

# **Guidelines for CPD Accreditation of Meetings**

The following is a guide for those who wish to have their meetings / training days accredited for CPD points by the Irish College of Psychiatrists. The guide should be read in conjunction with Appendix 2 of the *CPD in Ireland Handbook: CR107* (see below).

- ❖ Details of the meeting / conference should be submitted to the CPD Administrator, Irish College of Psychiatrists, 121 St Stephen's Green, Dublin 2, **minimum 4 weeks in advance of the event date.**
- ❖ To facilitate **speedy and accurate CPD accreditation**, details should include:
  - Date and location of event
  - Detailed programme including duration of each session
  - Abstracts (or similar) of presentations
  - Speaker details / biographies
  - Details of any commercial or promotional aspect to the event or any sessions should be clearly indicated
- ❖ All applications from commercial companies for CPD approval should be accompanied by the **CPD Application Accreditation fee of €100**. An invoice will be issued to companies if necessary. Cheques should be made payable to *Irish College of Psychiatrists*.
- ❖ **Once an event has been accredited, a master CPD Certificate of Approval will be issued to the company. The following steps should be carried out:**
  1. The event organiser should sign, photocopy, and distribute the certificates to those psychiatrists who attend the event.
  2. Ensure that the name of the delegate is complete on the certificate before distribution.
  3. Keep an attendance record for possible future reference by the ICPsych Certification sub-committee.
- ❖ **All CPD accredited meetings will be published** in the ICPsych Bulletin and on the ICPsych website [www.irishpsychiatry.com](http://www.irishpsychiatry.com).

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## ***Appendix 2: Good Psychiatric Practice: CPD in Ireland: CR107***

- ❖ **In order to qualify for CPD approval an event should:**
  1. Be of an appropriate standard for a career grade psychiatrist.
  2. Be of relevance to the pursuit of a psychiatrist's clinical, educational, research and other professional activities.
  3. Need not be confined solely to medical topics and improvements in patient care but can also include additional topics such as management, medical ethics
  4. Have educational objectives which are matched by the content and teaching methods based on the principles of adult learning.
  5. Not be primarily promotional where there is a commercial sponsor.
  6. Provide publicity material containing a clear description of those for whom the event is primarily intended.
  7. Include a mechanism for evaluation so that the organisers, presenters and other participants can obtain feedback on the relevance, quality and effectiveness of the activity.
  8. Have a nominated organiser who will keep records of attendance and evaluation.
  9. Meetings should have a broad invitation list

<p style="text-align: center;"><b>1 hour of relevant educational activity = 1 CPD credit</b> <b>No more than 6 credits per day will be awarded.</b></p>
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