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Introduction

Members of the Royal College of Psychiatrists have already received a copy of CR90, *Good Psychiatric Practice: CPD*. This covers the College's requirements for CPD in the UK. This booklet (CR107) details the College's recommendations for CPD for psychiatrists in Ireland, for compliance with the requirements of the Medical Council in Ireland.

To protect the public and to ensure continuous quality improvement and effective risk management, all consultants need to be enrolled in CPD. The Medical Council document, *Competence Assurance Structures – An Agenda for Implementation*, stipulates that 50% of all doctors who are either on the register of medical specialists or are eligible for such registration, will be notified of their need to enrol in formal CPD programmes from 1 January 2003 onwards. The remaining 50% will be enrolled from 2004 onwards.

Registration for CPD

The majority of consultants in the Irish College of Psychiatrists who are currently subscribing members are already registered for CPD. Those required to commence the competence assurance scheme from 1 January 2003 will be contacted directly.

CPD requirements

For simplicity, it was agreed that each hour of internal or external CPD activity would attract one credit point. CPD activities such as postgraduate examining in psychiatry, postgraduate teaching, research, preparation for postgraduate lectures, presentations and publications are allowed at 1 CPD point for each hour of activity up to a maximum of 100 points per 5-year period. Undergraduate education, supervision or examining is not accredited for CPD. In order to comply with the Medical Council's requirements, consultants should accumulate a minimum of 250 credit points over a 5-year accreditation cycle – an average of 50 points per year.

These should comprise:

- Internal CPD: At least 50 points (per 5-year accreditation cycle)
- External CPD: At least 100 points (per 5-year accreditation cycle)
- Personal CPD: No more than 50 points (per 5-year accreditation cycle)
- Research, examining, postgraduate training CPD: No more than 100 points (per 5-year accreditation cycle)

The Irish College of Psychiatrists recommends that psychiatrists aspire to complete 150 points of internal CPD over a 5-year period.

At the end of each year of the 5-year cycle, each consultant is required to complete Form A (see the back of this booklet) and return it to the office of the Irish College of Psychiatrists.

At the end of the 5-year cycle, each consultant who has attained the necessary points required for CPD and whose forms have been returned each year, will receive a 'Certificate of CPD Activity' from the College. **It is then the responsibility of the individual concerned to forward this certificate to the Medical Council.**

Collection of CPD points

Each consultant should keep a log of all CPD-accredited meetings attended (see Form B at the back of this booklet).

INTERNAL MEETINGS

All consultants should keep a record of all internal meetings attended. Examples of internal meetings would include local hospital-based educational activities such as journal clubs, case conferences, audit, clinical review and postgraduate meetings. Each hour equals 1 CPD point.

The organiser of academic activities should keep a record of attendance. Access to these records will be required to facilitate audit of consultant CPD activity by the Certification Subgroup (see p. 6).

EXTERNAL MEETINGS

All 'external' meetings in Ireland should be accredited for CPD points (see Appendix 2).

Each delegate who attends a meeting that has been accredited for CPD should receive a 'certificate of attendance' from the meeting organiser, which notes the number of CPD points awarded for that particular meeting. These certificates should be retained in order for the consultant to complete the end-of-year return on 'Form A'. These certificates will also be required for the 5% of consultants subject to audit by the Certification Subgroup.

PERSONAL

Each consultant should keep a record (Form B) of time spent reading or at personal study. A maximum of 50 hours over 5 years is allowable for CPD. Because of the nature of personal study, evidence of this activity is not required by the Certification Subgroup.

Good Psychiatric Practice: CPD in Ireland

RESEARCH AND EXAMINING

Each consultant should keep a record of how much time is spent on research, postgraduate supervision/training and in examining for postgraduate psychiatric examinations. A maximum of 100 CPD points over 5 years is allowable. Evidence of research and examining may be required by the Certification Subgroup.

Good Psychiatric Practice: CPD in Ireland

Approval of external meetings

- All organisers should forward the programme and any relevant documentation to the office of the Irish College of Psychiatrists for approval of CPD points.
- The CPD Administrator will then distribute the programme to the relevant coordinator for approval.
- If the meeting concerns a particular speciality details will be forwarded to the speciality representative on the CPD Committee;
or
If it is a local meeting they will be forwarded to the local coordinator for approval;
or
If it is a national meeting, they will be forwarded to the regional or deputy regional CPD coordinator for approval (see Appendix A).
- The CPD administration office or CPD coordinator will complete a certificate of attendance which notes the date and name of the meeting together with the number of CPD points awarded.
- A master certificate of attendance will be provided and the meeting organiser will ensure that copies are available to all attendees. It is the responsibility of individual consultants to ensure they receive an attendance certificate for CPD-approved events.
- The meeting organiser should also maintain a register of those who attended the meeting.
- The office of the Irish College of Psychiatrists will keep a register of approved CPD events. This will also be available on the website at www.irishpsychiatry.com
- All meetings organised by the Royal College of Psychiatrists will be approved for CPD by the regional CPD coordinator or, in the case of the Faculty meetings, by the specialist coordinator. Delegates will receive their certificates of attendance at the meetings.
- The CPD accreditation of equivalent associations or colleges in other countries will be recognised by the Royal College of Psychiatrists. Consultants must ensure they collect their certificates of attendance from those associations or colleges.
- In exceptional circumstances, delegates may attend a meeting which has not been accredited for CPD. In order to be awarded CPD points for that activity, the delegate should send evidence of attendance and details of the programme to the office of the Irish College of Psychiatrists. The event will be accredited

retrospectively by the relevant CPD coordinator and a certificate of attendance with the number of CPD points awarded will be sent to the delegate.

- Organisations not directly linked to the Irish College of Psychiatrists may incur an administrative fee for accreditation of meetings or events. Further details can be obtained by contacting the office of the Irish College of Psychiatrists (also see Appendix 2).

Certification of CPD

The Certification Sub-group of the CPD Committee will oversee the process of certification, maintaining up-to-date records of all those registered, dealing with problems and particular cases, answering queries or appeals and discussing improvements.

In order to comply with Medical Council guidelines, the Certification Sub-group of the CPD Committee will audit approximately 5% of the annual returns received.

Special requirements of CPD

PART-TIME PSYCHIATRISTS

It is considered necessary that all psychiatrists participate fully in CPD, regardless of their hours of work. Part-time participation in CPD could not guarantee that a psychiatrist is apprised of new developments and, as a consequence, the work of that psychiatrist might be in danger of being devalued.

AFFILIATES

Psychiatrists working in Ireland, who are not eligible to take the MRCPsych examination or do not wish to do so, are encouraged to become Affiliates of the College. The registration fee for Affiliates of the College will also cover the cost of registration for CPD. Any person not choosing to become an Affiliate is still eligible for CPD certification by applying to register for CPD as a non-member.

CONSULTANTS WHO ARE NOT MEMBERS OF THE COLLEGE

Those consultant psychiatrists who have been appointed without MRCPsych (e.g. with FRANZCP) are eligible for CPD certification and are encouraged to register for CPD as non-members. An annual fee will be charged to cover administration costs. For further details, please contact the office of the Irish College of Psychiatrists.

**Good Psychiatric Practice:
CPD in Ireland**

PSYCHIATRISTS WHOSE MEMBERSHIP HAS LAPSED

Members and Affiliates who have not maintained their annual subscription to the College will not normally be eligible for CPD until they have made the appropriate payment. Such members should contact the Treasurer of the Royal College of Psychiatrists, London.

RETIRED PSYCHIATRISTS

A significant number of retired psychiatrists are clinically active and/or are likely to be involved in the work of the mental health review tribunals and the Mental Health Commission. They are therefore required to participate fully in CPD.

PRIVATE/RETIRED PSYCHIATRISTS

Psychiatrists who do not work in an organisation that has an established internal CPD system, such as private psychiatrists, army psychiatrists, retired psychiatrists, etc., should contact their local CPD coordinator for information and advice on joining local hospital academic groups to accrue internal CPD points. The Irish College of Psychiatrists encourages members to facilitate such arrangements.

**Good Psychiatric Practice:
CPD in Ireland**

Reciprocity of CPD

Arrangements for recognition of CPD exist between Ireland and certain jurisdictions. College Fellows, Members or Affiliates who are working abroad will be granted exemption in this country, assuming that they register for a similar system in their country of residence and are in good standing under that system. Please contact the office of the Irish College of Psychiatrists for further details.

APPENDIX 1

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Psychiatrists 2002

Appendix 1

Roles of the CPD coordinators

Regional CPD coordinator *Term of office: 4 years*

Deputy regional CPD coordinator *Term of office: 4 years*

The outline role of the regional/deputy regional CPD coordinator is to:

- oversee the introduction of the CPD structure
- oversee the introduction of Competence Assurance Structures (CAS) when appropriate
- participate in the Certification Sub-group
- participate in monthly meetings of the Management Committee of ICPsych
- attend ICPsych Executive Committee meetings on a quarterly basis
- attend all Ireland (Irish Division) Executive Committee meetings (usually twice a year)
- participate at 4-yearly RCPsych CPD committee meetings (London)
- attend 4-yearly Advisory Committee on Competence Assurance meetings at the Medical Council
- approve national/international CPD events
- attend Irish College academic meetings
- identify areas where the RCPsych structures and procedures may be used
- lobby at national level for funding and CPD protected time
- work closely with the other Irish Colleges
- raise the profile and importance of CPD/CAS in terms of informing the membership.

Local coordinators *Term of office: 4 years*

The role of the local coordinator is to:

- approve local events
- oversee the structure of CPD for the region, including internal, external and research/examination activities
- maintain a record of all CPD-approved events in the region
- develop a list of all approved courses available to the region
- have a record of availability of protected CPD time
- lobby chief executive officers regarding protected CPD time, if necessary
- meet consultants at the local level at least twice-yearly
- encourage the inclusion of retired/private psychiatrists, etc. in local internal CPD activities
- survey the CPD needs of local consultants

APPENDIX 1

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Roles of the CPD coordinators (contd...)

- oversee the implementation of other elements of CAS in the health board area when instituted
- attend Irish College academic meetings.

A local coordinator oversees CPD in each of the following areas:

- Northern Area Health Board
- South Western Area Health Board
- East Coast Area Health Board
- South Eastern Health Board
- Southern Health Board
- Mid Western Health Board
- Western Health Board
- North Western Health Board
- Midland Health Board
- North Eastern Health Board

Specialist coordinators: Term of office: 4 years

There is one specialist coordinator per speciality.

The role of the specialist coordinator is to:

- approve local, national and international events pertaining to the speciality
- maintain a record of all speciality CPD events nationally
- endeavour to standardise the availability of specialist CPD events nationally
- survey the CPD needs of the profession relevant to that particular speciality
- work in cooperation with local/regional coordinators on speciality CPD issues and, later, on other elements of CAS.

Specialist coordinators cover the following areas of psychiatry:

- child and adolescent psychiatry
- learning disability
- adult psychiatry
- psychiatry of old age
- liaison psychiatry
- psychotherapy.

(The position of CPD coordinator is an honorary position of the Irish College of Psychiatrists.)

Appendix 2

Guidelines for approval of meetings

In order to qualify for CPD approval, an event should:

- be of an appropriate standard for a career grade psychiatrist
- be of relevance to the pursuit of a psychiatrist's clinical, educational, research and other professional activities
- not necessarily be confined solely to medical topics and improvements in patient care but may also include additional topics such as management and medical ethics
- have educational objectives which are matched by the content and teaching methods based on the principles of adult learning
- not be primarily promotional where there is a commercial sponsor
- provide publicity material containing a clear description of those for whom the event is primarily intended
- 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
- have a nominated organiser who will keep records of attendance and evaluation.

CPD activities which require approval are:

- conferences, symposia, short training courses, workshops and seminars organised locally, regionally, nationally and internationally
- long training courses, degree/diploma programmes, research projects, etc. Participants planning to attend such a course should submit the programme/description of the project together with the expected outcome to the CPD regional coordinator.

1 hour of educational activity = 1 CPD credit
No more than 6 credits per day will be awarded.

SUBMISSION OF CPD POINTS

Name:	Membership No:
Address:	
Year _____ of 5-year cycle commencing on: _____ (start date of 5-year cycle) ¹	
<i>No. of points acquired:</i>	
Internal:	
External:	
Personal:	
Research and examining:	
Signature:	Date:
<i>Notes</i>	
<ol style="list-style-type: none">1. Please indicate to which year in the 5-year cycle this form pertains: e.g. if the 5-year cycle commences on 1 January 2003, then the first year is from 1 January to 31 December 2003, the second year from 1 January 2004 to 31 December 2004, etc.2. The form should be returned at the end of each year of the 5-year cycle.3. Practitioners should note that proof of accumulation of CPD points may be required on approximately 5% of all forms returned. Individuals should keep all certificates of attendance received in the event that they are asked to provide these to the Certification Sub-group.	
This form should be returned to: The CPD Administrator Irish College of Psychiatrists 121 St Stephen's Green Dublin 2	

Form B (contd...)

Date	Meeting/event detail	CPD points
<i>External</i>		
<i>Personal</i>		
<i>Research, examining and postgraduate training</i>		
<p>This form, or equivalent records, should be retained for reference. Practitioners may be required to submit it to the Certification Sub-group to support Form A. This form is also available on the Irish College of Psychiatrists' website: www.irishpsychiatry.com</p>		