

QUALITY ASSURANCE OF CPD ACTIVITIES

CPD Providers

It is recommended that the provider of the CPD activity (**Figure 1**) should meet the following criteria:

- The organisation and provision of CPD activities is among the provider's core activities.
- The provider has experience in organising and providing CPD activities.
- The provider must clearly state any conflicts of interest.
- The provider should be responsible for evaluating CPD activities and collecting and analysing data from these evaluations. The results should then be used to inform future provision.
- CPD educators should have appropriate qualifications, training and experience to deliver the activity.

CPD Activities

In planning a CPD activity (**Figure 2**), it is recommended that the following points are considered:

- An individual responsible for the CPD activity should be identified.
- The CPD activity should contribute to the development of professional competency and knowledge of dental practice.
- Educational aims and objectives that reflect the content should be developed for each activity. These should be provided to each attendee in advance of the CPD activity, along with a course description and outline. It is the participant's responsibility to ensure that the activity matches their learning needs.
- Evaluations of CPD activities should be carried out where appropriate. The depth of the evaluation may vary but should include an opportunity for attendees to give feedback about the activity. The DentCPD Evaluation Template can be used to assist CPD providers in evaluating CPD activities. Periodically, some activities should be subjected to a full evaluation which may, for example, include before and after tests of knowledge.
- The venue for the CPD must be appropriate:
 - Accessible for disabled attendees,
 - Offer an environment conducive to learning (e.g. suitable sized room, seating, temperature and with appropriate access to visual aids and other equipment and material) .
- All course material should be free of advertisement.

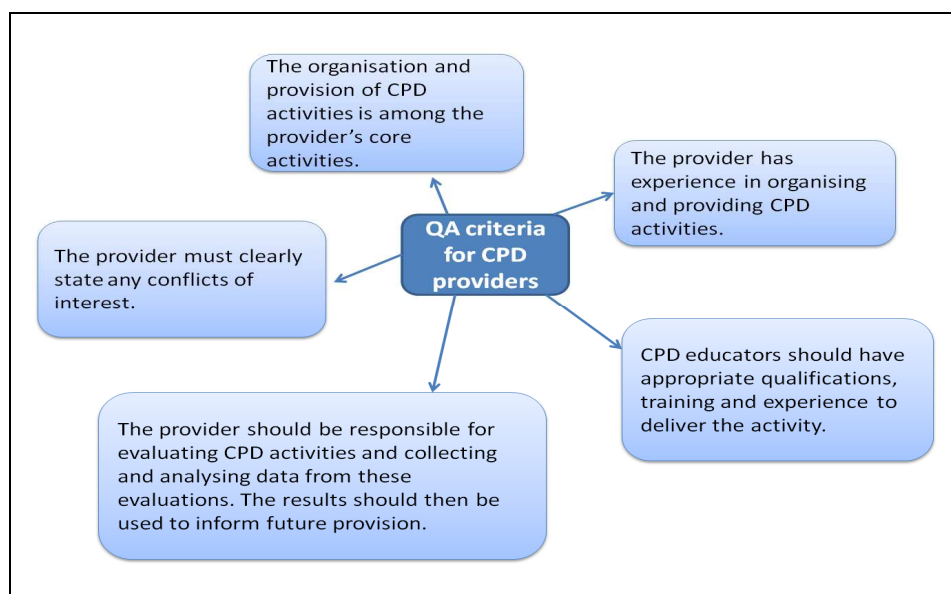


Figure 1. Quality Assurance criteria for CPD providers

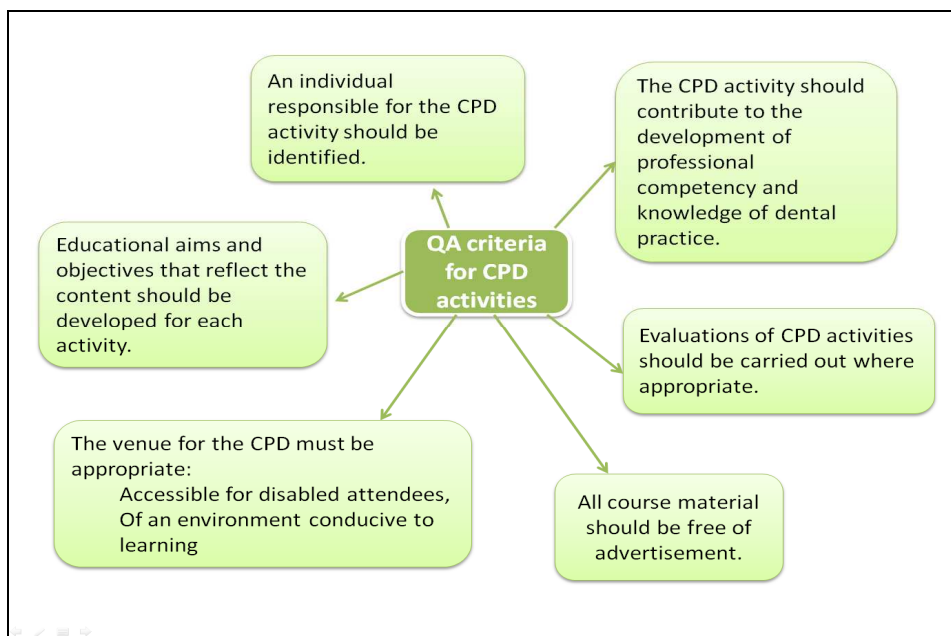


Figure 2. Quality Assurance criteria for CPD activities

This document is a part of the project "Harmonisation & Standardisation of European Dental Schools' Programmes of Continuing Professional Development for Graduate Dentists - DentCPD", funded in part by the European Commission Education, Audiovisual and Culture Executive Agency [EACEA] Lifelong Learning Erasmus programme (#509961-LLP-1-2010-1-UK-ERASMUS-EMHE). This publication [communication] reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained.

© 2008 Copyright Education, Audiovisual & Culture Executive Agency. The document may be freely copied and distributed provided that no modifications are made, that the source is acknowledged and that this copyright notice is included therein.