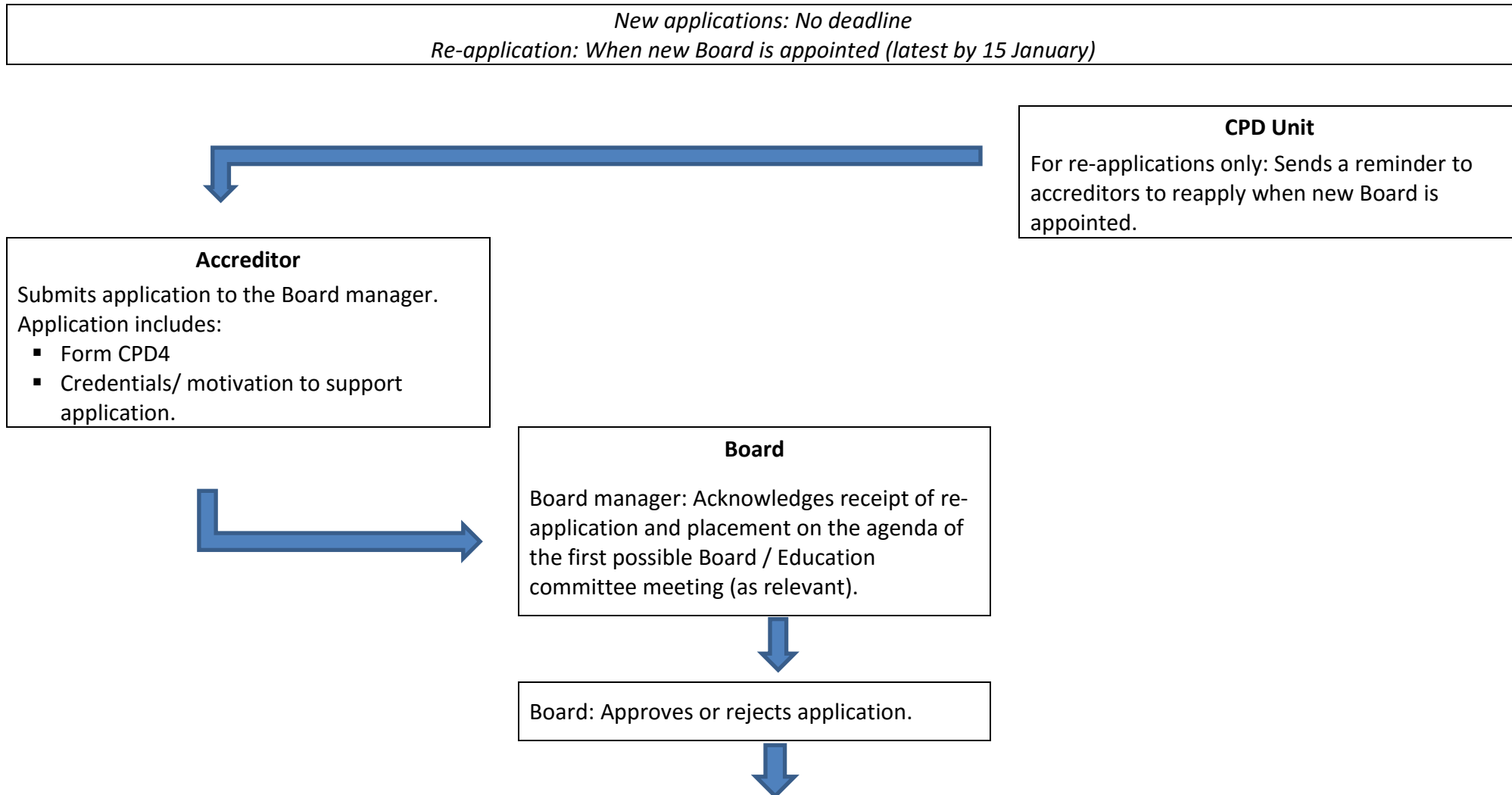


CPD 8

PROCESS: NEW APPLICATION AND RE-APPLICATION FOR ACCREDITOR STATUS



Board manager: Communicates to the CPD section, the Board's approval or rejection of accretor's application.



CPD Unit
For approved applications: Assigns Board specific accreditation number and communicates this number to the Board manager.

Board
Board manager: Communicates status of application and Board specific accreditation number to the accretor.



*New applicants must await approval from Board prior to accrediting CPD activities.
If an application is rejected, the Board should provide reasons and engage in a developmental process to support the applicant.*

ONGOING RESPONSIBILITY

Accretor
Reviews and accredits activities within professional scope.



- Conducts quality assurance
- Quality of activities
 - Coverage of Ethics/Human Rights and Medical Law
 - Feedback on activities
 - Review mechanism used to ensure quality
 - For activities where there is an outcome, how many passed – if relevant
 - Timely submission to CPD Section for inclusion of activities on website

- Maintain oversight of advertising accompanying activity

By latest 30 November annually



CPD Unit
Sends reminder to Accreditors to submit annual report by 31 January.

By latest 31 January annually

Accrerator
Annual report is submitted to Board manager

- List of activities accredited and CEUs allocated
- Distinction between Clinical and Ethics CEUs.



Board
Board conducts QA as above.