



PROTECTING THE PUBLIC THROUGH REGULATED EDUCATION AND PRACTICE !

HEALTH PROFESSIONS COUNCIL OF NAMIBIA

APPLICATION FOR APPROVAL OF ACTIVITIES ACCREDITED SERVICE PROVIDERS

SUMMARY: CRITERIA AND GUIDELINES FOR APPROVAL OF CPD ACTIVITIES

Activities approved for CPD purposes should serve to maintain or enhance the knowledge, skills and professional competence of all those who participate in them.

They should meet an educational and developmental need and provide an effective learning experience for the participants. To help arrive at a decision as to whether a proposed educational and developmental activity should be approved for CPD purposes, it is mandatory that CPD providers answer the following questions:

1. **What are the educational/developmental objectives of the proposed activity?**

These should be clearly stated on the application form and on the programme. They must be appropriate to a specified group or groups of health professionals (be they general practitioners and/or specialists/subspecialists as specified).

2. **Is there a clear educational/developmental need for the proposed CPD activity?**

Ideally the need should already have been demonstrated or should be clearly perceived, for instance, because the CPD activity covers significant recent advances relevant to the practice of the intended participants.

3. **Are the location, cost, timing and duration of the proposed CPD activity appropriate?**

They should be practicable and convenient for the intended participants.

4. **Is the proposed CPD activity likely to meet the educational/developmental needs of the intended participants?**

The proposed activity and the needs of the intended participants should clearly be related. The programme should cover the subject matter in the depth and breadth appropriate to the intended participants and should allow ample time for discussion.

5. **Is the content and learning methodology of the CPD activity appropriate to the stated educational/developmental objectives?**

6. **Is the proposed activity free of undesirable commercial influence?**

The proposed activity should be ethically acceptable, of educational value, should provide a balanced view and must not be unduly promotional.

7. **Is the proposed presenter(s) appropriate? Kindly give a brief bio of presenter.**

Ideally they should all be accepted as experts in their fields and good communicators. . "Expert" refers to a person with extensive knowledge, experience and ability based on research or occupation in the field of activity to be presented.

8. **Is any evaluation of the relevance of the programme, its quality and effectiveness included in the proposed activity?**

The providers should be obtaining feedback on the programme by providing participants with a means by which they can easily record their rating of the relevance, quality and effectiveness of the activity.

**APPLICATION FOR APPROVAL OF CONTINUING PROFESSIONAL
DEVELOPMENT (CPD) ACTIVITY ACCREDITED SERVICE PROVIDERS**

Please complete and submit to the CPD Desk

Name of Service Provider (Including Provider ID).	
The name and professional qualification/s of the presenter	
Name of the organiser.	
Telephone number of the organiser.	
Fax number of the organiser.	
E-mail address of the organiser.	
Name of activity.	
Topic.	
Date(s) of activity.	
Venue (Full Address) of Proposed activity (if applicable).	
Specify fee involved for participants.	
Target group or Audience	
Number of hours involved.	
Suggested CEUs.	
Specify intended method of evaluation.	
Specify the intended mechanism of monitoring attendance).	
Accreditation Number & Country (if activity is already accredited in another country).	

In further support of my application, I submit the following documentation:

Checklist

	A detailed programme of the activity.
	A certified copy of presenter's qualifications (if first time presenter and or not registered with HPCNA.
	A sample of the attendance register or form that will be used to record attendance.
	A sample of the certificate that will be provided on completion of the activity.
	A sample of monitoring and evaluation method for activity.

I agree to submit a copy of the signed attendance register and a copy of the certificates of the presenter and attendees within one (1) month after the activity.

Name and Signature of Applicant

Date