



Faculty of Physician Associates verifiable CPD approval guidance for event organisers

Background

Continuing professional development (CPD) is the educative means of updating, developing and enhancing how individuals apply the knowledge, skills and attitudes required in their job role. For physician associates (PAs), this will include a variety of educational opportunities including not only those relating to clinical competencies but also broader areas such as teaching, research, audit, service improvement and national contributions to the development of the profession.

All PAs are currently required to complete CPD to remain on the [Physician Associate Managed Voluntary Register](#) (PAMVR). The PAMVR is a precursor to regulation and ensures that PAs on the register have met a certain level of training or experience and that they adhere to agreed standards for their professional skills and behaviour. The Education Subcommittee of the Faculty of Physician Associates (FPA) is the body responsible for auditing members' CPD against current requirements. Members failing to meet their CPD requirements may be referred to the Professional Standards Subcommittee of the FPA.

CPD requirements for PAs

All PAs are currently required to complete 50 hours of CPD annually and 250 hours of CPD over a 5-year cycle. Moreover, PAs are now expected to log their CPD in their FPA ePortfolio, however, the FPA acknowledges that other systems/software may be utilised.

Requirements for CPD approval for organised events

Organisations or individuals who wish to seek 'verifiable' FPA CPD approval for their event must complete the [FPA CPD approval application form](#). **The form must be received 5 weeks before the event date.** The FPA will not be accepting retrospective applications after **31 March 2024** and if applications are received less than 5 weeks in advance, they will be rejected.

The completed application form should be submitted to the FPA for the attention of the chair of the Education Committee by emailing FPAcpdqueries@rcp.ac.uk.

Please note that any support, sponsorship, funding or involvement by a commercial organisation must be declared in the application. Any support, sponsorship, funding, or involvement by commercial organisations must not influence the structure or content of the programme.

For applications from not-for-profit organisations, please stipulate on the application form how these proceeds will be allocated.

Guidance for completing the application form

- **Event details** – event organisers must provide as much detail as possible to support their application and allow timely accreditation of the event.
- **Target audience** – the application form should clearly identify and state the target audience.
- **Learning objectives** – the learning objectives for the event and session components must be clearly stated as well as how these are intended to be met through the event. A minimum of 2 objectives are required.
- **CPD calculation** – we have introduced half credits when calculating the time spent on educational learning. This is to ensure that appropriate CPD is approved for each event.

- **1 CPD credit** is applied if a session is more than or equal to 31 minutes and less than or equal to 60 mins in duration. This is rounded to the nearest whole number. For example, if a CPD event has a duration of 35 minutes, this would be allocated 1 CPD credit. However, if a CPD event has a duration of 30 minutes, then this would be rounded down to 0.5 CPD credits.

- **Half credits (0.5)** are applied if a CPD event is more than or equal to 20 minutes in duration but less than or equal to 30 minutes in duration. This is rounded down to the nearest half credit. For example, if a CPD event has a duration of 15 minutes, this would not meet the criteria for 0.5 CPD credit allocation. However, if a CPD event has a duration of 25 minutes, then this would meet the 0.5 CPD credit allocation.

- **Sponsorship** – you must declare any type of sponsorship or funding that the event receives and confirm how the event is being sponsored e.g. funding for speakers, administration cost etc.
- **Programme/agenda** – a clear, detailed programme for the event is required that includes learning objectives and session details in date order with topics/specialty areas covered.
- **Speakers** – details of all speakers and their biography is required to demonstrate how they are qualified to deliver the session/subject. Declaration of interest must be declared for each speaker.
- **Evaluation** – as part of the event, it is also vital that facilities are provided to enable users to evaluate the programme. How this is to be achieved should be described in the application. To ensure quality of the events approved, the Education Subcommittee may ask for details regarding feedback from participants who have attended the CPD event.

The approval process

Once the application form is received, it will be reviewed by the FPA team to ensure that it has met all the criteria for the application to be accepted.

The application will then be sent to the Education Committee chair who will arrange for 2 reviewers from the Education Subcommittee to assess the application based on a set criterion. This process can take up to 2 weeks or more if there are delays to getting both reviewers responses back.

Once both reviewer's responses have been received and both have confirmed approval of the application, the Education Committee chair will formally approve this and send a confirmation of this to the event organiser.

Only once CPD approval has been granted, the event organiser may promote this to potential delegates attending that this is a verified CPD event.

Any organisers found to be promoting events suggesting the Education Subcommittee has provided accreditation for verifiable category CPD when accreditation has not been granted, will be referred to the Professional Standards Subcommittee for action.

The provider must keep records of attendance and agree to provide, upon request, confirmation of PA participation any time up to 2 years after the event has taken place.

It is vital that the course organiser provides up-to-date contact information on the application so they can be contacted to answer any queries or deal with any issues that may arise to avoid delays to the application. Event approvals will be provided free of charge; however, this may be reviewed in the future.

Retrospective approval

As of **31 March 2024**, the FPA will no longer be accepting retrospective CPD applications for review of verifiable status approval. We also strongly encourage applications are submitted 5 weeks in advance of the date of the event taking place. If you have any questions, please do not hesitate to get in touch via FPACpdqueries@rcp.ac.uk.

This guidance was developed by the FPA Education Committee and is owned by the Faculty of Physician Associates.

Contact – FPACPDQueries@rcp.ac.uk

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