



**MALTA COLLEGE OF FAMILY DOCTORS**

**Continuing Professional Development  
Accreditation Scheme -  
CPDAS personal folder 20\_\_\_\_\_**

**Name:** \_\_\_\_\_

**College number:** \_\_\_\_\_

**Telephone numbers:** \_\_\_\_\_ / \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**MCFD Continuing Professional Development Committee**

## Contents

MCFD Continuing Professional Development Accreditation Scheme (CPDAS) .....	3
Instructions for MCFD members on completing this folder.....	4
CPDAS Credit Units and explanatory notes.....	<b>Error! Bookmark not defined.</b>
MCFD CPDAS Active Learning Record Sheet .....	8
MCFD CPDAS Passive Learning Record Sheet .....	9

## **MCFD Continuing Professional Development Accreditation Scheme (CPDAS)**

The Malta College of Family Doctors' CPDAS is a system for formal accreditation of College members' professional development, and takes the form of credit units assigned to each CPD event or initiative. The system of credit allocation takes into consideration both active and passive involvement of a College member in CPD activities, the former attracting more credit units than the latter. Full (MMCFD) College members must accumulate **54 CPDAS units over the next two calendar years 2012/2013** to retain the status of membership. *Of these 54 units, **at least one third (i.e. 18 units)** must be obtained as passive learning during CPD activities organised directly by the College.*

Accreditation of active learning may be retrospective, on presentation of the documentation to the College Registrar. However, passive learning **must** be through attendance of events and activities that have been **previously** accredited by the College CPD Committee through a formal application **prior** to the event taking place, allowing College to assess the educational content and its relevance.

Events and activities are assigned CPDAS credits by the CPD Committee, whilst individual College member accreditation is the responsibility of the College Registrar. Thus event organisers should approach the CPD Committee for CPDAS accreditation, whilst individual College members should apply directly to the College Registrar by submitting completed Active or Passive Learning Record Sheets at the end of each calendar year.

Correspondence (to the attention of the Registrar or the Secretary for Education as appropriate) can be directed to :

Malta College of Family Doctors  
127, Professional Centre, Sliema Road, Gzira, GZR 1633 MALTA (Europe)  
Email: [contact@mcfid.org.mt](mailto:contact@mcfid.org.mt)  
Website: <http://www.mcfid.org.mt>

The College has updated its CPDAS system, and is making a personal CPDAS folder available for all its members. The completed Active or Passive Learning Record Sheets within this folder will be assessed by the Registrar to ascertain each member's accreditation status.

## Instructions for MCFD members on maintaining this folder

This CPDAS personal folder was devised by the MCFD Education Committee for College members:

- to keep a personal record of CPD activities;
- to apply for CPD accreditation to the Malta College of Family Doctors.

As such, you are requested to please print out this document and insert it in a file. After undertaking an educational activity which qualifies for accreditation (see Pages 4 and 5 for details), you are advised to *immediately* fill out the details of the activity on the relevant Active or Passive Learning Record Sheet.

Moreover, in the case of Passive Learning, for each accredited meeting attended you should:

- sign the attendance sheet made available by the organisers at the venue;
- collect the certificate of attendance (where provided) and file it with this folder.

At the end of each calendar year, please send **only** the original/s of the Active and Passive Learning Record Sheets to:

- The MCFD Registrar  
127, Professional Centre,  
Sliema Road, Gzira GZR 1633, Malta.

*Nota bene: Please do not send any certificates with the Active and Passive Learning Record Sheets. Keep certificates of attendance filed safely with this folder as they may be requested by the College Registrar for audit purposes.*

Dr. Philip Sciortino  
Dr. Tania von Avendonk  
Dr. Dorothy Zammit

**CPD committee**

Dr. Adrian Micallef

**Registrar**

Active Learning	Passive Learning
Teaching at a MCFD CPD or otherwise MCFD accredited event or activity <sup>1</sup> ; initiatives for developing General Practice – <i>5 units.</i>	Approved on-line CME – <i>1 unit per certificate of successful completion (maximum 10 units per annum)</i> <sup>1,2</sup>
Publication of an original paper in a peer-reviewed medical or related journal – <i>10 units</i>	Attendance at CPD activities <b>organised by the College</b> <sup>3</sup> : <ul style="list-style-type: none"> <li>▪ One-session meeting – <i>3 units</i></li> <li>▪ Two-session meeting – <i>6 units</i></li> <li>▪ Three-session meeting – <i>9 units.</i> (see 'notes' below for definition of session)</li> </ul>
Participation in examination item writing group organised by the College – <i>2 points per session, maximum 10 points per annum.</i> <sup>4</sup>	Attendance at CPD activity <b>not organised by the College</b> <sup>5</sup> : <ul style="list-style-type: none"> <li>▪ One-session meeting – <i>1 unit.</i></li> <li>▪ Two-session meeting – <i>2 units.</i></li> <li>▪ Three-session meeting<sup>6</sup> – <i>3 units.</i></li> </ul> Attendance at other activities, including conferences, over a number of days – <i>up to 6 units, at the discretion of Education Committee.</i>
Active participation in research, audit or peer review projects – <i>10 units for first authorship, 5 for other kind of authorship.</i>	
Acceptance of a medical student for a training-attachment with the Department of Family Medicine – <i>1 unit per student.</i>	
Participation in postgraduate courses or workshops – <i>10 for Certificate; 20 for diploma and 30 units for Master's or at discretion of Education Committee</i> <sup>7</sup>	
Active participation in Specialist Training for Family Medicine – <i>10 units per annum.</i>	

<sup>1</sup> On presentation of relevant certificate/letter of successful participation/attendance

<sup>2</sup> See approved list of CPD/CME learning sites.

<sup>3</sup> Must be submitted online via MCFD website and approved by registrar against registration onsite of activity.

<sup>4</sup> Subject to prior approval by the MCFD competent body.

<sup>5</sup> Upon submission of relevant certificate of successful completion from MCFD approved official or delegate.

Maximum 2 sessions per day. Academic aspect only will be taken into consideration.

<sup>6</sup> Maximum of two (2) sessions per day.

<sup>7</sup> Need to fulfill the following conditions: Prior approval, distinction between Certificate (10), Diploma (20) and Masters (30), Proof of completion by means of a certificate of completion.

# Notes:

## **Definition of CPDAS session:**

Each session must be of a minimum duration of one hour to warrant accreditation. Typically a one-session meeting will be an evening event, two-session meetings will last for an afternoon, and three-session meetings one whole day. Educational content should be of a duration of at least 30 minutes. Passive learning must be approved by the College Education Committee **prior** to the event taking place

## **Online Approved CPD:**

BMJ Learning <http://learning.bmj.com/learning/home.html>

Medscape Education <http://www.medscape.org/>

GP Online [http://www.gponline.com/channel/cpd\\_and\\_learning](http://www.gponline.com/channel/cpd_and_learning)

## **List of Approved teaching activities:**

- Malta College of Family Doctors CPD events and Courses
- Vocational Training Scheme Half-Day Release teaching,
- University of Malta teaching in relation to Faculty of Medicine and Surgery.
- Assessment and curriculum development.
- Academic and educational supervision in relation to Family Medicine.
- Other teaching activities upon prior approval by Registrar and CPD Education Secretary.

## **Academic year**

1. Academic year starts with calendar year.
2. A session is a half day event anything less than a session is accredited 1 point.
3. To enable greater flexibility a 2 year CPD rotation or cycle is being introduced. CPD credits can be accumulated over this 2 year period (27+27 CPD).
4. As from 2014 – the required CPD credits will become 30 credits/year. 2012-13 – 27 + 27 CPDAS credits (54)  
2014-15 – 30 + 30 CPDAS credits (60)  
2016-17, etc.
5. Until 2011 whoever requests accreditation for the past years must be able to provide documented evidence on the basis of the CPDAS in force till December 2011.

### ***Rewarding high CPDAS credit achievers.***

- There will be recognition of highest 3 CPDAS credit achievers in the graduation ceremony held yearly by the MCFD. 5 CPDAS points will be awarded on application for work in the development of General Practice/Family Medicine in Malta and voluntary work for the year in question.
- A maximum of 5 points would be accredited to Family Doctors who have promoted Family Medicine throughout the academic year. This is subject to and follows a written request and submission of the evidence about the activity in question. A final decision by the CPD team will be communicated to the applicant.

### ***Role of Malta College of Family Doctors***

- All accreditation activities are subject to being relevant to the practice of Family Medicine.
- MCFD tries to accredit at least 20% above mandatory CPD credits.
- MCFD is committed to organise or co-organise the required mandatory CPD credits.
- MCFD accredits third party CPD activities on the basis of the following:
  - a. Submission of prior application for CPDAS credits to Registrar.
  - b. Non-promotional content of program distinct from any promotional activity and/or entertainment.
  - c. Prior agreement on documentation process of participation with the organiser.

## MCFD CPDAS Active Learning Record Sheet

After undertaking an **active** educational activity which qualifies for accreditation (see Page 5 of this MCFD CPDAS Folder for details of qualifying activities), you are advised to *immediately* fill out the details of the activity on this sheet. *Please write legibly.* At the end of the calendar year, please send this sheet to the MCFD Registrar at the address given on Page 3 of this MCFD CPDAS personal folder, but keep a copy in your folder for audit purposes.

Name: \_\_\_\_\_ MCFD No.: \_\_\_\_\_ Signature: \_\_\_\_\_

Date	Type of Activity	Subject	No. of Units
<b>Total No. of Units:</b>			

*NB: Further copies of this sheet may be downloaded from College website*



## MCFD CPDAS Passive Learning Record Sheet

After attending for a **passive** educational activity which qualifies for accreditation (see Page 5 of this MCFD CPDAS Folder for details of qualifying activities), you are advised to *immediately* fill out the details of the activity on this sheet. *Please write legibly.* To facilitate audit procedures, please also sign the attendance sheet made available by the organisers at the venue and collect the certificate of attendance (where provided) and file it with this folder. At the end of the calendar year, please send this sheet to the MCFD Registrar at the address given on Page 3 of this MCFD CPDAS personal folder, but keep a copy in your folder for audit purposes.

Name: \_\_\_\_\_ MCFD No.: \_\_\_\_\_ Signature: \_\_\_\_\_

Date	Type of Activity	Subject	No. of Units
<b>Total No. of Units:</b>			

*NB: Further copies of this sheet may be downloaded from College website*