CPD Application Form with Annotated Guidance

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| Organiser | |
| Organisation name |  |
| Organisation type | For profit / not-for-profit *(delete as appropriate)* |
| Co-ordinator name |  |
| Email |  |
| Telephone |  |
| Address |  |

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| |  |  | | --- | --- | | Invoicing/Finance Details | | | Purchase order number | Please check if your organisation requires a PO number – it not always necessary. | | Email |  | | Address | Please ensure you include the name and postal address of the organisation (or individual) covering the CPD award fee.  Providing correct information in advance will speed up the application process. | | FAO |  |   You can find details of our fees online: <https://accreditation.rcseng.ac.uk/Home/Fees>   |  |  | | --- | --- | | Event Details | | | Event title |  | | Event type | *(eg. conference, symposium, practical skills course)* | | Exposure | International / national / regional / local *(delete as appropriate)* | | Duration (days) |  | | Venue |  | | Date(s) of event |  | | Target audience | Who is the event aimed at? | | No. of participants |  | | Participants fee |  | | Fee extra info |  |  |  |  | | --- | --- | | Aims and Objectives | | | Learning aims | There should be clearly defined learning aims that reflect the overall purpose of the activity. This information should clearly indicate how the activity contributes to the continuing professional development of surgeons. Aims are general statements that briefly outline the content of the activity. There should be a brief description of the intent, intellectual challenge and skills development. Aims are the kind of statements that might be used in advertising materials. To describe what the activity offers, it is appropriate to use terms such as **‘provide’, ‘develop’, ‘enable’ or ‘assist’, and to refer to the learning opportunities that are offered to participants.** There should be **at least one** defined learning aim. | | Learning outcomes | There should be clearly defined learning outcomes that clearly show how the attendee would benefit from the event in professional terms. A learning outcome is a statement that outlines **what a participant is expected to know, understand and be able to do** after the educational event.. The learning outcomes should be measurable. A list of learning outcomes could start with, “Upon successful completion of the course, the participants will be able to: ...” There should be **at least two** defined learning outcomes. | |  |  |  |
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| |  |  |  |  | | --- | --- | --- | --- | | Faculty | | | | | Please ensure all details of the teaching faculty are listed below. All teaching staff involved in the *Timetable* section below should be listed here. | | | | | Name | Qualifications | Topics Specialised | Place Of Work | |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Timetable | | | | | | | | Please ensure that the Timetable includes any lunch or coffee breaks as this is crucial for calculating CPD points. The *Delivery Method* could include a presentation, lecture, practical skills workshop, simulation, etc. Please ensure that the *Event Info* includes a very brief description of each session, i.e. what will the participants learn or do during the particular session. | | | | | | | | Day | Start Time | End Time | Subject | Delivery Method | Staff | Event Info | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |

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| Complete | |
| Assessment method | If applicable, include details of how the event will ensure that participants met the learning outcomes. |
| Commercial sponsorship details | Please declare any sponsorship received to cover the cost of this event (monetary or otherwise) and confirm whether or not the sponsor had any input in designing the event programme. |

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| Requirements (please tick to confirm)  The below requirements will have to be ticked in order for the application to be reviewed. | |
|  | Attendance Register I confirm that I will keep an attendance register and retain a list of participants for a period of 24 months and provide this information upon RCSEng request. |
|  | Commercial Sponsorship I confirm that the educational programme of the activity is not inappropriately influenced or biased by commercial organisations. |
|  | Faculty Declaration of Interest I confirm that I will ask the event’s faculty to provide a declaration regarding any interest they may have relating to the event, and make each faculty’s declaration available at the event. |
|  | Evaluation Signed I confirm that the evaluation of the activity will be conducted and the results will be provided to the RCSEng. |
| Evaluation Description | |

*Please describe how you will obtain feedback from this event:*

All organiser are required to collect participant feedback and retain the evaluation results for two years. The feedback can be collected electronically or as paper copies. The College reserves the right to request the evaluation results at any time, especially if the same CPD activity runs again in the future.