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## Process for CPD Credit Approval

From 1 July 2014

### Applications

Applications will be considered by the BAUS CPD Panel

### Requirements for CPD Approval

- Educational activities must have a clinical, academic and / or professional purpose.
- The learning outcomes are stated and are appropriate.
- The teaching methods are relevant to the defined learning outcomes.
- The activity organiser has proven relevant expertise.
- The presenters/teachers/facilitators have proven relevant expertise, skills and knowledge.
- Effective assessment processes are in place (eg feedback forms)
- Records are kept of attendance which must be provided on request by BAUS.
- Commercial sponsorship of the activity must be clearly stated and must have no undue influence on the educational programme content and structure.

### Award of CPD Credits

- If an event is approved, it will be awarded a number of credits valid for the specific event based on 1 CPD credit per hour of educational activity. Once the number of credits has been confirmed by BAUS, event organisers may state on promotional literature "*XX (number) CPD credits awarded by BAUS*". **No other form of wording may be used.** Only in exceptional circumstances may claims for more than 6 credits per day be valid.
- CPD Credits are given for courses run in GB and Ireland.
- All medical Royal Colleges and their Faculties have agreed to recognise and accept each other's approval of events. If approval has been granted and CPD credits awarded by one of the medical Royal Colleges or Faculties, further approval from one of the surgical Colleges, Faculties or Specialist Associations is not required.

### Application Process

The fully completed **Application Form (Form A)**, full programme details and participant evaluation materials should be forwarded to BAUS **3 months before the event**. The Application Form and programme details should be submitted **by email** and sent for the attention of the BAUS CPD Panel to [membership@baus.org.uk](mailto:membership@baus.org.uk)

Please email [membership@baus.org.uk](mailto:membership@baus.org.uk) with any questions.

## Application Process Continued

Event organisers will be notified of the CPD credits awarded as soon as possible which may then be publicised on course literature.

A separate Application Form should be completed for each event.

During the meeting, the event organizer should ensure that participants fill in the **Individual CPD Delegate Feedback Form (Form B)** or that the questions in Form B are included in feedback material.

After the meeting, the completed Individual CPD Delegate Feedback Forms should be used by the event organizer to complete the **Event Evaluation Summary Form (Form C)**. Form C should be submitted within two months of the course. Event organisers who do not submit evaluation forms may be refused CPD approval for one year.

**Event organisers do not need to return copies of the Individual CPD Delegate Feedback Form (Form B) with Form C but these should be retained for 3 years as the CPD Panel may ask to see the Forms and will, from time to time, undertake a random audit of the Forms.** The CPD Panel may also wish to see the delegates' Reflective Comments from Form B and organisers may be required to submit these.

The Event Evaluation Summary Form (Form C) should be returned to by email to [membership@baus.org.uk](mailto:membership@baus.org.uk).

*Note - BAUS recognises the 'event organiser' as the individual responsible for the meeting.*

## Promotional issues

Some meetings are overtly promotional and do not provide balanced argument for the delegates. Such meetings are usually turned down for CPD points. Organisers of courses should make every effort to provide impartial and broadly-based information for the delegates on the subject matter under consideration.

## Checklist

### Form A – CME Credit Application Form

- Event organiser to complete & submit to BAUS at least 3 months before the course.
- Return fully completed form (with copy of full event programme and participant evaluation materials) to [membership@baus.org.uk](mailto:membership@baus.org.uk)

### Form B – Individual CPD Delegate Feedback Form

- Event organiser to give to delegates to complete. Forms to be returned to event organiser.
- Event organiser to use Form Bs to complete Form C.
- Copies of Form B do not need to be returned with Form C but must be retained by the course organizer for 3 years as the CPD Panel may ask to see the Forms and will, from time to time, undertake a random audit of the Forms.

### Form C – Event Evaluation Summary Form

- Event organiser to complete and submit to BAUS within 2 months of the course.
- Return fully completed form to [membership@baus.org.uk](mailto:membership@baus.org.uk)