

<b>Division:</b>	<b>Education Development and Assessment Division AND Fellowship and Standards Division</b>	<b>Ref. No.</b>	EDA_SKD_001
<b>Department:</b>	<b>Education Development and Research Department AND Professional Standards Department</b>		
<b>Title:</b>	<b>Approval of CPD Activities &amp; Accreditation of Educational Courses</b>		

## 1. PURPOSE AND SCOPE

This policy details the basis for the accreditation by Royal Australian College of Surgeons of courses and educational activities. It expresses the requirements of the College in undertaking accreditation and applies to all individuals and organisations desiring to have courses or educational activities accredited for Continuing Professional Development (CPD) and/or SET training.

The College recognises the importance of lifelong learning and supports educational endeavours throughout the continuum of trainees' and Fellows' professional lives. In this context Council has determined that the College has a role to accredit courses and educational activities available to Fellows and trainees.

Courses and educational activities accredited by the College will support trainees and Fellows to obtain, maintain and develop professional skills. All Fellows engaged in medicine, surgery or medico legal services are required to participate in the College Continuing Professional Development (CPD) program.

**Accreditation** is the formal recognition of a course or educational activity by the College and demonstrates that a course or educational activity meets College quality assurance requirements.

Accredited courses and educational activities may be requirements of, or external to, Surgical Education and Training (SET) and CPD. They may be entire courses or components of training (e.g. individual subjects, units or modules). Accredited educational activities may include conferences, workshops, online learning activities or practice visit programs. The College may consider accrediting courses and activities other than those described here.

Applicants may choose to submit their applications for accreditation as appropriate for trainees, or for Fellows, or both.

## 2. KEYWORDS

Course Accreditation, CME Activities, CPD, Professional Development, Skills Courses

## 3. BODY OF POLICY

Courses and educational activities accredited by the College may:

- be directed toward trainees, Fellows or other professionals at varying stages of their training or professional development.
- be initiated by the College or developed by organisations or individuals independently or in collaboration with the College

Courses and educational activities accredited by the College must satisfy the requirements of either the Professional Development and Standards or Education Boards which include requirements to:

- define intended participant groups
- meet Fellows' and trainees' educational needs
- involve trainees and/or Fellows in planning the course or activity

# POLICY

<b>Division:</b>	<b>Education Development and Assessment Division AND Fellowship and Standards Division</b>	<b>Ref. No.</b>	EDA_SKD_001
<b>Department:</b>	<b>Education Development and Research Department AND Professional Standards Department</b>		
<b>Title:</b>	<b>Approval of CPD Activities &amp; Accreditation of Educational Courses</b>		

- have stated aims and learning objectives
- incorporate principles of adult learning such as: interactivity, self-directed learning, self-assessment and feedback regarding performance
- include stated course or activity evaluation strategies
- issue certificates of completion to participants
- comply with relevant legislation and codes of practice
- be accredited for specified periods of time

Changes which affect the learning outcomes of accredited courses and educational activities during the accreditation period must be submitted to the College for authorisation.

Courses and educational activities accredited by the College may include reference to their College accreditation status in course and promotional materials.

The College Coat of Arms is a registered trademark. Accreditation does not give permission to use the College Coat of Arms.

The College maintains the right to withdraw accreditation at any time.

#### 4. ASSOCIATED DOCUMENTS

College Coat of Arms Policy

Co-badging policy <when completed>

Course accreditation procedures and forms <when completed>

CPD - Guide to Continuing Medical Education (and associated application forms)

CPD - Guide to Small Group Learning (and associated application forms)

**Approver** CEO  
**Authoriser** Council