



National CPD Certificate



Information and Guidance Book

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Message from the Chairman NCCPDIM

The National CPD Certificate (NCPDC) is a new experience for doctors in Sri Lanka though it is now common practice among many professional groups world over. The Sri Lanka Medical Association (SLMA) has taken the initiative to introduce NCPDC to Sri Lankan doctors in keeping with its objective of maintaining the highest professional standards among doctors.

This *Information and Guidance Book* gives you information about the National CPD Programme and how to apply and obtain the NCPDC. Please note that the NCPDC is not compulsory though is highly desirable in today's context as it reflects good professional practice. There is now consensus on a common CPD certificate to all doctors preserving the identity of different disciplines. Non specialist doctors will be able to get a core area of their choice mentioned in the certificate.

Possessing a valid CPD certificate issued at a national level would have obvious advantages especially to those aspiring for jobs or training posts abroad giving them a competitive advantage. It is now common practice to ask for evidence of current CPD status under such circumstances. The other benefits of the NCPDC too are highlighted in this book.

I take this opportunity to thank all medical professional colleges, associations, SLMC, SLDA and GMOA who contributed to develop this programme.

Dr. Sunil Seneviratne Epa

Chairman

National Centre for CPD in Medicine (NCCPDIM)

Sri Lanka Medical Association

01st May 2010

The National CPD Certificate (NCPDC)

This is a certificate to be issued to Sri Lankan doctors at national level indicating their CPD status.

CPD

What is CPD?

CPD stands for Continuing Professional Development. Continuing means it is a continuous process which begins from the day you start practicing as a doctor. The term Professional Development has a broader meaning than just acquiring new knowledge or skills as a doctor. It encompasses one's own personal development as well.

What is personal development?

Research has shown that acquiring knowledge and skills alone will not make you a good doctor or a professional. All professionals now talk of personal development which is distinct from acquiring new knowledge and skills relevant to the profession. Personal development includes changing your attitudes as you go along and develop as a professional. It is your attitude that determines your behaviour.



National Centre for Continuing Professional Development in Medicine

Certificate of CPD

This certificate of **continuing professional development** is awarded to

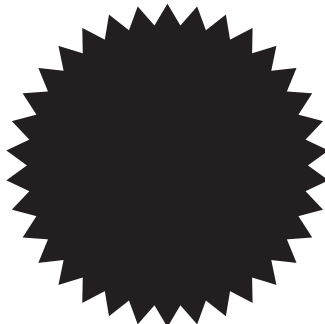
Dr.

Core Area Selected

Valid till

.....
Chairman
NCCPDIM

.....
Chairman
DCPDC/Specialist body



SLMC No.

Date

NCCPDIM No.

Why should I have a certificate and is it compulsory?

- ☞ It is not compulsory and is not linked to the renewal of registration with the Sri Lanka Medical Council.
- ☞ It only indicates that you have engaged in regular CPD activities.
- ☞ It is an essential part of accepted good professional practice.

What benefit or recognition do I get from the NCPDC?

At the moment there is no other recognition for the National CPD Certificate as it is a novelty for Sri Lankan doctors. However, you may consider the following potential benefits of having a CPD certificate in the future.

- ☞ Recognition by other professional bodies overseas. This will help doctors obtain jobs or postgraduate training posts.
- ☞ Protection against litigation when your skills or knowledge is challenged in a court of law.
- ☞ Increases your patients' confidence in you as a good doctor when the certificate is displayed at your practice.
- ☞ Boosting your morale with the feeling of being a good professional and being above the peers who are not following such practice.

Potential benefits



Better career prospects



Protection against litigation



Recognition by overseas professional bodies



Good doctor image among patients



Self satisfaction



Stand tall among peers

Who awards the NCPDC?

- ☞ The National Centre for CPD in Medicine (NCCPDIM) awards the certificate. It is a body currently functioning under the Sri Lanka Medical Association (SLMA). However, it may come under the Sri Lanka Medical Council (SLMC) in future.
- ☞ NCCPDIM is run by a Central CPD Committee (CCPD.COM) which comprises representatives from all recognized medical professional bodies in Sri Lanka.

How much does it cost?

- ☞ It costs nothing to you.
- ☞ Programme is funded by the Ministry of Health (MOH).

How do I get the NCPDC? (see p. 8, 9)

- ☞ Read this *Information and Guidance Book* carefully.
- ☞ Select your route and registering body.
- ☞ Apply for registration.
- ☞ Engage in CPD activities worth fifty credit points in one year.
- ☞ Prepare and submit your portfolio to registering body. (see p. 9)

Routes to obtain NCPDC (see p. 8)

- ☞ Two main routes are proposed.
- ☞ Specialist route (SR) for specialists via respective professional bodies.
- ☞ Non specialist route (NSR) or District route (DR) for other doctors via District CPD Committees (DCPD.COM).

NB: please note that specialists may also use district route and non specialists affiliated to professional bodies (eg. College of General Practitioners) may also use specialist route if they wish.

Registration

- ☞ Apply in writing to the registering body of your choice. (see p. 16 for addresses)
- ☞ Non specialists may apply directly to the NCCPDIM at the SLMA office at No. 6, Wijerama Mawatha, Colombo 7 as district committees are not functioning as yet.
- ☞ Indicate your core area if any.
- ☞ Follow the guidelines given below.

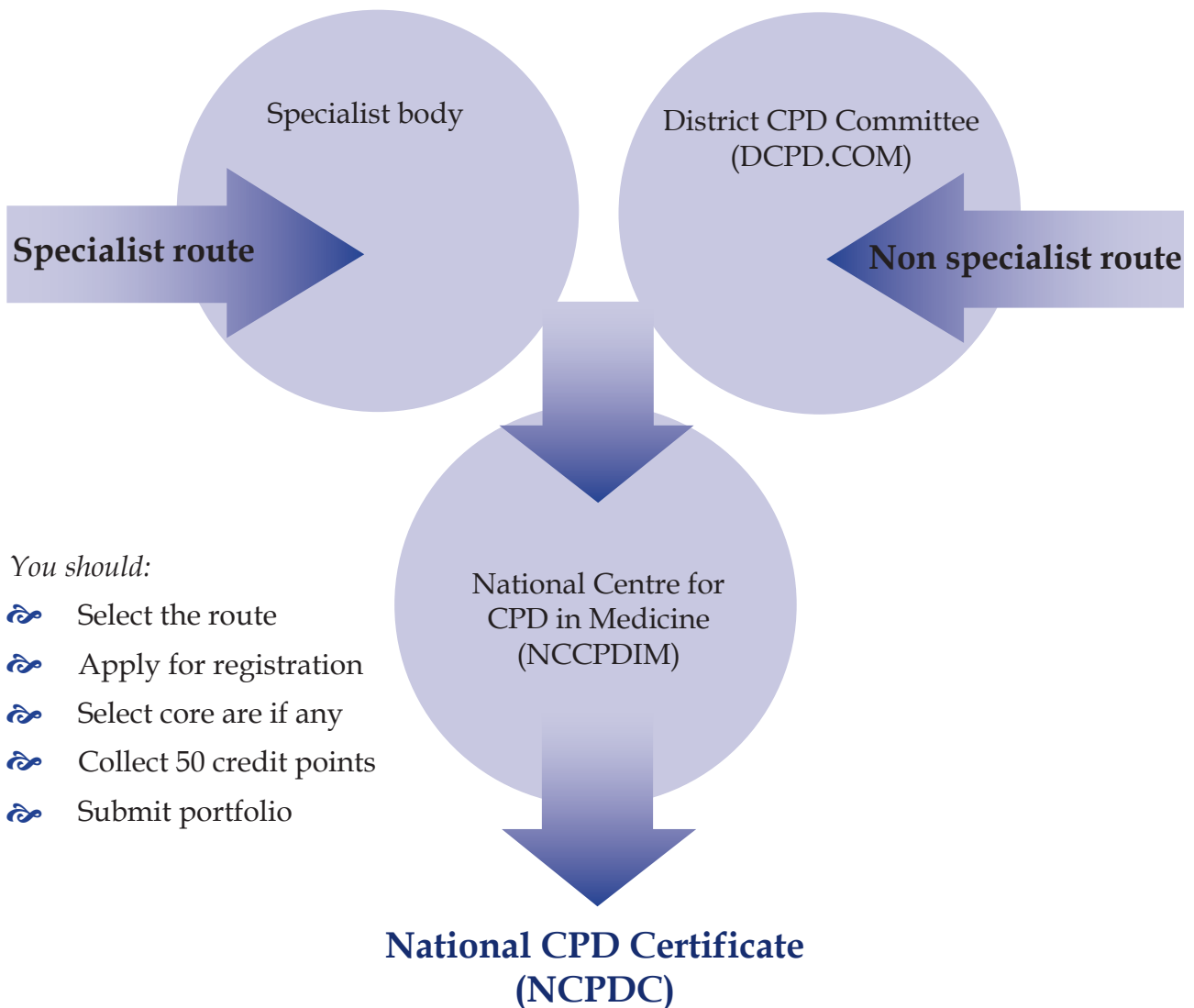
Credit point scheme

- ☞ Already prepared and published. (see p. 14)
- ☞ All CPD activities are categorized under five different objectives/outcomes.
- ☞ Each CPD activity is entitled to certain number of points and you decide on it yourself according to guidelines.
- ☞ You need to score fifty credit points in one year in order to obtain the NCPDC.

Routes to obtain the NCPDC

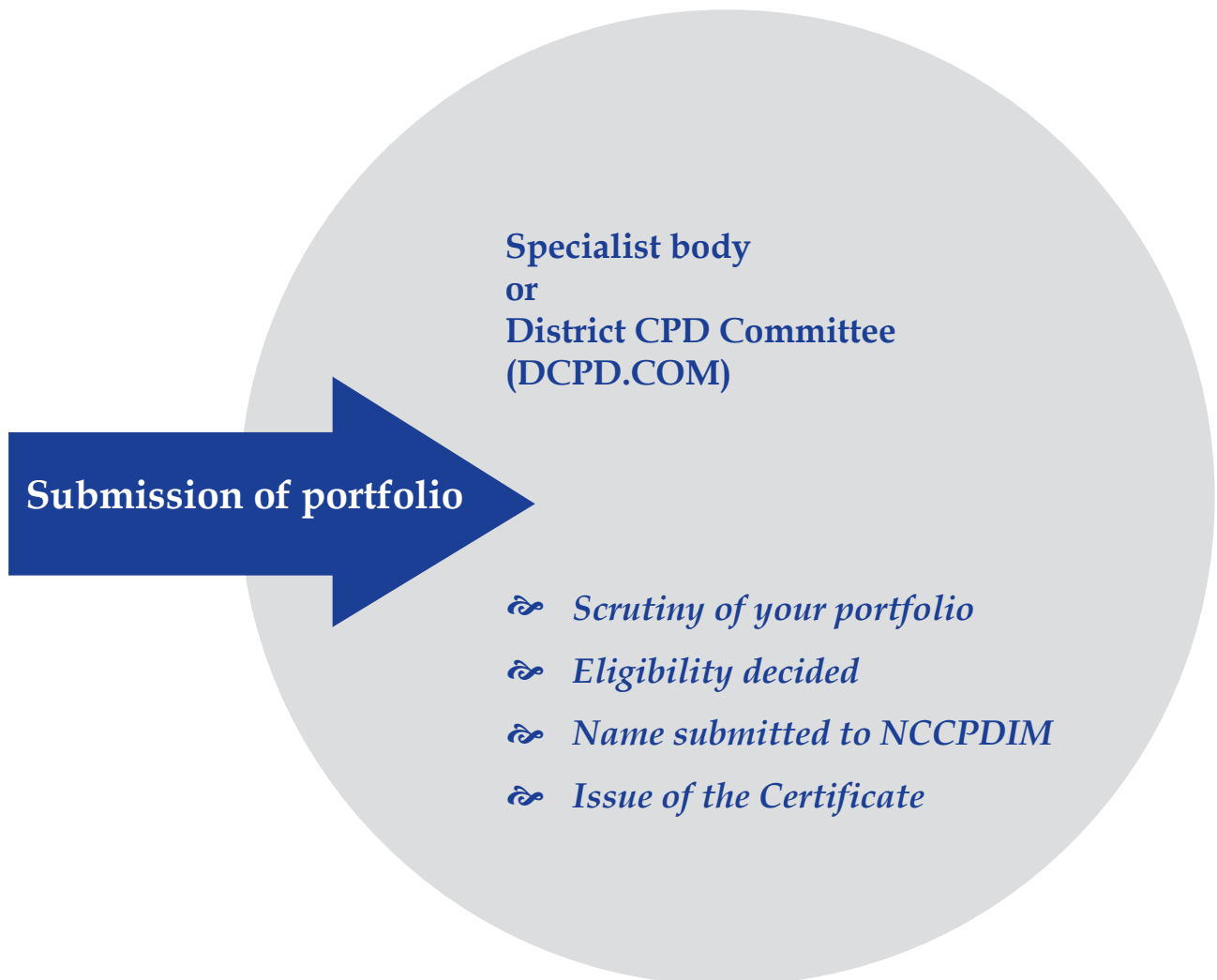
Specialist route (SR)

Non specialist route (NSR) (District route)



NB: Non specialist doctor affiliated to a professional body may also use specialist route via the said body.

What happens after you submit your portfolio?



Objectives/Outcomes

Five different objectives/outcomes of the CPD have been identified and they are as follows:

- ☞ Knowledge development while maintaining the existing knowledge in a systematic way.
- ☞ Skill development while maintaining the existing skills in a systematic way.
- ☞ Development of attitude and behaviour expected of a professional.
- ☞ Personal growth or development.
- ☞ Development into a self directed reflective learner.

Is it compulsory to collect points under all outcome categories?

- ☞ It is best if you could collect from all five outcome categories as it gives a mixed bag of points.
- ☞ You are expected to cover at least three outcome categories.

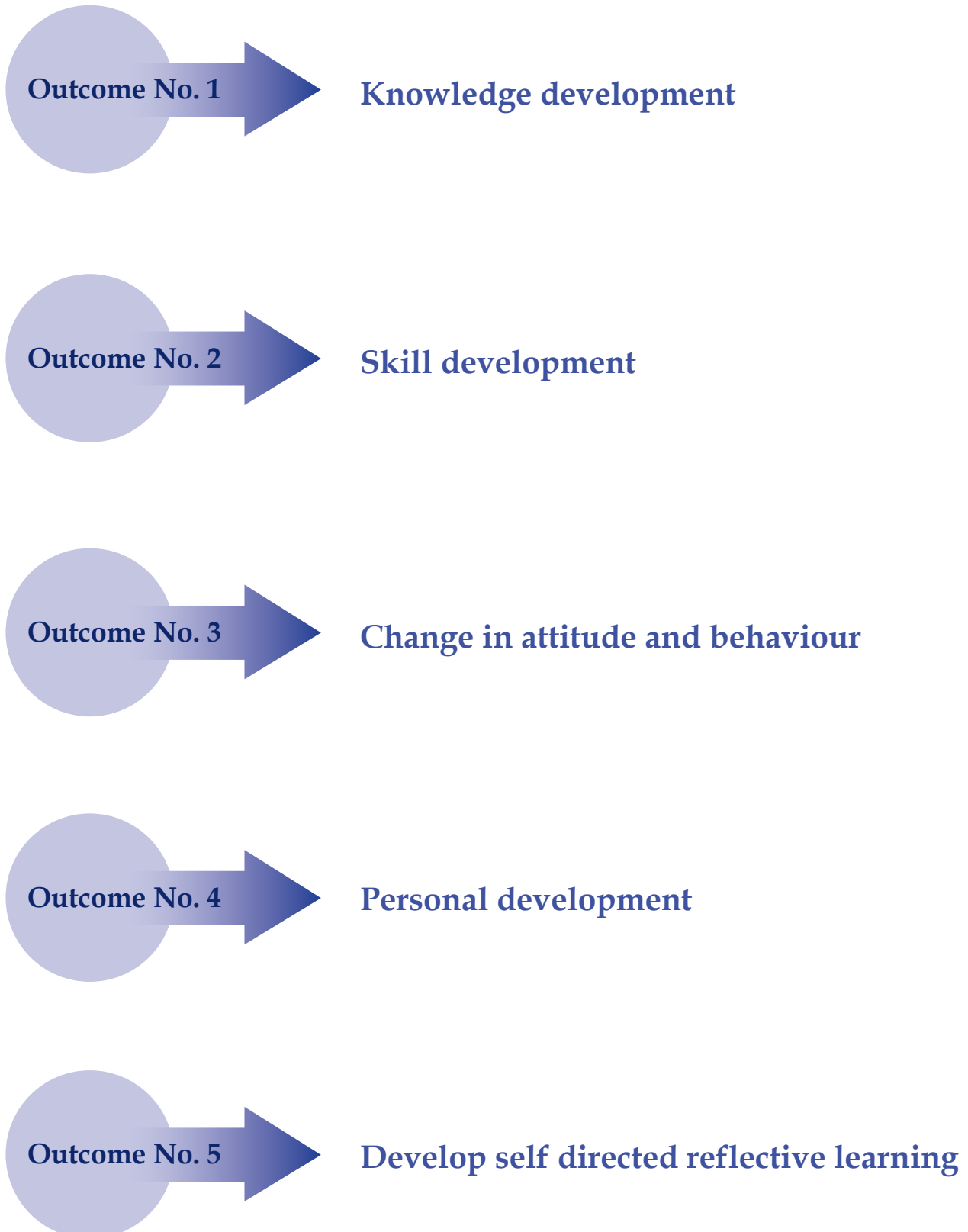
Record keeping

- ☞ You should keep your own record of your CPD activities.
- ☞ Decide to which of the five outcome categories any CPD activity belongs to and allocate correct amount of points yourself.
- ☞ Use A4 size photocopies of the sample format on p. 15 to record all CPD activity indicating the outcome category number at the top. Use one copy for each CPD item you engage in.
- ☞ Make your portfolio by binding such A4 copies when you finish collecting minimum of fifty points in one year.

Portfolio

- ☞ CPD portfolio is a collection of evidence of your CPD activities.
- ☞ Physically it is a collection of A4 size sheets, each with a record of a CPD activity, bound together preferably in a ring binder carrying a minimum of 50 points.
- ☞ Submit your portfolio to the relevant registering body in order to obtain the NCPDC (see addresses on p. 16).

Expected outcomes (objectives)



Issue, Validity and Renewal of the NCPDC

- ☞ Your NCPDC will be issued by the NCCPDIM via the registering body after you collect 50 credit points in the first year.
- ☞ This is valid for three years from the date of issue.
- ☞ Renewal cycle is of three years duration.
- ☞ For renewal you need to continue your CPD activities uninterrupted for three consecutive years with submission of annual portfolios (see p. 13).

Core areas

- ☞ This is mainly for the benefit of non specialist doctors as it gives a recognition to an area of interest.
- ☞ It is not compulsory to select a core area.
- ☞ If you want a core area mentioned in your NCPDC you should indicate the same at the time of registration.
- ☞ Select only one core area from the list already published (see p. 18).
- ☞ You should score twenty percent of total credit point amount (i.e. 10 points) from activities related to your selected core area if it is to be mentioned in the certificate.

(Please note that this list is being currently updated)

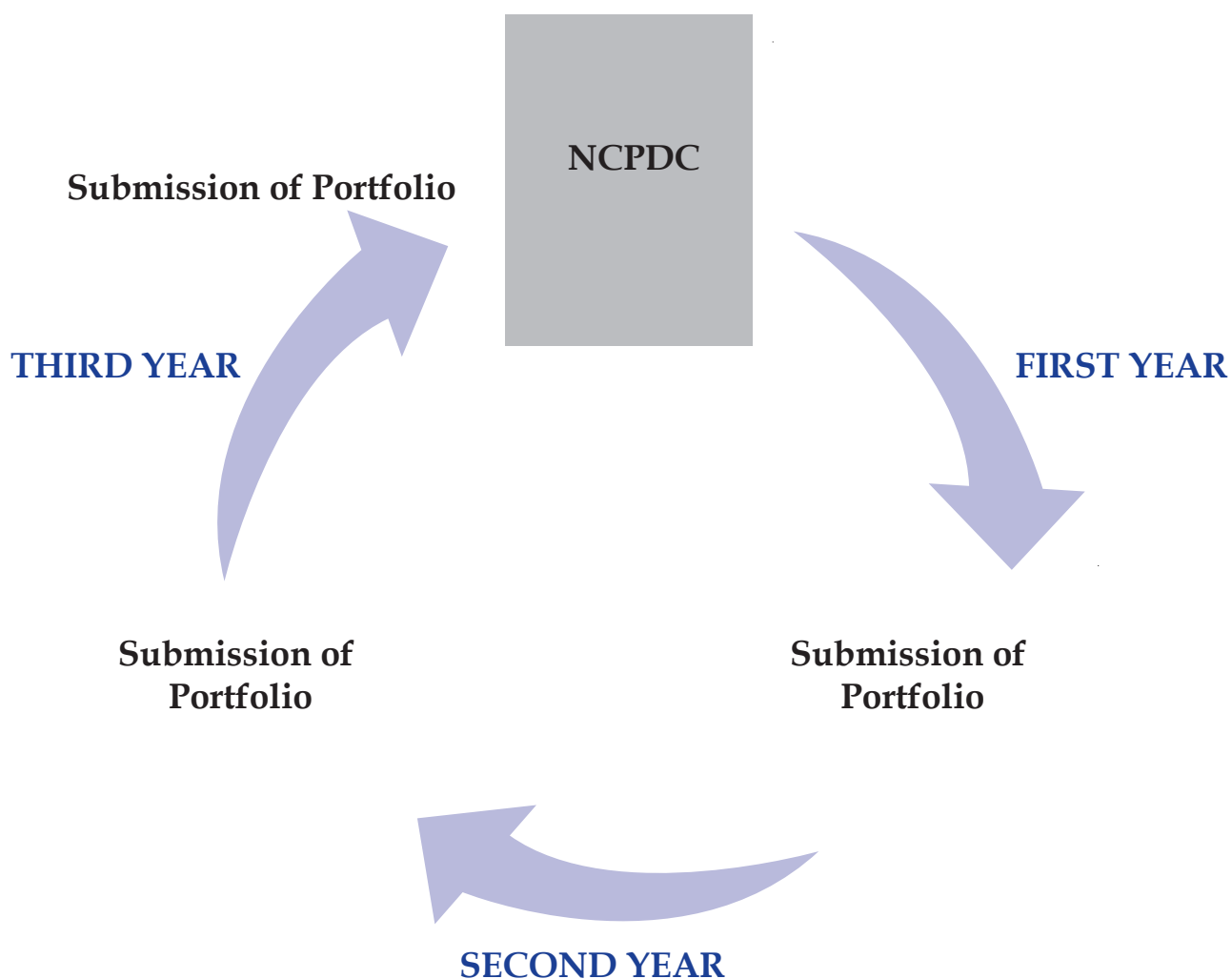
Specialties

- ☞ This is for specialists.
- ☞ Select one from the list already published (see p. 19)
- ☞ Specialist should score minimum of sixty percent of points (30 points) from the selected specialty.
- ☞ Selected specialty will be mentioned in the certificate.

Designated/Non designated activities

- ☞ This is to distinguish between formal and informal CPD activities.
- ☞ Designated activities are those planned ahead and held regularly such as annual scientific sessions and will have prior approval from the NCCPDIM.
- ☞ Activities which do not have prior approval such as an ad hoc lunch time meeting will be considered as a non designated activity.
- ☞ Designated activities are allotted more credit points than non designated activities (refer to guidance on p. 14).

Renewal cycle of Certificate



NB: Certificate will be renewed only if you score the requisite annual fifty points uninterruptedly for three consecutive years following the initial award of the NCPDC.

Guide to scoring credit points on different activities

(Points are awarded by yourself based on the following guidelines for each outcome category below. Please note the maximum points that can be scored under each outcome category)

Outcome No. 1 – max 20 points

Participation at meetings or academic activities

1. Designated activities (NCCPDIM approved)
 - Eg. academic sessions of a professional college or association, regional meetings etc.
 - Participant – 3 points per hour, 2 points per half our
 - Resource person – 5 points per hour, 3 points per half hour
2. Non-designated activities
 - Eg. local meetings, case conferences, journal club activities, non-routine teaching.
 - Participant – 2 points per hour, 1 point per half hour
 - Resource person – 4 points per hour, 2 points per half hour

Evidence of participation should be annexed, eg. certificates of participation/registration of your attendance at the meeting concerned or attendance should be verifiable (having signed an attendance register at the meeting).

(Max 20 points as a participant and/or as a resource person)

Outcome No. 2 – max 20 points

Participation at skills training workshops/any other skills related activity, eg. practice drill on CPR (credit points are the same as for outcome No. 1).

Outcome No. 3 – max 10 points

Please give points on per item basis. For each item 2 points (eg. evidence of organizing or participating in voluntary service to the community such as a health camp).

Outcome No. 4 – max 20 points

Research and publications (research/review/leading article etc.)

- Recognized journal (Index Medicus listed)
10 points per item
- Local journal/book/contribution to scientific documents
5 points per item
- Contribution to non professional publication or a lecture to such group
3 points per item

Evidence of the research publications should be provided, eg. copy of the journal.

(A reflective analysis of a research with emphasis on areas for improvement and learning experiences can also be submitted.)

Outcome No. 5 – max 30 points

Self learning activities

Points granted per item of activity

Eg. web based/postal update/newsletter etc – 2 points

Reading on a topic or article and writing a summary of what you learn – 2 points

Reflective learning per entry – 2 points

(Eg. an experience or something you have done, with reference to your own mistakes or drawbacks and how you would improve them – a critical analysis)

Audit – 5 points

Any other item – 2 points

Personal learning log

Related outcome No.

1. Learning need
2. Activity
3. Learning objectives
4. Key learning points
5. Areas for further improvement
6. Plan for further improvement
7. CPD points claimed
8. Evidence of learning (please annex)

Trainee's signature

*Supervisor's/Mentor's signature
(if available)*

(Please make a photocopy of this page and use it for your ring binder)

Important addresses

Sri Lanka Medical Association

No 6, Wijerama Mawatha
Colombo 7.
0112 693324

National Centre for CPD in Medicine (NCCPDIM)

No 6, Wijerama Mawatha
Colombo 7.
0112 693324

Sri Lanka Medical Council

31, Norris Canal Road
Colombo 10.
011 2691848

Sri Lanka Dental Association

OPA Building
275/75, Bauddhaloka Mawatha
Colombo 7.

Government Medical Officers Association

OPA Building
275/75, Bauddhaloka Mawatha
Colombo 7.

Independent Medical Practitioners' Association

OPA Building
275/75, Bauddhaloka Mawatha
Colombo 7.

Ceylon College of Physicians

341/1, Kotte Road
Rajagiriya.

College of Surgeons of Sri Lanka

6, Independence Avenue
Colombo 7.

Sri Lanka College of Paediatricians

6, Wijerama Mawatha
Colombo 7.

Sri Lanka College of Obstetricians and Gynaecologists

112, Model Farm Road
Colombo 8.

College of Ophthalmologists of Sri Lanka

Eye Hospital
Colombo 10.

College of General Practitioners of Sri Lanka

No 6, Wijerama Mawatha
Colombo 7.

Sri Lanka Association of Dermatologists

6, Wijerama Mawatha
Colombo 7.

College of Radiologists

6, Wijerama Mawatha
Colombo 7.

College of Pathologists of Sri Lanka

6, Wijerama Mawatha
Colombo 7.

Sri Lanka College of Haematologists

6, Wijerama Mawatha
Colombo 7.

College of Anaesthesiologists of Sri Lanka

6, Wijerama Mawatha
Colombo 7.

Sri Lanka College of Microbiologists

6, Wijerama Mawatha
Colombo 7.

Sri Lanka Psychiatrists Association

Mental Hospital
Angoda.

College of Medical Administrators

Ministry of Healthcare and Nutrition
385, Baddegama Wimalawansa Mw
Colombo 10.

Heart Association of Sri Lanka

6, Wijerama Mawatha
Colombo 7.

College of Forensic Pathologists of Sri Lanka

JMO's Office, No 111, Francis Road
Colombo 10.

College of Venereologists of Sri Lanka

29, De Saram Place
Colombo 10.

College of Otorhinolaryngologists

Consultant Lounge
National Hospital of Sri Lanka
Colombo 10.

College of Community Physicians

Dept. of Community Medicine
Public Health Lounge
Public Health Complex
Narahenpita
Colombo 5.

College of Community Dentistry of Sri Lanka

39, Piliyandala Road
Maharagama.

Sri Lanka Orthopaedic Association

Consultant Lounge
National Hospital of Sri Lanka
Colombo 7.

Sri Lanka College of Oncologists

Ceylinco Cancer Care
Hyde Park Corner
Colombo 2.

Sri Lanka Association of Urological Surgeons

6, Independence Avenue
Colombo 7.

List of core areas for non specialists

1. General Medicine
2. Paediatrics
3. Intensive/Critical Care Medicine
4. Tuberculosis
5. Psychiatry
6. Leprosy
7. Forensic Medicine
8. General Surgery
9. ENT
10. Ophthalmology
11. Neuro Surgery
12. Cardio Thoracic Surgery
13. Plastic Surgery
14. Obstetrics and Gynaecology
15. Anaesthesia
16. Radiology
17. Dental Surgery
18. Infectious Diseases
19. Family Medicine
20. Pathology
21. Microbiology
22. Parasitology
23. Entomology
24. Virology
25. Chemical Pathology
26. Pharmacology
27. Nutrition
28. Radiotherapy
29. Venereology
30. Dermatology
31. Respiratory Medicine
32. Rheumatology
33. Rehabilitation Medicine
34. Neurology
35. Cardiology
36. GU Surgery
37. Community Medicine
38. Oncology
39. Epidemiology
40. Orthodontics
41. O M F Surgery
42. Medical Administration
43. Paediatric Surgery
44. Preclinical Medicine
45. Medical Informatics
46. Immunology
47. Endocrinology
48. Neonatology
49. Haematology
50. Trauma
51. Transfusion Medicine
52. Community Dentistry
53. Restorative Dentistry
54. Vascular Surgery
55. Transplant Medicine
56. Geriatrics
57. Nephrology
58. Sports Medicine
59. Medical Statistics
60. Clinical Genetics
61. Orthopaedic Surgery
62. Medical Education
63. Emergency Medicine

(Please note that this list is being currently updated)

List of specialties recognized by the PGIM and MOH

Anaesthesiology	Certificate of Competence in Anaesthesiology MD in Anaesthesiology
Community Medicine and Community Dentistry	MSc in Community Medicine MSc in Community Dentistry MD in Community Medicine MD in Community Dentistry
Clinical Oncology	MD in Clinical Oncology MD in Paediatric Oncology (in preparation)
Dental Surgery	PG Diploma in General Dental Practice PG Diploma in Hospital Dental Practice MS in Oral & Maxillofacial Surgery MS in Orthodontics MS in Restorative Dentistry MD in Oral Pathology
Dermatology	MD in Dermatology
Family Medicine	PG Diploma in Family Medicine MD in Family Medicine Postgraduate Diploma in Family Medicine by DE
Forensic Medicine	PG Diploma in Legal Medicine MD in Forensic Medicine
Medicine	PG Diploma in Tuberculosis and Chest Diseases Doctor of Medicine with Board Certification in General Medicine Cardiology Cardiac Electrophysiology Endocrinology Gastroenterology Nephrology Neurology Neurophysiology Respiratory Medicine Rheumatology & Rehabilitation
Medical Administration	MSc in Medical Administration MD in Medical Administration
Microbiology	PG Diploma in Medical Microbiology PG Diploma in Clinical Microbiology MD in Medical Microbiology MD in Parasitology MD in Virology MD in Mycology
Obstetrics and Gynaecology	PG Diploma in Reproductive Health MD with Board Certification in Obstetrics and Gynaecology Gynaecological Oncology Subfertility

Ophthalmology	MD in Ophthalmology
Otorhinolaryngology	MS in Otorhinolaryngology
Paediatrics	PG Diploma in Child Health MD in Paediatrics with Board Certification in General Paediatrics Neonatology Paediatric Cardiology Paediatric Nephrology Paediatric Neurology Paediatric Intensive Care
Pathology	PG Diploma in Pathology PG Diploma in Transfusion Medicine MD in Transfusion Medicine MD Pathology with Board Certification in Chemical Pathology Haematology Histopathology
Psychiatry	PG Diploma in Psychiatry MD in Psychiatry
Radiology	MD in Radiology
Surgery	MD in Surgery with Board Certification in General Surgery Cancer Surgery Cardiothoracic Surgery Gastroenterological Surgery Genito Urinary Surgery Neurosurgery Orthopaedic Surgery Paediatric Surgery Plastic Surgery Thoracic Surgery Vascular & Transplant Surgery Urology & Transplant Surgery
Venereology	PG Diploma in Venereology MD in Venereology
Sports Medicine	Postgraduate Diploma in Sports Medicine
Board of Study in Multi-Disciplinary Study courses	Certificate/MSc in Molecular Medicine Certificate/PG Diploma/MSc/MD in Medical Education Postgraduate Diploma in Critical Care MSc in Biomedical Informatics MSc in Medical Toxicology Postgraduate Diploma in Non-communicable Disease (in preparation) Postgraduate Diploma in Healthcare of Elderly (in preparation) Postgraduate Diploma in Prenatal Medicine (in preparation)

