



Professional Competence Scheme

Guidelines

Verification of Internal Activities

Verification of Internal Activities

Hospitals, hospital departments or units, medical practices and other medical organisations hold regular educational activities such as Grand Rounds for their staff. Many doctors attend journal clubs or similar activities. Occasionally there are small group meetings involving doctors from more than one hospital. Such activities are deemed to be “Internal” for the purposes of CPD and in these cases it is not necessary for an institution to seek CPD approval from the postgraduate training body.

However, doctors need some evidence of having attended these activities.

Organisers should arrange to provide the following:

- A register of attendance (see Appendix 1 for example template). This can be a sign in sheet or sign in book clearly showing that it is being held to record CPD activities on behalf of the participating doctors. The register for each meeting should be held for a period of five years and should be easily available for checking.
- Certificate of attendance to be issued to the doctor
 - A simple certificate or memorandum confirming that each doctor has attended the activity (see Appendix 2 for example template) OR
 - A quarterly letter issued by the hospital, hospital departments or units, medical practices or other medical organisations listing the activities the doctor has participated in over the quarter.

It is recommended that the hospital/institution assign responsibility to an individual/department to hold the certificate of attendance sheets and issue the certificates.

It is acknowledged that some hospitals / institutions are good at maintaining the attendance sheets but very few have a formal structure for awarding certificates. In such cases a copy of the attendance sheet will be accepted as evidence of having attended the activity or a camera capture of the attendance sheet.

CONTINUING PROFESSIONAL DEVELOPMENT - ATTENDANCE REGISTER (Please photocopy as necessary)

NAME OF MEETING: _____

DATE OF MEETING: _____ APPROVAL REF: _____ *Please retain this sign in sheet in your office for a five-year period following the date of the meeting.*

Full Name with Initials	Specialty	Main Hospital/Unit	Email	Signature

Please retain this sign in sheet in your office for a five-year period following the date of the meeting

The attendance certificate should be printed on organiser headed paper

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)	
ATTENDANCE CERTIFICATE	
This is to certify that:	<Delegate Name>
Attended a meeting entitled:	<Title of meeting>
At the venue:	<Venue> <Venue Address>
On the following date:	<Date of event>
CPD Credit:	The meeting was approved for: <No credits awarded>
Organised by:	<Organiser Name>
Contact	<Organising Institution> <Address, Phone, Email>

Doctors who are participating in a Professional Competence scheme should retain this certificate in their Professional Competence Scheme portfolio