



Guidelines for CPD Accreditation of Events

Version 6.4 Updated January 2008

To Support Completion of Accreditation Application Form Version 3

1. Introduction

- 1.1. CPD is '*...a range of learning activities through which professionals maintain and develop throughout their career to ensure that they retain their capacity to practise safely, effectively and legally within their evolving scope of practice.*' Allied Health Professions Project 2003 and adopted as the preferred definition by Health Professions Council (HPC).
- 1.2. Because of the number and diversity of the professionals associated with HPC, the HPC has no plans to directly accredit CPD events. It will therefore rely on, amongst others, professional bodies to provide such support through accreditation of events.
- 1.3. Attending accredited events is only one method of contributing to your professional development. Further details of the BAA CPD scheme can be found at www.cpd-audiology.org

2. The Aims of Accreditation

- 2.1. To ensure that the content of the event is relevant to the professional development of BAA members registered with the BAA CPD scheme. **It is recognised that what is relevant to some members of BAA may not necessarily be relevant to others, depending upon area of speciality or grade of audiologist. It therefore remains the responsibility of the professional to undertake activity that is relevant to their individual professional development.**
- 2.2. To provide some nominal quantification of CPD value
- 2.3. To ensure the appropriate description of events to assist BAA members when considering attendance
- 2.4. To encourage the appropriate evaluation of events
- 2.5. To maintain a published list of accredited events to aid the completion and submission of annual CPD portfolios
- 2.6. To identify gaps in the provision of educational, scientific or professional events

3. Considerations for Accreditation

A number of issues will be considered in the accreditation process

- 3.1. Content relevance
 - 3.1.1. A clear target audience must be identified (e.g. paediatric audiologists)
 - 3.1.2. Clear aims and objectives must be identified and the programme must appropriately reflect these objectives

3.2. Content impartiality

3.2.1. Our expectation is that there would be minimal commercial bias in event content, with a broad consensus of current expert opinion being given

3.2.2. Content will not be overtly promotional where there is a commercial sponsor

3.3. Allocation of CPD points

3.3.1. Generally, 1 point per educational hour will be allocated

3.3.2. This excludes breaks, exhibitions, general introductions or welcomes, unstructured discussion sessions and other sessions that the CPD accreditation officer judges inappropriate or of low or questionable CPD value to the professional development of the target audience

3.4. Organisers and presenters

3.4.1. A single named organiser will be responsible for:

3.4.1.1. programme planning

3.4.1.2. application for accreditation

3.4.1.3. production and completion of evaluation forms (where necessary)

3.4.1.4. analysis of the evaluation forms from attendees after the event

3.4.1.5. provision of certificates of attendance

3.4.2. Presenters and speakers will have the appropriate experience and expertise relevant to the programme objectives

4. Procedure for Accreditation

4.1. Complete the BAA CPD scheme's accreditation application form (available from www.cpd-audiology.org and send, along with the necessary documents to the BAA by email (baacpdteam@coacs.com) or by post to Event Accreditation, British Academy of Audiology, Association House, South Park Road, Macclesfield, Cheshire SK11 6SH.

Remember to include:

- The completed application form
- A comprehensive programme detailing times and session content
- Details of speakers/presenters/lecturers
- Sample evaluation form where necessary
- Electronic version of the event company logo (where applicable) – this logo will appear alongside your event listed within the CPD software. Please keep file sizes reasonable to facilitate transfer and storage. Although there are no restrictions on file types, we prefer a "gif" file, 80 x 80 pixels.

4.2. Applications need to be received by the accreditation officer four weeks before the event to ensure sufficient administration time

4.3. Accreditation will not generally be awarded retrospectively

5. Completing the Application Form

5.1. Event details

- Title of event: This should be fairly brief but should include reference to the event provider
- Date of event: Include all dates if more than one.
If dates have not yet been arranged and can be arranged flexibly in line with local need then please specify a date range within which this event is available (e.g. Jan – Dec 2006)
- Location/venue: Town/City and Country
- Organising body The body (society, hospital or individual) organising the event

5.2. Details of applicant – this is the person with whom the BAA will correspond

5.3. Details for the CPD website

- Contact details This will appear on the CPD website and should be the email address of the person that BAA members can contact for further information
- Event website The CPD website can include a link to your event web page. Please include a web address that links directly to a web page giving details of the event. This should **not** be your company homepage.

5.4. Event Category – The list of accredited events will be categorised to assist members in their selections. Choose up to four categories under which you wish your event to be listed

5.5. Event content details – this information should be as detailed as possible to assist BAA members in deciding whether the event is suitable for their professional development

5.6. Event Evaluation: All events are expected to be evaluated. Please indicate whether you are using the standard BAA evaluation form (available on www.cpd-audiology.org) or whether you have developed your own evaluation form for this event. You must include a copy of any evaluation form you have developed.