



CONTINUING PROFESSIONAL EDUCATION BOOKLET

BARBADOS MEDICAL COUNCIL

2017

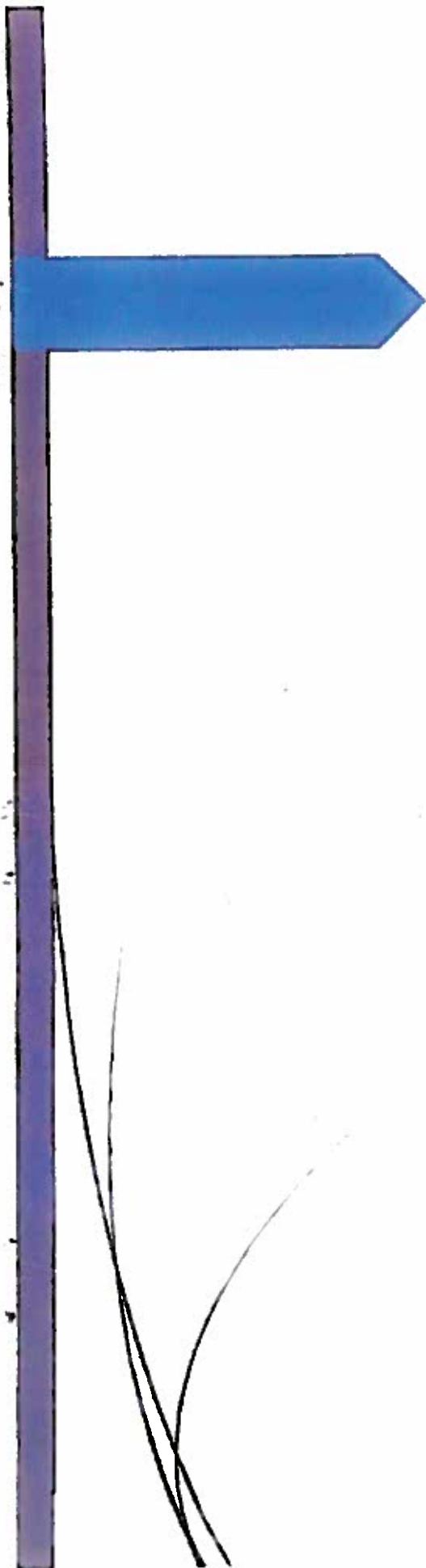


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Barbados Medical Council



Continuing Professional Education

History of CPE in Barbados

Following the proclamation of the Medical Profession Act, 2011-1, the Barbados Medical Council was established under *Part II Section 3 (1)*. Under its mandate of *Part II section 3 (4) (f)* of the Act, the Continuing Professional Education (CPE) Sub-Committee was established to enable the continual assessment of the initiation, promotion, support of or recommendation of participation in programmes that the Council considers will improve the ability of medical practitioners to practise medicine.

Under *Part II section 3 (5)* of the Act, where "the Council shall have all the powers necessary to enable it to perform its functions," the CPE Sub-committee gave way to the CPE Committee for maintenance of the system it established.

CPE and Re-registration of Medical Practitioners

In accordance with Section 18 of the Act, except in a case where the registration of a medical practitioner has been suspended or terminated, the registration of a medical practitioner may be renewed upon the payment of the prescribed fee. All registered medical practitioners who intend to renew their registration to practise, will be allowed to do so on;

- (i) presentation of evidence of Continuing Professional Education as approved by the Barbados Medical Council; and
- (ii) the payment of the prescribed fee.

Medical practitioners who have satisfied the CPE requirement for re-registration, will be issued with a letter of CPE Accreditation, and are required to pay their registration fee to the Registrar of the Supreme Court by 31st January each year. A person who fails to pay the prescribed registration fee during the month of January in any year, will be subjected to a late payment fee equal to that of the prescribed fee.

In accordance with section 19 (1) of the Act, failure to renew registration by the 1st day of April of any year will result in the removal of the medical practitioner's name from the medical register and a notice to this effect would be published in the *Official Gazette*.

N.B. Post Internship or medical practitioners relocating from another jurisdiction are exempt from having the required CPE credits upon initial full registration with the Barbados Medical Council.

Definition of CPE

CPE consists of any non-promotional education activity that enhances the physicians' knowledge or skills. The format includes (but are not limited to) live activities, which consists of conferences either as a faculty or delegate, internet-based activities and publications in peer-reviewed journals or approved texts. Subjects include (but are not limited to) basic and clinical sciences, health administration, public health, health economics, medico-legal topics and biomedical research.

Credit System

- (i) Twenty [20] CPE credits will be required for renewal of registration for one (1) year.

- (ii) Credits can be approved and accumulated for 1 to 3 years [20, 40, 60 credits]; i.e. approved CPE activities completed in 2016 can be applied to re-registration for 2017, 2018 and 2019. If more than 60 credits have been gained in 2016, the excess will be discarded.

- (iii) There is a maximum limit of 15 CPE credits for any single activity.

See Appendix on page 9 for special consideration.

Credit points will be assigned as follows:

- i. Enrollment in an approved postgraduate programme (e.g. DM, MSc, PhD), valid only for re-registration in the following year:

- Full-time enrollment; credits per year **15 credits**
- Part-time enrollment; credits per year **7 credits**

N.B. Students must not claim extra credits for activities embedded within the framework of the programme, e.g. presentations, seminars, etc.

- ii. Successful completion of graduating examination/thesis defense, valid only for re-registration in the following year **15 credits**

- iii. Approved postgraduate training/structured supervised fellowships/courses e.g. Board review courses **5-15 credits**

- iv. Certified attendance at approved conferences, symposia, online courses **1-15 credits**

N.B. In the case of satellite/nested symposia tied to major conferences; an applicant may apply for separate credits if registration and credit certification are distinct from those of the parent conference. Concurrent CPE activities will not be assessed as double the time of activity.

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- v. Certified presentation (poster, oral) at approved conferences, symposia or online courses**1-5 credits**

N.B. Separate credits will NOT be granted for a certified presentation and its associated abstract published in the conference proceedings

- vi. Approved publications in professional literature, e.g. in peer-reviewed journals and book chapters**1-10 credits**

- vii. Subscription to approved journals: valid only for re-registration in the following year. Credits per journal to a maximum of 5 journals**1 credit**

- viii. Departmental meetings; credits per meeting to a maximum of 15 meetings **1 credit**

N.B. (1) Residents to the Department will not be awarded credits for attending departmental meetings; however credits will be awarded to residents of other Departments attending the meeting.

(2) Excess credits from departmental meetings can be rolled over to the following year.

- ix. Online activities; credits per activity to a maximum of 15 activities**1 credit**

N.B. Excess credits from online activities can be rolled over to the following year

Credits will NOT be awarded for

- Administration of activities which are part of a practitioner's job.
- Presentation of someone else's paper e.g. journal club.
- Presentations made to a lay audience.

Application for Individual Credits

Application for individual credits must be submitted on CPE application Form B which is obtainable from the Registration Unit, Ministry of Health, 3rd Floor, Frank Walcott Building, Culloden Road, St. Michael.

N.B.

- (1) Application for credits must be submitted within 3 months of the date of the activity.
- (2) The year for collection of credits for re-registration in the following year runs from 1st November to 31st October; i.e. credits accrued during November 2015 to October 2016 will be accredited to re-registration for the year 2017. CPE Application made to the Medical Council post 31st October 2016 will be considered for 2018 re-registration.

Completed CPE application forms must be submitted to the said Unit with the following documentation:

Application for credit of postgraduate programmes or other courses including fellowships, must be

- (a) made by or countersigned by the supervisor of the programme; or
- (b) accompanied by a certificate of completion signed by the supervisor; or
- (c) accompanied by a confidential transcript.

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The application must also include

- a timetable of academic activities;
- a list of the faculty involved; and
- a list of activities/presentations made by the postgraduate students/fellows.

Applications for credits of CPE conferences etc., must be accompanied by

- the programme of the activity (if not previously approved by the CPE Committee); and
- a signed certificate of attendance which must include the number of hours of attendance or credits claimed. Credits should only be claimed for educational activities attended.

Applications for credit of presentations made at CPE conferences etc. must be accompanied by

- the programme of the activity (if not previously approved); and
- the script/content of the presentation.

Credits must be claimed for educational activities only.

N.B.

- (1) The presenter must not claim points as an attendee to the lecture that he/she has attended.
- (2) Credits can be claimed only once for repeated presentations.

Applications for credit of approved publications must be accompanied by

- the citation reference of the publication or proof of acceptance to Journal;
- a copy of the publication; and
- a statement of applicant's contribution to the article.

Application for credit for subscription to approved journals must be accompanied by the journal subscription bearing applicant's name.

N.B. In the case where membership with an organization allows complimentary journal access, a dated membership card/receipt will suffice.

Application for credit for participation in CPE online activities must be accompanied by a certificate of completion bearing the applicant's name, the name and date of the activity and the number of credits assigned by the service provider.

Application for Accreditation of an Activity

Application for accreditation of an activity must be submitted on CPE application **Form A** which is obtainable from the Registration Unit, Ministry of Health, 3rd Floor, Frank Walcott Building, Culloden Road, St. Michael.

The completed Form must be submitted to the said Unit with the following documentations:

- the schedule of the activities;
- the names and qualifications of the Faculty; and
- Internal assessment of credit (if applicable).

Organizers of activities are encouraged to apply for the determination of credits prior to the activity.

The determination of credits will be made available to the applicant and also to any other applicant who enquires.

Administration

Credit points are determined by a committee established by the Medical Council to administer and issue certification of Continuing Professional Education on behalf of the Council.

Credit points may not necessarily be determined by the number of hours of the activity, but on the committee's assessment of its content and the Faculty involved. Specialist consultation is engaged as necessary.

APPENDIX I

Special consideration regarding CPE and Re-registration

1. Doctors who have taken sick leave, maternity leave or other approved career breaks (e.g. sabbatical) for more than 6 months will be allowed to re-register with a deficit in credits. The Committee should be notified as soon as possible with the necessary supporting documentation to avoid any delays in re-registration. If the absence is likely to be for more than a year, then advice from the Medical Council should be sought. Full credits, however, must be accrued within the coming three-year cycle.

For example, if sick leave was taken in 2014 you would be allowed to register for 2015 with only ten (10) credits. However, in order to register for 2016, the full credits twenty (20) will be required for 2016. The additional ten (10) credits owed to 2015 can be gained during either 2016 or 2017. If the points owed to 2015 have not been satisfied, registration for 2018 will not be allowed.

2. Doctors who have fully retired from clinical practice but would wish to retain medical registration must meet the CPE requirements as stipulated in this document.
3. Doctors who have been suspended must meet the CPE requirements as stipulated in this document.



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APPLICATION FOR ASSESSMENT OF CONFERENCES, LECTURES, TRAINING PROGRAMMES ETC. FOR CONTINUING PROFESSIONAL EDUCATION CREDIT POINTS

Organization/Individual: _____

Address: _____

Tel. No.: _____ Email: _____

Title of Activity: _____

Date of Activity: _____

Number of CPE hours [exclusive of breaks etc.]: _____

Number of presentations or other CPE activity: _____

List of faculty and organizing/administrative personnel [attach program]:

State how attendance and participation are monitored: _____

What is the internal assessment of credit, if any: _____

State any other assessment and by whom: _____

(Application should be supported by documentation)

**** Applications should be made one month in advance of the activity to ensure an assessment in time for the activity**

Signature of Applicant: _____ Date: _____

Approved by: Chairman _____

Committee member _____

Date: _____

Credit points given
For official use only

N.B.: Application forms are available from the Secretary, Barbados Medical Council and must be completed in full



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MEDICAL PRACTITIONER'S APPLICATION FOR CONTINUING PROFESSIONAL EDUCATION CREDIT POINTS

Name of Practitioner [capitals]: _____

Mailing Address: _____

Tel. No.: _____ Email: _____

■ Participation/attendance at approved conferences, courses, etc.

Title, date of conference/course[s] and hours attended

[1] _____

[2] _____

[3] _____

[4] _____

[5] _____

[Applications should be supported by a brochure of the conference and certification of attendance]

Credit points
For official use only

■ CPE presentation

Title and date of meeting: _____

Topic/Title of presentation: _____

[Application should be supported by a copy of the presentation]

Credit points
For official use only

■ Publication

Title of Publication: _____

Authors: _____

Citation and date of publication: _____

[Application should be supported by a copy of the publication]

Credit points
For official use only

N.B.: Application forms are available from the Secretary, Barbados Medical Council and must be completed in full

■ **BMC Approved graduating/postgraduate qualification:**

Title and date of qualification: _____

[Application should be supported by official documentation]

Credit points
For official use only

■ **BMC Approved post graduate training/course:**

Title and year of registration: _____

[Application should be supported by official documentation]

Credit points
For official use only

■ **Journal subscriptions and other approved CPE activity:**

- [1] _____
- [2] _____
- [3] _____
- [4] _____
- [5] _____

Evidence of subscription[s] should be attached; (max. of 5)
[Application should be supported by appropriate documentation]

Credit points
For official use only

Signature of Applicant: _____ Date: _____

.....

Approved by:

Chairman: _____

Committee Member: _____

Date: _____

Summary of credit points
For official use only



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