic components (CPD purpose, content areas, target audience, type of activities, expected results) with expected results articulated in terms of changes in competence or performance that will be the result of the program.
Essential Area 2: Educational Planning	The provider must, E 2.1 Use needs assessment data to plan CPD activities.	C 2 The provider incorporates into CPD activities the educational needs (knowledge, competence, or

	E 3.2 Present CPD activities in compliance with the policies for disclosure and commercial support.	performance) that underlie the professional practice gaps of their own learners. C 3 The provider maintains a separation of promotion from education
Essential Area 3: Evaluation and Improvement	The provider must, E 3.1 Plan to evaluate the effectiveness of its CPD activities in meeting identified educational needs.	C 4. The provider makes plan to analyze changes in learners (competence, performance, or patient outcomes) achieved as a result of the overall program's activities/educational interventions

ACCREDITATION requires compliance with all the Criteria.