

CPD EVENT CHECKLIST

SECTION A

1. Organize CPD in your zone as frequently as is possible and convenient for your members.
2. Do a budget for each CPD event. Budget should include the rental for a convenient meeting venue that will accommodate the anticipated number of participants, the cost of snacks, meal, drink and water, cost of radio and Tv adverts, honorarium for each speaker, P.A rental, Projector and screen rental, and other incidental expenses etc, etc. Determine how much to be paid as per diem for CPD committee members in charge of overseeing the event.
3. Determine how much each participant should pay; our charges should be competitive as MDCN discourages exorbitant charges.
4. Obtain letter of acceptance to lecture from the scheduled lecturer and send it to Director of Medical Services [DMS] in your State ahead of the event.
5. Have an authentic list of participants, file a copy, send a copy to DMS and another to CPD National Chairman. Efforts should be made to reach doctors who could be prospective members of our Association.
6. Issue CPD certificates to Participants after the event on the same day.
7. Collect completed Evaluation Forms after each activity, analyze them and send to National CPD Office for future use.
8. Write a brief report on the CPD Event and send a copy along with attendance sheet to CPD Chairman.

SECTION B

Specifics

1. Learning Objectives must be stated for each lecture.
2. Post Test should be done to evaluate understanding of the subject taught.
3. Evaluation of the whole event should be done through filling of the evaluation sheet.
4. A credit unit is equivalent to one contact hour on any particular subject under qualified approved tutelage. Two hours in a workshop would yield 1 credit unit. Maximally useable knowledge or information delivered within one hour of engagement is the benchmark for a credit unit.
5. Maximum number of units accruable in a day is 5 Units
6. Persons who engage in Online study can transmit their online certificates for scrutiny and record.

7. Commercial activities such as drug and product presentation must not compromise learning activities at CPD Events.

SECTION C

Periodic Needs Assessment should be done to:

1. Cater to Doctors professional gaps/deficiencies and respond to these by making available relevant CPD Activities
2. Attend to recurrent community health problems and appropriate CPD activities scheduled to address such
3. Provide doctors with information that would ensure their global competitiveness and relevance
4. Provide doctors with knowledge base for current and future use

Conclusion

We must inculcate in doctors that in an information age, the doctor with current relevant knowledge is safe, confident and trustworthy. Attending CPD events is not only for gathering credit units, but for our own personal good and the welfare of our patients. The aphorism “Knowledge is Power” is more relevant today than it has ever been.