

MEDICAL & DENTAL COUNCIL

"Guiding the Profession, Protecting the Public"



**CONTINUING *P*ROFESSIONAL *D*EVELOPMENT
RENEWAL OF REGISTRATION
MEDICAL & DENTAL PRACTITIONERS**

Revised

December, 2015

THE POLICY

PREAMBLE

Continuing Professional Development (CPD) “is the maintenance and enhancement of knowledge, expertise and competence of professionals throughout their careers to a plan formulated with regard to the needs of the professional, the employer, the profession and society”. (Madden and Mitchell, 1993)

In this context, **Continuing Professional Development** (CPD) is the education of medical and dental practitioners following completion of formal training. CPD consists of any educational activity which helps to maintain, develop or increase knowledge, problem-solving, technical skills or professional performance standards all with the goal that practitioners can provide better health care. CPD includes activities, like courses, conferences and workshops, as well as self-directed activities such as peer and non-peer reviewed articles.

Before 2008, MDC was renewing the retention of practitioners yearly on the Registers as per the Medical and Dental Act, 1972 (NRCD 91), based solely on their payment of a retention fee determined by Council. The CPD programme was introduced in January, 2008 and piloted for a period of two (2) years ending December, 2009.

The pilot phase was helpful in raising practitioners’ interest in the whole concept of CPD. It, however, revealed challenges in logistics, implementation, monitoring and evaluation.

This has necessitated a revision of the CPD policy of Council. The revised policy is aimed at addressing the challenges identified in the pilot phase with the view of enhancing Council’s drive to mitigate the complaints of malpractice and unethical conducts among practitioners.

The objective of this revised policy is to address the attitude of ambivalence of practitioners towards CPD activities and also address the shortfalls in the standards expected of providers in terms of quality of programmes, logistical arrangement and provision of feedback.

It is the view of Council that standards in regulation require that practitioners obtain the requisite number of CPD credits before renewal of registration.

The CPD credit system has been updated and penalties for defaulting have been introduced.

Benefits to Practitioners

Practitioners are able to:

- remain updated in their knowledge, skills and competence
- keep up with developments in medicine/dentistry
- enhance their ‘fitness to practice’, and
- enhance professional satisfaction.

Benefit to the Public:

Guarantees them the assurance of quality of care by practitioners.

Benefits to the Employers

Ensures that practitioners that are employed are competent and up to date with the best practice in medicine/dentistry.

THE SCOPE OF CPD

The contents shall consist of activities that will serve to develop or increase the knowledge, skills and professional performance of practitioners in carrying out their services to clients and enhancing the image of the profession.

The following are some of the identified areas. However, this list is by no means exhaustive and maybe amended from time to time as necessary:

CME (Related to specific medical and dental specialties)

CME Related Activities

The approved activities may include:

- Clinical meetings
- Scientific conferences and workshops which are pre-accredited
- Clinical Online/distance learning courses with certificates
- Research publications
- Resource person at approved CPD events

CPD Programmes

- **Ethics and Law**

- + *Bioethics*
- + *Medical Jurisprudence*
- + *Ethical issues in Research*
- + *Ethical issues in healthcare practice*
- + *Court Appearance (Expert Witness)*
- + *International Standards of Care*
- + *Media Relations*
- + *Doctor-Client Relationships*

- **Management and Administration**

- + *Basic Management Principles*
- + *Human Resource Management*
- + *Logistics Management*
- + *Entrepreneurship*
- + *Group Practice*
- + *Work Planning*
- + *Health Service Marketing*
- + *Health Care financing*
- + *Medical Auditing*
- + *Supervision, Monitoring and Evaluation of Skills*

- **Basic Cost and Management Accounting**

- + *Billing System*
- + *National Health Insurance Scheme (NHIS)*
- + *Private Health Insurance Schemes*
- + *Simple Financial Policies and Procedures*
- + *Budgeting*

- **E-Learning**

- + *Telemedicine*
- + *Webinars*

- **Good record keeping**

- **Updating clinical skills and information**

- **IT including computer assisted clinical programmes**

- **Basic research skills/Critical Appraisal**

- **Medical Education**

PRACTITIONERS

The policy is mandatory for all medical and dental practitioners [*herein after referred to as practitioners*] who are on the Provisional [*per section 31(2)(a)*] and Permanent Registers of Council.

Guidelines for Practitioners

- Practitioners should accrue 15 credit points per annum from a minimum of 3 events.
- Newly registered practitioners on the permanent register should obtain CPD credit points in ethics within the year of registration. Ethics recertification is required every three years for all practitioners after permanent registration.

- Practitioners cannot earn more than 5 credits in any set of activities in a day.
- Practitioners should check with the Council's website about the credit status of any CPD activity before attending that activity. Credits are not given retrospectively for activities.
- Practitioners moving out of the jurisdiction for a year or more **MUST** inform Council in writing.
- House officers are exempted from undertaking CPD activities.

SANCTIONS

Practitioners unable to accrue the minimum number of credits without reasonable explanation will attract sanctions.

- Practitioners presenting 10 – 14 credits will be required to make up the deficit in addition to the ensuing year's requirement with a caution.
- Practitioners presenting 7 - 9 credit points will be required to make up the deficit within six months of the ensuing year. Failure to do so will attract disciplinary proceedings.
- Practitioners presenting less than 7 credit points will attract immediate disciplinary proceedings.

PENALTY FOR EMPLOYERS

A person who employs or engages a non-registered practitioner commits an offence and is liable on summary conviction to a fine of not less than one thousand penalty units and not more than ten thousand penalty units or to a term of imprisonment of not more than twenty years or to both; and in the case of continuing offence to a further fine of ten penalty units for each day during which the offence continues after written notice has been served on the offender personally by the Council. (Section 48 (c)(e) of the Health Professions Regulatory Bodies Act, 2013 (Act 857).

PROVIDER

DEFINITION

Any institution(s) or individual(s) who has the capacity to organise CPD programmes that meet criteria laid down by Council. Such groups or individuals will require prior accreditation by Council, renewable annually. The institution/individual must have a traceable location/venue.

RULES FOR PROVIDERS

Credit points awarded by Council must be indicated on all notices for programmes. Providers must:

- ✚ submit a report to Council within 4 weeks of completing the CPD activity,
- ✚ be aware that Council may send inspectors to the course or training events as observers. The inspectors are mandated to send an independent report to Council,
- ✚ **NOT** advertise programmes before accreditation is obtained,
- ✚ submit their applications 3 months before the proposed date of the event,
- ✚ give comprehensive information on what practitioners can expect when they attend the CPDs, and
- ✚ give practitioners verifiable documentary evidence of attendance stating the approved credit.

Providers who fail to comply with the rules will be sanctioned and may lose their provider status.

All CPDs done (walk-in or virtual) outside Ghana are classified as external CPDs. Certificates from such CPDs may be submitted to Council together with relevant documentation for consideration and award of appropriate credit.

External CPD will not automatically earn same credit on the face value of the certificate.

CREDIT REQUIREMENT

Practitioners should accrue 15 credit points per annum from a minimum of 3 events.

GUIDELINES FOR AWARD OF CREDITS

CPD

Law and Ethics

Up to 3 credits/event

Management and Administration
Cost and Management Accounting
E-Learning
Good record keeping
Medical Education
Entrepreneurship
Updating clinical skills and information
IT including computer assisted clinical programs

CME

Multidisciplinary (one event covering up to at least 3 disciplines of medicine)	5 credits/event
Subject based events with hands on up to	5 credits/event
Subject based events (oral only)	up to 3 credits/event
Online/distance learning courses with certificates (<i>Maximum of 4 credits/year</i>)	1 credit/event
Published research (peer reviewed) up to (<i>Maximum of 4 credits per year</i>)	2 credits/paper
Non peer reviewed papers*** (<i>One credit per year</i>)	1 credit/paper
Resource Person at accredited event (<i>In addition to programme credit</i>)	1 credit/paper
Clinical meetings (certified by HOD) (<i>Maximum of 4 Credits/year</i>)	1 credit/event
Professional Association/groupings/ up to scientific meetings and conference	3 credits/event

Enquiries, comments and suggestions should be

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