



**Fiji Medical Council**

1 Brown St, Suva | P O Box 18914, Suva | Ph. +679 3303647 / +679 7731502 | [www.fijimdc.com](http://www.fijimdc.com)

**Continuing Professional  
Development  
Guidelines  
2016**

## **Introduction**

The Fiji Medical and Dental Practitioners Decree 2010 provided the legal framework for the continuing professional development in the medical or dental field.

The Fiji Medical Council (FMC) through the Medical Professional Standards Committee (MPSC) is tasked, among others, to develop guidelines for the continuing professional development requirements of medical doctors. Participation is imperative for every doctor to improve standards of clinical practice and enhance the quality of health care.

## **The Concept of CPD**

Continuing Professional Development (CPD) refers to the multifaceted education and training of doctors commencing after completion of both basic and postgraduate education extending throughout each doctor's professional life. It includes all activities that doctors undertake to maintain, update, develop and enhance their knowledge, clinical and communication skills and attitudes. It should ensure diverse and individually appropriate content to enable doctors develop their practice, with appropriate attention to patient safety and confidentiality, and commitment to ethical consideration.

MPSC has adopted a framework of CPD activities which will encompass integrated practical and theoretical components, simple and achievable with set criteria and credit points referenced on global standards for Quality Improvement set by the World Federation for Medical Education (WFME), an international organization linked to the World Health Organization (WHO), and various CPD models.

The emphasis of the CPD programme is on self-motivated education and the promotion of life-long learning.

### **CPD Credit Point Requirement**

To allow a uniform credit point system, each hour of learning activity should be given one (1) credit point for one hour activity. The present CPD requirement of 25 hours for the renewal of annual practising licence which will now translate to 25 credit points will be maintained for every General Practitioner/Family Physician. **For vocational category**, 25 hours or 25 credit points of which at least 40% or 10 points shall be core points in each of respective registered specialty. There will be no carry-over of any extra credit points earned.

Any CPD activity is only valid if the date of completion falls within the evaluation period when applying for the annual practising licence or re-certification.

Each doctor is expected to record the CPD activities once completed in a log book with credited points based on the guidelines provided and should be kept for CPD audit if need be.

### **CPD Audit**

Random audits will be undertaken to verify the accuracy of CPD activities and the relevance of activities claimed in individual programs. There should be programme monitoring and evaluation of the CPD activities and

respective professional associations like the FMA and FCGP should play major roles and should be responsible for the appraisal of their own members. Involvement of expertise in health care delivery and in medical education should be seriously considered for CPD evaluation and to further broaden the quality of CPD.

Documentation/verification of CPD activities can be in the following:

1. Certificate of Participation - MOH, FMA, FCGP, FNU, UPMS, other recognised hospitals/organisations;
2. Certificate of Completion - course registration, enrolment, programs, completed education material;
3. Certificate of Attendance - conference, mini-seminars, workshops;
4. Facilitators Attendance List - journal clubs, peer review cells, clinical sessions, lectures;
5. Certificate, Diploma or Master's -completion of training or courses;
6. Proof of points gained/earned - overseas events, on-line learning;
7. Proof of Publication - original papers, research, review articles, etc.
8. Clinical Audits – documentation on planning, implementation and analysis of results; and,
9. Confirmation of Attendance for other CPD activities from Medical Superintendent, HOD, Consultant-in-Charge, DMO, SDMO.

### **Role of Medical Schools**

FMC promotes involvement of medical schools in the improvement of the quality of CPD activities and ensure that medical schools through the curriculum in basic medical education prepare the students for life-long learning, hereby stimulating motivation for and ability to engage in CPD

activities. Medical schools should be in the forefront in undertaking research on CPD activities.

### Education Budget and Resource Allocation

FMC in collaboration with the Ministry of Health and other stakeholders should establish budgetary systems to fund and sustain CPD activities in response to needs identified by the medical profession and the CPD providers and ensure that funding of CPD activities in principle is included as part of the expenses of the health care system.

| Activity Category  | Criteria  | Hours/<br>Credit Points    |
|--|---|----------------------------|
| <p><b>A. <u>Approved Programmes:</u></b></p> <p><b>1. Grand Round</b></p> <p><b>2. Teaching/Tutorial</b></p> <p><b>Lecturer/Tutors</b></p> <p><b>3. Clinical Sessions/Structured training programmes conducted (regardless of duration) by MOH, FNU, UPSM, FMA, FCGP</b></p> <p><b>4. Peer Review Cell</b></p> <p><b>5. Morbidity/Mortality Review</b></p> <p><b>6. Case Study/Presentation</b></p> <p><b>7. Clinico-Pathological Conference (CPC)</b></p> | <p>1 to 2 Hours</p> <p>Lecturer/Tutors</p> <p>Lecturer per session (regardless of duration)</p> | <p>1</p> <p>2</p> <p>2</p> |

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|---|---|---|
| <p><b>B. <u>College/Medical Association</u></b></p> <p><b><u>Activities:</u></b></p> <ol style="list-style-type: none"> <li>1 Conference</li> <li>2 Mini-Seminar</li> <li>3 Scientific Meeting</li> <li>4 Journal Club</li> <li>5 Lecture</li> <li>6 Workshop</li> <li>7 Peer Review Cell</li> <li>8 Short Courses <ul style="list-style-type: none"> <li>- Cardio-Pulmonary Resuscitation (CPR)</li> <li>- Acute Medicine</li> <li>- Others</li> </ul> </li> </ol> | <p>1 to &lt;2 hours</p> <p>2 to 4 hour</p> <p>1 day</p> <p>1 ½ days</p> <p>2 days</p> <p>2 ½ days</p> <p>3 days or more</p> <p>Speaker per session (regardless of duration)</p> | <p>1</p> <p>2</p> <p>4</p> <p>6</p> <p>8</p> <p>10</p> <p>12</p> <p>2</p> |
| <p><b>C. <u>Overseas Events:</u></b></p> <ol style="list-style-type: none"> <li>1. Conference</li> <li>2. Seminar</li> <li>3. Scientific Meeting</li> <li>4. Lecture</li> <li>5. Workshop</li> </ol>  | <p>Same as (B)</p>  |   |
| <p><b>D. <u>Publications/Research:</u></b></p> <ol style="list-style-type: none"> <li>1. Original Paper (published)</li> <li>2. Researched Paper (published)</li> <li>3. Review article (published)</li> <li>4. Presentation/Poster</li> <li>5. Editorial</li> <li>6. Newsletter</li> </ol>   |   | <p>20</p> <p>20</p> <p>15</p> <p>5</p> <p>5</p> <p>5</p>                  |

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|---|---|---|
| <p><b>E. <u>On-Line Learning/Study:</u></b></p> <ol style="list-style-type: none"> <li>1. Education programme</li> <li>2. Tutorial</li> <li>3. Journal Article</li> <li>4. Clinical Practice Guideline</li> <li>5. Self Study</li> <li>6. Audio Visual Tape</li> <li>7. RACGP CHECK Program</li> </ol>  | <p>Per Module<br/>(Assessment records have to be submitted)</p> | <p>2</p>  |
| <p><b>F. <u>Post-Graduate Training /Education:</u></b></p> <ol style="list-style-type: none"> <li>1. Certificate in General Practice</li> <li>2. Diploma in General Practice/Family Medicine</li> <li>3. Master in Family Medicine</li> <li>4. Fellowship training</li> <li>5. Hospital/Clinical attachment</li> <li>6. Hands-on-Training</li> </ol>          | <p>(depends on duration)<br/>(depends on duration)</p>          | <p>12<br/>24<br/>36<br/>12 – 36<br/>12 – 36</p> |
| <p><b>G. <u>Public Health Education:</u></b></p> <ol style="list-style-type: none"> <li>1. Conference</li> <li>2. Epidemiological Study/Survey/Evaluation</li> <li>3. Subdivisional/Divisional Quality Assurance Meeting</li> <li>4. Awareness Campaign</li> <li>5. Clean-Up/Sanitary/Smoking Campaign</li> <li>6. Rural Health/Village Visitation</li> </ol> | <p>Same as (B)</p>  |   |

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|---|--------------------|----------------------------|
| <p><b>H. <u>Practice Review:</u></b></p> <ol style="list-style-type: none"> <li>1. Clinical Audits of Practice</li> <li>2. Review of Clinical Practice Guidelines</li> <li>3. Clinical Incidents (root Cause Analysis)</li> <li>4. Peer Review</li> <li>5. Self-Assessment Test</li> </ol>  |                    | <p>5</p> <p>5</p> <p>5</p> |
| <p><b>I. <u>Other-related activities:</u></b></p> <ol style="list-style-type: none"> <li>1. Collegial/Association Meeting</li> <li>2. Strategic Planning</li> <li>3. Development Programme</li> <li>4. Policy and Procedure</li> <li>5. Epidemiological Study/<br/>Surveillance</li> <li>6. Educational/Medical Radio-TV<br/>program</li> <li>7. Practice Business Improvement<br/>Activities<br/>(IT, Accounting, etc)</li> <li>8. Net-based information<br/>exchange/discussions</li> </ol> | <p>Same as (B)</p> |                            |

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