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# **RCSEd Continuing Professional Development Application Guide**

The Royal College of Surgeons of Edinburgh (RCSEd) is committed to supporting its membership by providing guidance and resources for lifelong professional development. The RCSEd is a body recognised to award continuing professional development (CPD) hours to activities which meet recognised standards that deliver educational content to medical and dental professionals.

If you have any queries regarding CPD at RCSEd, please contact [cpd@rcsed.ac.uk](mailto:cpd@rcsed.ac.uk)

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## RCSEd Continuing Professional Development

### What is CPD?

CPD helps to improve patient care and safety and should be conducted regularly to maintain current best practice. CPD activities should be shaped by the learning needs of working professionals and their working environments. All CPD activities must have an opportunity to reflect on learning that has taken place and to think about ways it may improve or change individuals current working practices.

### Guidance for approval of CPD events

#### **To qualify for CPD approval an event should:**

- Be aimed at a defined target group(s)
- Set out clear and relevant educational objectives
- Include a mechanism for evaluation – so that the organisers can obtain feedback on the relevance, quality and effectiveness of the activity
- Have an appropriate programme – which reflects the needs of the intended participants
- Reflect a broad consensus of current expert opinion
- Not be overtly promotional where there is a commercial sponsor or company product
- Have a nominated organiser who will keep records of attendance and evaluation

#### **The type of events CPD approval can be applied for:**

- Educational Conferences (in person and online)
- Educational Courses (in person and online)
- Distance learning programmes

#### **Examples of who can apply for CPD approval:**

- NHS trusts
- NHS hospitals
- Medical and Dental societies
- Medical and Dental education providers
- Medical and Dental associations
- University societies
- Event organisers on behalf of a society, association or education provider

These standards are laid out by the [Academy of Medical Royal Colleges](#), the [General Medical Council](#) and the [General Dental Council](#).

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## RCSEd CPD Approval vs RCSEd Accreditation

RCSEd CPD approval and RCSEd accreditation are two separate processes at RCSEd.

If a CPD application is successful RCSEd allows the receiver to state CPD points are available for attending their event. However, it **does not allow an organisation to use the RCSEd College logo on any course/event materials**. The wording "Awarded xx CPD hours by RCSEd" or "Approved xx CPD hours by RCSEd" can be used. The word "accredited" cannot be used.

Accreditation requires a more comprehensive review process with greater support from RCSEd, if you are interested in finding out more, please contact the Accreditation Department [accreditation@rcsed.ac.uk](mailto:accreditation@rcsed.ac.uk)

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## The Process of Applying for RCSEd CPD Approval

The below diagram details each step of the CPD application process.

1.

### CPD application is submitted with all supporting documentation

RCSEd review the submission to ensure all the necessary paperwork has been received. If application is deemed incomplete the CPD coordinator will email to request the missing information.

2.

### Payment is required for any application submitted

RCSEd confirm receipt of the application and send out payment details via email. Only when payment for the CPD service is received will a review commence.

3.

### Notification of approval or rejection of CPD hours

Following confirmation of payment, the application is reviewed for educational content and the number of CPD hours will be calculated. Successful applications will be sent a CPD confirmation letter via email containing the number of approved CPD hours awarded. If an application is unsuccessful applicants will be told by email and will have the opportunity to appeal the decision.

## Fees

The below table outlines the fee structure for the CPD application service. Using the CPD service incurs a fee regardless of whether your application is successful or not.

Audience Reach	Not for Profit Organisation	For Profit Organisation
Local/Regional	£50	£400
National/International	£100	£550

- **Not for profit organisations** are organisations set up not for financial benefit of any individual or board of directors. For example, charities, university societies or NHS trusts.
- **For profit organisations** are organisations that exists to generate profit. For example, private education providers.

**Late Fees:** The College takes up to 14 days to review each CPD application. Submissions received less than 14 days prior to the date of the event are not guaranteed to be reviewed and if they are they will incur an additional 50% late submission fee charge.

Payment can be made by either the provided online payment link or by invoice.

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## Application Documents

[CPD Approval Application](#) – Form to be completed and sent to [cpd@rcsed.ac.uk](mailto:cpd@rcsed.ac.uk) along with the **event programme** and **evaluation form**

[CPD FAQs](#) – Answers to the most frequently asked CPD questions.

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## CPD hours at Repeated Events

Awarded CPD can be reused at repeated events if the educational content and event structure remains the same. This lasts for 1 year from the date of the first event stated in the CPD application.

If any of the educational content or structure of the event is changed a new application must be submitted.

After 1 year a new application needs to be submitted, it is the responsibility of the event organiser to apply for new CPD approval.

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## Terms and Conditions of CPD

In these terms and conditions, 'educational activity' will refer to any aspect of learning to which the College can award CPD hours. 'Provider' will refer to the organisation applying for CPD who will be contacted through the nominated contact listed on the application form.

RCSEd reserve the right to revise these terms and conditions at any time. In such instances, RCSEd will ensure a copy of this updated document will be available on the RCSEd website.

Should the Provider be unable to meet these terms and conditions, RCSEd awarded CPD can be denied.

### **The following conditions are applicable to the RCSEd CPD of an educational activity.**

1. Approval of an educational activity for CPD is dependent on the activity having met the appropriate RCSEd standards for CPD, providing a detailed educational activity programme and feedback form, and receipt of the appropriate RCSEd CPD application fee.
2. Applications should be submitted 14 days prior to the event start date to guarantee that it can be reviewed for educational content. RCSEd cannot guarantee late applications will be reviewed. If late applications are reviewed, they will incur a late fee of 50% of the application fee in addition to the application fee.
3. The application fee must be paid before CPD hours are approved or rejected.
4. The CPD coordinator will review CPD applications for educational content and successful applications will be awarded CPD hours. 1 hour of educational content = 1 CPD hour up to a maximum of 6 CPD hours per day.
5. As part of the review process, due diligence checks will be carried out. This may include, but is not limited to, carrying out an online search of proposed speakers, demonstrators and workshop leaders to verify the credentials (e.g., the professional registration and academic publications) provided in your application to the satisfaction of the College. As a result of these checks, the College reserves the right not to award CPD. The College will notify the Provider if sections of their event (e.g. talk or workshop) are therefore not eligible for CPD approval on this basis. The decision of the College shall be final.
6. The awarding of CPD of an educational activity by RCSEd does not entitle the Provider to use the College logo. If the Provider is found to be using the logo or associated branding of the College, they will be contacted and asked to remove the logo. If the request to remove the logo or associated branding of the College is ignored, a cease-and-desist letter will be sent from the RCSEd legal department.
7. The wording "*Awarded xx CPD hours by RCSEd*" or "*Approved xx CPD hours by RCSEd*" can be used. The word "*accredited*" must not be used. If the Provider is found to be using incorrect wording, they will be contacted and asked to remove the text. If they

continue to ignore the request a cease-and-desist letter will be sent from the RCSEd legal department.

8. The Provider is responsible for producing and distributing the CPD certificates with the correct wording for their educational activity.
9. The Provider is responsible for keeping a record of the names of those who attend. This record should be kept for a minimum of five years and shared with RCSEd if requested.
10. If an application is rejected the Provider will be contacted via e-mail. The Provider has the right to appeal the decision. This must be done by email and will be reviewed by an education and clinical (surgical or dental as appropriate) RCSEd panel. The Provider will then be notified by email of the panel's decision which is final.
11. RCSEd accepts no liability for the educational activity and will not be held responsible for any losses, debts, or liabilities incurred by the Provider in connection with the planning, execution, or delivery of the educational activity.