

Instructions for Irish College of GPs Online CPD Application System

Background

Irish College of GPs provides CPD Accreditation for activities relevant to General Practice, under Arrangement with the Medical Council. Accreditation is provided via an online application form and the instructions below are designed to assist applicants in the completion of this form. Please note: applications are reviewed within 4 weeks of submission. Failure to include all necessary information may result in a delay in your application being processed.

Once an application is approved for CPD, it is included on the <u>College events</u> calendar and the College PCS ePortfolio calendar.

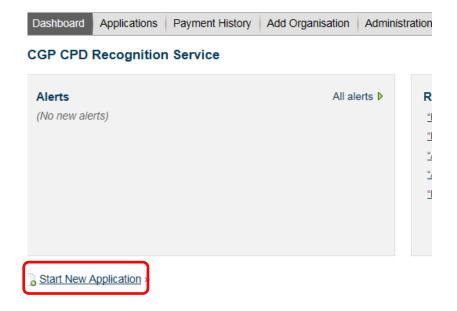
Login and Register your Organisation

- 1. Go to Irish College of GPs website
- 2. If this is your first time applying, register your organisation. Allow approximately 3-4 working days for your request to be processed. The College will contact you once this is completed. Or if you have submitted an application before, click on complete an application form. See sample image below:
 - 2. Register your practice or organisation .
 - 3. Complete an application form \circlearrowleft at least four weeks prior to your event.

NB: Please do NOT use the Irish College of GPs Activity application type as this is for events provided by Irish College of GPs only (e.g. CME Small Group meetings, Faculty meetings and College courses and events).

Submit a new application

Step 1: Select 'Start New Application'

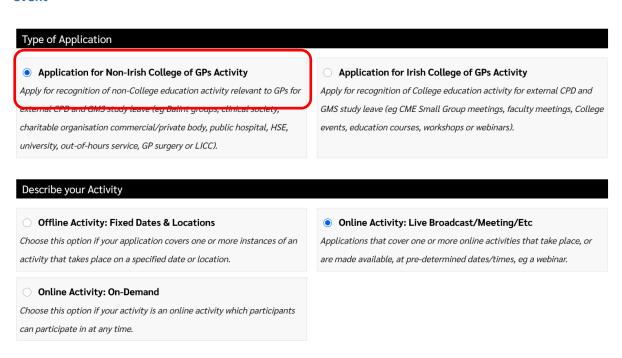


Step 2: Select Organisation

Click on the organisation on the left. If you wish to add a new organisation, select 'a different organisation' option on the right and follow the steps to register an organisation (above).



Step 3: Select application type 'Non- Irish College of GPs Activity' and the activity type of your event



Step 4: Enter details of your event

<email address>

Publicity
You are considered the point of contact for this activity. Following approval, your details will be forwarded to our web editor for inclusion on our listing of CPD recognised activity, and events calendar. Your email address will be viewable by the general public, and any queries
regarding this activity will be directed to it. Please enter the email address you wish to use for this purpose.
General Enquiries (Email)
If you do not want the College's web editor to publicise your event, you may opt out of our publicity service. Opt in Opt out
Details of Application
Title of Activity
<title event="" of=""></td></tr><tr><td>Expected Number of Attendees (Per Instance of Activity) 50</td></tr><tr><td>Percentage attendance/participation per discipline, if applicable</td></tr><tr><td>80% GPs, 20% practice nurses</td></tr><tr><td>.4</td></tr><tr><td>Number of occasions of the exact same activity (NB date and venue must be provided for each occasion, otherwise it will not be possible for us to review the application)</td></tr><tr><td>1</td></tr><tr><td>Duration of educational Activity in days & hours – You should not include registration, opening/closing speeches, breaks, etc.</td></tr><tr><td>1 day </td></tr><tr><th>Step 5: Enter details for the organiser (Note: A medical organiser is required for all clinical events) Medical or Lead Organiser</th></tr><tr><td>Responsible for ensuring the scientific validity and objectivity of the educational content. N.B. A medical organiser is required for clinical events.</td></tr><tr><td>Name & Title</td></tr><tr><td><name of organiser, medical organiser ></td></tr><tr><td>Organisation</td></tr><tr><td><name of your organisation></td></tr><tr><td>Address</td></tr><tr><td><address of your organisation></td></tr><tr><td>IMC Registration Number (professional body number if applicable)</td></tr><tr><td></td></tr><tr><td>Email</td></tr></tbody></table></title>

Step 6: Enter information in the education aims and objectives section

Educational Aims & Objectives
Please detail specific knowledge, skills and attitudes that will be addressed during the activity.
Following participation/successful completion of the educational activity the participant will be able to
Step 7: Select learning and evaluation methods
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Learning Methods
Please tick all that apply.
☐ Lectures
Tutorials
Demonstrations
☐ Practicals
☐ Workshops
☐ Discussion Groups
☐ MCQs
☐ Quizzes
☐ Individual Performance Review
☐ Online/E-Learning
Other (Please specify)
Evaluation
Please provide a description of the evaluation method(s) to be used – (e.g. delegate feedback form, assessment tools, etc.)

Step 8: Select the activity relevance to each of the 8 Domains and for Continuous Professional Development

Domains of Good Professional Practice	
Patient safety & quality of patient care	○ Not relevant ○ High relevance
Management (including self management)	○ Not relevant ○ High relevance
Relating to patients	○ Not relevant ○ High relevance
Professionalism	○ Not relevant ○ High relevance
Communication & interpersonal skills	○ Not relevant ○ High relevance
Collaboration & teamwork	○ Not relevant ○ High relevance
Scholarship	○ Not relevant ○ High relevance
Clinical skills	○ Not relevant ○ High relevance
Continuous Professional Development	
The Medical Council has identified the following key areas	for the continuous professional development of doctors. Select all that are
relevant to the activity. You must select at least one.	
☐ Communications	
☐ Consent	
☐ Doctors' Wellbeing	
☐ Prescribing	
☐ Professionalism	
☐ Record Keeping	
Step 9: If you are applying for a fee waive Please click <u>here</u> for form	er, please add a fee waiver form to your application.
Apply to waive fees?	
Yes O No	
If yes, please outline the justification for the	waiver application. Please refer to conditions of waiver.
<enter be="" details="" fee="" if="" td="" to="" waived<="" want="" you=""><td>></td></enter>	>
	.::

Step 10: Sponsorship and costs

If your event is sponsored, enter the details in the relevant fields

Is your event sponsored?	
○ Yes No	
Sponsors (including applicant organisation if commercial/private)	
<enter details=""></enter>	
Sponsor's connection to the activity (e.g. organiser, unrestricted grant, honorar	ia, sponsorship of prizes, meals
<enter details=""></enter>	
Amount of Sponsorship	
<enter details=""></enter>	
Registration fee (if applicable)	
<enter applicable="" details="" if=""></enter>	
Provide an outline of costs of the activity	
<enter details=""></enter>	
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Step 11: Upload your agenda and other relevant documentation

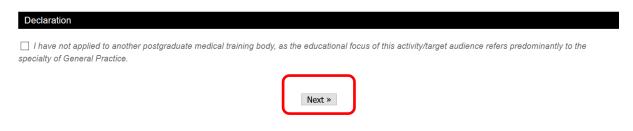


Step 12: Tick all items on the checklist

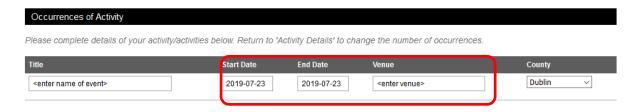
Sponsorship Declarations
Please review and acknowledge the following declarations.
□ I declare that all speakers at this event have confirmed to me in writing (hard or soft copy) that their presentations abide by the
🕒 College Sponsorship Policy and the 🔑 IPHA Code of Practice for the Pharmaceutical Industry and do not include product placement or
other advertising.
🗆 I declare that my organisation agrees to abide by the ዶ College Sponsorship Policy and the ዶ IPHA Code of Practice for the
Pharmaceutical Industry.
$oxdot$ I declare that this application conforms to the $oldsymbol{\mathbb{P}}$ College Guidelines for CPD Recognition of Events.
🗆 I understand that a breach of any of the guidelines above constitutes unprofessional behaviour. Any such breach will be thoroughly
investigated and may lead to sanctions. The Irish College of GPs reserves the right to carry out verification of the activity.

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investigated and may lead to sanctions. The Irish College of GPs reserves the right to carry out verification of the activity.
Step 13: Tick all items on the checklist that apply
Checklist of items to accompany this application
Please verify that your supporting documentation contains the following information about your event.
Presenter details/Generic details
Title of each presentation/generic presentation
Individual start/finish times, where applicable, for presentation(s), Q&A session(s), break time(s), and introduction/opening/closing
session(s), etc.
\Box Copy of the invitation to the activity/generic activity, and any promotional material/advertisements/flyers, etc.
Copy of course assessment/MCQ
URL and access details

Step 14: Tick the declaration box and click 'next'



Step 15: Check your dates and enter your venues. If it is an online event, you can simply put 'online' in the venue field or use one of the other application types that are available i.e. on demand or live broadcast/meetings



Step 16: Complete the privacy declaration and click next to go to the fee payment page



Step 17: Viewing the status of your application

Go back to your dashboard and on the left-hand side under alerts, you can see the status of your application

