CPD FAQs

- What is the difference between CPD and Accreditation?
  - Accreditation and CPD approval are different processes at the College. Accreditation is a lengthier process which includes CPD approval, support and feedback on course design and delivery, as well as use of the college logo and the wording "This course has been accredited by RCSEd"
  - For more information about Accreditation, please visit the accreditation webpage (Link) or contact the Accreditation Department at accreditation@rcsed.ac.uk
- What is required to apply for CPD?
  - We require a completed application form, a copy of the event programme, and a copy of the proposed feedback form. Occasionally more information will be required, but in those cases the applicant will be informed. All application material can be sent directly to cpd@rcsed.ac.uk
- Are RCSEd's CPD hours recognised internationally?
  - The Royal College of Surgeons of Edinburgh follows the standards and outcomes for medical education set by the Academy of Medical Royal Colleges (AoMRC), the General Medical Council (GMC), and the General Dental Council (GDC) when awarding CPD to courses and events. Credits are awarded for CPD based on one credit equating to one hour of educational activity.
  - The AoMRC, GMC, and GDC are UK-based organisations designed to help protect patients and improve medical education and practice specifically within the UK. Therefore, RCSEd cannot guarantee that the CPD credits it awards will automatically be recognised at an international level, especially as some countries outside the UK operate different CPD/CME schemes. RCSEd recommends that applying organisations refer to the specific criteria of the relevant country's regulatory body for clarification on local CPD/CME requirements and to find out if CPD awarded for UK courses and events is transferrable to the international setting.
  - The responsibility ultimately lies with the individual to demonstrate that the CPD they have undertaken is relevant and valuable to their personal fields of practice, anticipated future changes, and the needs of the service in which they work (see Principle 1 of the AoMRC's Core Principles for Continuing Professional Development (LINK)).
- How long will my application take?
  - We aim to process all applications within a 14-day period. Please ensure that applications are submitted as soon as possible to guarantee a successful application. Submissions received less than 14 days prior to the date of the event will incur an additional 50% late submission fee charge.
- Can I apply for CPD hours retrospectively?

- o The college is unable to award CPD hours retrospectively. Please ensure your application is submitted with enough time for it to be processed before your event.
- How are the number of hours determined?
  - o CPD hours are calculated based on the duration of the activity as follows: One hour of educational content = one hour of CPD. Breaks will not be included when calculating hours of instruction. The maximum number of hours that can be awarded for a full day programme are 6 hours.
- Can I use my CPD hours for multiple events?
  - o Events in a series or conference can be submitted under the same application. However, if events are independent than separate applications will need to be submitted.
- Can I use my CPD hours for a repeated event?
  - o CPD hours are able to be reused in the event of a repeated event. However, if any of the content of the event is changed, a new application will have to be submitted.
- Can I use the RCSEd College logo on CPD approved event material?
  - o The use of the logo is not able to be used for CPD events. This right is reserved for events and courses that have been accredited by the college.
- How can I communicate that my event has been awarded CPD?
  - o Successful Applicants may use "Awarded xxx CPD hours by RCSEd" or "Approved for xxx CPD hours by RCSEd" on event materials and certificates. Use of the word "accredited" is not permitted for events that have just been awarded CPD.