

<b>Document Name &amp; No.</b>	Professional Development Centre (PDC) BMU
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## BAQAI MEDICAL UNIVERSITY

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## **Continuous Professional Development Credit Points**

### **Background**

Continuing medical / dental education is part of the process of lifelong learning that all healthcare professionals undertake from the time they graduate till they cease to practice their profession. The need for this has been informally catered to; but as till a few years ago the regulatory body did not make it mandatory the institutions and individuals did not formalize it. An attempt at creating a CME culture was observed by us in the recent past but all unraveled as the paradigm shift did not occur.

It is a common practice amongst faculty members to arrange Seminars, Workshop, Conferences and other sessions which are part of the CME/ CDE continuum. Pakistan Medical & Dental Council in the past has formally given Universities the authority to arrange and award CME/ CDE credit points or hours. Baqai Medical University in the past has had this managed by Director Quality Enhancement Cell.

At the 47th Academic Council Meeting of Baqai Medical University it was decided that the Director Department of Medical Education would manage these educational activities.

The involvement of others health care professionals like nursing, pharmacists, physiotherapist and even medical educationist is a need of the present which will increase more in the future. Thus any guideline or policy formulation needs to encompass all these areas. It is suggested that the term Continuous Professional Development (CPD) be used in this context at Baqai Medical University. This is the term used by World Federation of Medical Education for academic activities.

For certification purposes under various regulatory bodies like Pakistan Medical Council, Pakistan Nursing Council or Pakistan Pharmacy Council the term CME or CDE can be substituted for CPD.

This will be decision of the approving body of this document.

## **Continuous Professional Development Guidelines**

### **Vision:**

To be recognized as frontrunners in Continuous Professional Development center in the society we serve.

### **Mission:**

To improve patient-driven learned centered professional development through relevant education and skills enhancement of health care professionals based on currently available scientific evidence and innovative practices with cyclical review and a focus on communication, bioethics to promote better health care for the society.

### **Outcomes:**

- Display an ethical commitment for improved patient-centered care
- Employ evidence-based practice guidelines in their professional lives
- Focus on continuous improvement of their performance by evaluating the quality of structure, processes of their own learning
- Utilize the concept of situational judgement leadership while working in inter-professional teams
- Incorporate the field of health informatics which includes e-learning, electronic data collection, collation and analysis, electronic decision support, and information management for creating efficiency in their practices.
- Develop the ability to act as an advocate for their patients

### **Rationale of CPD Activity**

- All recommendations involving clinical dental, medicine or allied in a CPD activity must be based on strong scientific evidence within their own or allied subject areas.
- All scientific research referred to, reported or used in CPD in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis.
- Organizers should ensure that delivering high quality care is the driving force for participation in CPD activities by any individual therefore selection of appropriate activities which are relevant to the learning requirements of the individual based on clinical data



- Activities that promote recommendations, treatment, or manners of practicing medicine or pharmacy that are not within the definition of CPD or, are known to have risks or dangers that outweigh the benefits or, are known to be ineffective in the treatment of patients should not be part of CPD activity.
- Presentations and CPD activity materials must give a balanced view of therapeutic options; use of generic names will contribute to this impartiality. If the CPD educational materials or content includes trade names, where available, trade names from several companies must be used.

### **Standard Operating Procedure**

After review of current practices locally and in institutions nationally and internationally where CPD is formally managed a few suggestions are given forthwith

- Any CPD activity should be discussed in the Departmental meeting and the same should be documented.
- The specific topic and speakers should be identified by the relevant department. If the CPD activity involves multiple specialties then the meetings should include the relevant content expert.
- The Head of Departments should discuss the same with the Chairpersons and a decision should be documented as to provisional date and time.
- If the CPD is supported financially, logistically or any other manner by an organization other than Baqai Medical University, then it will be Head of Departments role to clarify any conflict of Interest. Also what gains in any manner should be clear for any involved party.
- The topics, speakers and if possible the outline of the talks should be approved by the relevant Deans so there is no ambiguity regarding subject contents.
- If the CPD is directed at a specific group of participants then it will be clarified by the Dean's office. If it is for the general medical / dental practitioners then it needs to be documented.

Request letter should include the following.

- Topic
- Speaker(S)
- Learning objectives

- Date
  - Venue
  - Timing of the event (Total Duration in hours)
  - Participants/Target Audience
  - Number of possible participant (Maximum and Minimum)
  - Sponsorship (if any)
  - Fees (if charged) from the participants
  - Principal Person from the department organizing the activity
  - Focal person/s from the department or/and joint sponsor.
  - Coordinator/s
- The provisional program following approval from the Dean should be emailed to Department of Medical Education BMU.
  - It will be the task of the Department of Medical Education to calculate the CPD Credit Hours for Speaker and participants. The calculation will be done on the basis of the prevalent guidelines or rules of the regulatory body i.e. PMC. If no Email or Letter is received by the Department of Medical Education AT LEAST TWO WEEKS prior to the event the calculation for Credit Points / Hours will not be made and the CME / CPE will not declared an Official University Event.
  - The relevant Principal / Director/ Institutional Head or Vice Chancellor office will be the informed and permission sought by the Department initiating the CME at least 10 days before the event so that if any logistical support is needed it can be provided so. This needs to be documented explicitly as to the following.
  - The Logistics of arranging the CPD will be sole responsibility of the department(s) or Institute/college initiating the activity.
  - Any CPD activity, arranged as part of a course or program, attended by the students enrolled in the given course or program will not be awarded CPD credit. The speaker(s) and other participants will be awarded CPD credit.

### **Joint/Co-Provided Activities**

1. A commercial interest cannot take the role of academic accredited partner in a joint/co-provided relationship.
2. Jointly provided activities must be reviewed for any conflict of interest and the content should be agreed upon by all partners.



3. In-kind support, for example lunches or dinners, must be acknowledged and disclosed to the audience.
4. All potential joint provider-ship relationships will be examined on their individual merits. Although all CPD activities jointly provided with DME must comply with this policy, DME reserves the right to refuse to enter into a joint provider-ship agreement for any reason whatsoever, regardless of that organization's willingness to comply with this policy.
5. In case an expert outside Baqai Medical University is identified as an individual or organization and is decided by mutual consent that the academic content and logistics will be decided and organized by the said individual or organization then a Memorandum of Understanding (MoU) will be agreed upon for that specific purpose, this can be a once off or done for a repeat activity. The said MOU will be drafted by the concerned outside persons / organization and Principal Organisator with the concerned Head of Institution (Principal or Director) overseeing and vetting the MOU. Any financial transactions will be declared in the MOU as well as Conflict of Interest. A copy will be submitted for audit purposes.

#### **In-Activity Documentation:**

- Program Details
- Attendance of Speakers
- Participants Attendance
- The attendance sheet will include Full Name, Designation, Institutional Affiliation, Email, Mobile Phone Number, Regulatory Body Registration number like PMDC / PMC/ PNC.
- If joint sponsor with commercial venture then the details of the persons involved from the commercial venture. This should include, numbers, designations etc
- Handouts if any given by the speakers.
- Presentations in PDF format from the Speakers.
- Feedback form is to be developed by the concerned department or use a standard form and filled by Speakers, Participants and those organizing the activity.
- Certificates should only be given once the Feedback form is received by the organizers.

- All above are mandatory. They can be gathered in printed / written format or / and in electronic format using online softwares like Google Forms, Survey Monkey etc.

### **Audit Process:**

1. If Feedback forms do not match the attendance list and certificates then the said issued certificate will stand cancelled. This will be decided jointly by the organizing department and DME.
2. All Departments are responsible for maintaining auditable records of the CPD initiated by their departments.
3. For jointly/co-provided activities, the joint/co provider is responsible for maintaining auditable records of the activity.
4. A copy of all records this will be provided in electronic format to the relevant Principal / Institutional Head's office as well as Quality Enhancement Cell and Department of Medical Education.

### **Role of Participants in CPD**

It is recognized that the participants role in any CPD activity is based on self-motivation for the purpose of ongoing learning and professional growth yet certain recommendations are given to ensure the process for all concerned is for smooth functioning.

- Registration will be a mandatory process
- Reliability of data provided at time of registration and during the attendance process will be the participants responsibility. The University if need be can and will go through a verification process if need be.
- Guidelines provided by various media for attending the CPD activity need to be adhered to. This can include depending upon the activity mandatory % of attendance, assessment/test process for certification, feedback form submission etc.
- Undue disruption of the CPD activity by any participant can lead to asking the participant to leave the activity, this will be the prerogative of the organizing team and administration of the university.

### **Role of Department Of Medical Education, BMU**

- The department will be working in the advisory capacity regarding the nature of the event only. It will advise whether the activity is a Seminar, Workshop or lecture as per internationally accepted criteria



- Allocation of CPDPoints
- Generation of online feedback form
- Forwarding the feedback to the Quality Enhancement Cell for evaluation, documentation and generation of report.
- Collaboration with the institutes/departments/colleges regarding CPD activities which are initiated by Medical Education Department
- Advising Quality Enhancement Cell regarding improvement strategies of CPD activities depending upon the data analysis and executive summary provided by QEC.
- Identify and advise on methodologies which enhances motivation to learn for the participants through the CPD format.

### **Role of Other Departments in CPD Activities**

- Information Technology Department will ensure the smooth functioning of all necessary equipment. This will include Computer, Multimedia Projectors, Internet Access.
- The information of the CPD activity should be displayed on the University Website at least One Week before the start of the activity.
- Online Provision and verification process of CPD certificates will be responsibility of the IT Department. The Principal Organizer will provide the list after clearance with DME to IT Department.
- By providing Online Certification there will saving of printing cost and by allowing online verification misuse of the process can be minimized.
- The Administration will ensure the infrastructure is adequately maintained appropriate for the activity in terms of number of participants with focus on safety and security. It will optimum support is provided for smooth completion of the activity.

### **Role of Quality Enhancement Cell**

- Design an Evaluation Process with user friendly tool for the CPD activity based on Needs Analysis and Evaluation Model.
- The data, its analysis and executive summary with observations and recommendations should be shared with stakeholders like Vice Chancellor, concerned institution head (Principal or Director) and Department of Medical Education. This will be main tool commonly used to enhance quality of the process.



- Quality processes to warrant that any conducted CPD activities conducted under Baqai Medical University are recognized as a commendable professional activity.

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