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السيد الدكتور / محمد الخشتي
الوكيل المساعد لشؤون الخدمات الطبية الأهلية .
تحية طيبة وبعد .

بناءً على اجتماعاتنا السابقة بشأن التعليم الطبي والتطوير المهني المستمر للقطاع الخاص ، يرجى
التكرم بالعلم بأنه قد تم إستحداث طريقة جديدة لإعتماد المراكز كجهات موفرة لأنشطة التعليم
الطبي والتطوير المهني المستمر CPD Providers

نرفق لكم طيه اللاوائح الجديدة التي يجب الإلتزام بها Guidelines for Accreditation of CPD
Providers ، للتفضل بالإطلاع وتوزيعها على الجهات الراغبة بأن تكون جهات معتمدة كجهات موفرة
Providers وتقديمها لكتب التعليم الطبي والتطوير المهني المستمر لكي يتم التقرير فيها وإعتمادها
كجهات موفرة لهذه الأنشطة .

للتفضل بالإطلاع وإمميته على الجهات المختصة .

وتفضلوا بقبول، أطيب التحيات

الأمين العام
معهد الكويت للاختصاصات الطبية

ابراهيم عبد الله

04/10/2016

مستمر
التعليم الطبي والتطوير المهني المستمر



السيد الدكتور / محمد الخشتي
ادارة المستشفيات
السيد الدكتور / محمد الخشتي
ادارة المستشفيات
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ادارة المستشفيات

Guidelines for Accreditation of CPD^{*} Providers

**Center for Continuing Education and
Professional Development
(CEPD Center)**

**Kuwait Institute for Medical
Specialization
(KIMS)**

2016

*CPD = Continuing Professional Development

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CPD ACCREDITATION STANDARDS: PROGRAM

Section 1: CPD Program Mission

An accredited CPD provider organization must have a written CPD program mission statement that describes the goals or priorities for the CPD program of their organization.

1.1 CPD Program Mission Statement:

Each accredited CPD provider organization must provide an approved written CPD program mission statement that includes the following:

- Target audience(s)
- Overall purpose
- Measurable goals
- Anticipated or expected results

Evaluation Criteria:

1	Compliance	There is a formally approved written mission statement that identifies all required elements.
2	Partial Compliance	There is a mission statement that has either not been formally approved, or does not include all the required elements.
3	Non-Compliance	There is no written mission statement for the accredited CPD Provider organization's CPD Program.

Required Documents:

- Copy of the most recent CPD program mission statement
- Evidence of how the mission statement was created and approved by the program. For example:
 - Minutes of meeting
 - Communication records

1.3 Relationships with Sponsors:

Each accredited CPD provider organization must have clear written policies that govern their relationship with the sponsors including:

- How independence of the planning process is managed between different organizations.

Evaluation Criteria:

1	Compliance	There are implemented written policies and procedures that describe how the organization manages relationships with sponsors and/ or exhibitors.
2	Partial Compliance	The written policies and procedures that describe how the organization manages relationships with sponsors and/or exhibitors have been developed but the implementation has not addressed all required elements.
3	Non-Compliance	There are no written policies and procedures that describe how the organization manages relationships with sponsors and/or exhibitors.

Required Documents:

- Policies and procedures that are used to govern the financial relationship with the sponsors including how such funds have been obtained and handled and how sponsors are to be acknowledged in program material
- Example of a recent collaboration with potential/confirmed sponsors and/or exhibitors including letters of invitation, letters of confirmation of sponsorship or contracts

1.5 International Accreditation for Providing CME/CPD Activities:

Each accredited CPD provider organization must be certified and/or accredited for providing and/or organizing CME/CPD activities by an international authority that is recognized by the CEPD Center at KIMS (certification of education and/or training).

Evaluation Criteria:

1	Compliance	The organization is certified and/or accredited by an international authority to provide and/or organize CME/CPD activities.
2	Partial Compliance	The organization was certified and/or accredited by an international authority to provide and/or organize CME/CPD activities but accreditation is not valid or expired.
3	Non-Compliance	The organization is not certified and/or accredited by an international authority to provide and/or organize CME/CPD activities.

Required Document:

- Copy of the certificate of accreditation by an international authority (certification of education and/or training).

Required Documents:

- Minimum of two examples of different data sources that were used to recognize and assess the professional needs of the target audience(s).

2.2 Development of Learning Objectives:

Each accredited CPD provider organization must be able to create activity-specific learning objectives based on the identified professional needs. These activity-specific learning objectives should be:

1. Provided to participants prior to the activity;
2. Written from the learner's perspective; and
3. Consistent with the chosen educational format

Evaluation Criteria:

1	Compliance	The CPD provider organization consistently demonstrates how to develop overall and activity specific learning objectives based on the assessed needs that are provided to the learner prior to the activity, are written from the learner's perspective and are consistent with the chosen educational format.
2	Partial Compliance	The CPD provider organization does not develop overall and activity specific learning objectives based on the assessed needs; or the learning objectives are not provided to the learner prior to the activity; or are not written from the learner's perspective; or are not consistent with the educational format.
3	Non-Compliance	The CPD provider organization cannot demonstrate how assessed needs are used to develop overall and activity-specific learning objectives.

2.4 Promoting Reflection and Self-Learning:

Each accredited CPD provider organization must have strategies, tools or services that encourage individuals of their target audience(s) to enhance their self-assessment, reflection and self-learning skills. Examples are:

- Developing and answering questions stimulated by participation in accredited learning activities
- Developing a continuing professional development plan
- Documenting outcomes from participation in learning activities

Evaluation Criteria:

1	Compliance	The CPD provider organization has consistently implemented a minimum of two strategies, services, and tools to encourage individual members of their target audience(s) to enhance their reflection and self-learning skills.
2	Partial Compliance	The strategies, services or tools to encourage individual members of the target audience(s) to enhance their reflection and self-learning skills are either in development, are limited in scope, or are inconsistently provided.
3	Non-Compliance	There are no strategies, services or tools to encourage individual members of the target audience(s) to enhance their reflection and self-learning skills.

Required Documents:

- Minimum of two examples of strategies, tools or services that promote and enhance reflection and self-learning skills.

2.5 Evaluation Strategies:

Each accredited CPD provider organization must have an evaluation system to measure the degree to which the intended outcomes of accredited learning objectives were achieved. Examples are:

CPD ACCREDITATION STANDARDS: STRUCTURE

Section 3: Sustainability

An accredited CPD provider organization is required to develop a solid administrative structure and operational plan to maintain consistency and continuity.

3.1 Operations:

Each accredited CPD provider organization must develop and implement an operational plan to support the implementation of the mission statement goals and priorities including:

1. Budget process that prospectively allocates sufficient financial resources;
2. Human resource recruitment and retention strategy for volunteers and/or paid staff; and
3. Plan to ensure access to appropriate physical (space) and technical (databases, media) resources.

Evaluation Criteria:

1	Compliance	The CPD provider organization has implemented an operational plan to support the achievement of the CPD program's goals and strategic priorities that is comprehensive, includes all required elements and is consistently applied.
2	Partial Compliance	An operational plan to support the achievement of the CPD program's goals and strategic priorities is either in development, does not reflect all requirement elements, or has been inconsistently implemented.
3	Non-Compliance	The CPD provider organization has not developed an operational plan to support the achievement of the CPD program's goals and strategic priorities.

Required Documents:

- Policies and procedures on how confidentiality and privacy of individuals participating in the activity are protected
- Policies and procedures on how copyright regulations are respected and honored