

IPC Accreditation Board for Africa (IABA)

ACCREDITATION OF CONTINUOUS PROFESSIONAL DEVELOPMENT ACTIVITIES FOR INFECTION PREVENTION AND CONTROL PROFESSIONALS

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DEFINITION OF IPC-CPD ACTIVITIES:

Continuous Professional Development (CPD) activities are educational activities that help to sustain, advance, or upsurge the knowledge, skills, and professional performance that Infection Prevention and Control (IPC) professionals need to provide services for healthcare organizations, the community or their post

IPC Accreditation Board for Africa (IABA) Accredited CPD is defined as:

It is an educational event or activity that fulfills the above-mentioned definition of CPD and is accredited for specific number of credit points by IABA.

ESSENTIAL REQUIREMENTS FOR ALL CPD ACTIVITIES (MUST BE FULLFILLED)

- 1) Based on clear educational needs of health care professionals working in the field of IPC.
- 2) Have clear educational learning outcomes that are **Specific, Measurable, Achievable, Relevant and Timed (SMART)**.
- 3) Have teaching and learning methodologies appropriate to the educational purpose.
- 4) Present content appropriate in depth and scope for the intended audience.
- 5) Have a valid approach to evaluate the CPD activity.
- 6) Be compliant and in accordance to the Commercial Support standard approved by IABA (Standard number 6).
- 7) Document CPD credits claimed by IPC professionals.

In addition to the essential requirements, submitted CPD activities must fulfill the following standards in order to be accredited.

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CPD STANDARDS

STANDARD 1

THE LEARNING OUTCOMES

The learning outcomes of the CPD activity (knowledge, skills, and attitudes/behaviors) must be formulated according to best educational practices and according to the SMART principles.

STANDARD 1 EXPLANATION

1. All Continuous professional development activities should have intended learning outcomes. These outcomes describe what the participant will know and be able to do upon completion of the training events.
2. The learning outcomes should be divided into knowledge, skills, attitudes and behaviors
3. Each learning outcome should start with an action verb that explicitly defines the level of knowledge or skills attainment after completion of the training.
 - a. Blooms taxonomy of knowledge and intellectual skills acquisition levels could be used as a guide.
 - b. There are also guidelines for formulating learning outcomes in the psychomotor and affective domains and these guidelines are available as a reference over the IABA website
4. Learning outcomes should accurately reflect realistic expectations from the CPD activity without over or underestimating what participants will truly achieve upon attending the activity
5. Learning outcomes should be relevant to the CPD activity and should be expected to occur immediately upon completing the activity.

STANDARD 2

THE LEARNING PROGRAM

A detailed statement describing the content of the CPD activity, sequence of events and teaching/learning methods used must be submitted.

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STANDARD 2 EXPLANATION

The CPD provider must submit a list of contents for various lectures, seminars or workshops that will be withheld within the activity. Each lecture, seminar, or workshop must be titled fully and associated with the following information:

1. The duration in hours
2. Date and time of the lecture, seminar, or workshops
3. The relationship between various lecture, seminar, or workshops and if any is a pre-requisite before attending other contents in the activity
4. The methods used for teaching and learning for example interactive presentation, debate, Q&A sessions should be clarified with each area of content
5. It is advisable to use the IABA-CPD activity template (Annex I)

STANDARD 3

EVALUATION OF THE CPD ACTIVITIES

- A. All providers must have authentic proofs for attendance of the CPD activities so that CPD points are granted for professionals who attended only.
- B. CPD providers must use a valid and feasible approach to evaluate the activity and participants' satisfaction.

STANDARD 3 EXPLANATION

1. The following are approaches for authentic proof of attendance that are endorsed by the IABA Committee for accreditation of CPD.
 - a. Participants attendance of event with manual signature of attendance
 - b. Electronic Registration sheets by the activity organizer
2. For the evaluation of the activity, the CPD providers must submit a feedback form that seeks participants' opinion about the activity before its end.
3. The feedback form should include five points or more scale to measure participants' opinion on the scientific content of the activity, teaching methods used, the abilities of instructors, the quality of associated educational materials, the venue and teaching support services.
4. IABA feedback template is attached to this document (Annex IV)
5. Results of feedback with analysis should be sent for IABA after the end of the CPD activity.
6. Providers are encouraged to use electronic methods to survey and automatically analyze the results of feedback from participants. Examples are Google Forms and Survey Monkey web services

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STANDARD 4

PROVIDERS AND PROFESSIONALS DETAILS AND REQUIRMENTS

Requirement for accreditation of any individual CPD activity Submitted by Providers:

1. Provider information including the structure, organization, affiliation and statutory condition of the providing organization.
2. Personal and professional data for the CPD activity program director and all participating instructors (Template attached- Annex I)
3. A proof of disclosure of potential conflict of interest should be made clear in the submitted document for accreditation of the CPD activity.

Requirement for accreditation of any individual CPD activity Submitted by individual healthcare Professionals:

1. Personal and professional data for the health professional requesting the CPD points including his/her curriculum vitae
2. A proof of disclosure of potential conflict of interest if any is present.

STANDARD 5

DURATION OF ACCREDITATION

1. Certification will be valid for 6 months.
2. Following certification expiry, re-certification will require re-evaluation.
3. Re-certification will be issued provided less than 25% of content is changed.
4. If content is changed by more than 25%, re-accreditation will be required.

STANDARD 5 EXPLANATION

1. A certification code will be printed on all certificates. This will include the duration of certification.
2. Re-certification will entail administrative fees only.
3. Re-accreditation will entail full-process fees.

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4. Detailed information on the application and reviewing process is available in Annexes II and III.

STANDARD 6

COMMERCIAL INTEREST

1. CPD providers might receive financial support for their CPD activities through educational grants, from third parties or commercial organizations. This financial support must be standardized, documented and declared by the provider and added to the CPD activity accreditation submission.
2. This commercial support must not compromise the quality /accuracy of information provided in the CPD activities. There must be no bias towards any product or specific line of management.
3. All providers should make every effort to adhere to evidence based medicine and its related resources when they plan for CPD activities.
4. Allowed commercial support might include exhibitions, advertisements, sponsorship of faculty travel and hotel accommodation
5. Pharmaceutical Industry presentations shall not be recognized or claimed for CPD credits and CPD providers must clarify these presentations and associated timing in their submitted Programs.
6. Providers must acknowledge any received educational grants in their submitted/printed programs – declaration of interest

STANDARD 6 EXPLANATION

1. What is conflict of interest? A **conflict of interest** is a situation in which the personal and professional interests of individuals may have actual, potential, or apparent influence over their judgment and actions.
2. What kind of relationships should be disclosed? These are only examples and the list of conflict of interest is not limited to them
 - a. Any direct financial interest of the CPD provider or the presenter in a commercial entity such as a pharmaceutical organization or medical devices company.
 - b. Investments held in the CPD providing organization by an entity like pharmaceutical company
 - c. The presenter/ CPD providers board Membership on the sponsoring Organization's Advisory Board or similar committee.

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- d. Current or recent participation in a clinical trial sponsored by the CPD activity funder.
- e. Holding a patent for a product referred to in the CPD activity that is marketed by a commercial organization.

STANDARD 7

TYPES OF CPD ACTIVITIES THAT COULD BE SUBMITTED FOR ACCREDITATION BY PROVIDERS

Type of activity	Credit for participant	Credit for trainer/presenter
Workshops	1/hour	2/hour
Lectures	1/hour	2/hour
Seminars /symposia (face to face and through virtual conferencing)	1/hour	2/hour
Conferences	3/half day 6/full day	2/hour
Online learning courses	1/hour	2/hour
Practical training sessions	0.5/hour	1/hour

TYPES OF CPD ACTIVITIES THAT COULD BE SUBMITTED FOR ACCREDITATION BY HEALTH PROFESSIONALS

Type of activity	Credit
Teaching activity for undergraduate or postgraduate students	One credit
Scientific Publication in peer-reviewed journals	Ten credits
Writing a chapter in a book or writing and publishing a review	Ten credits
Participation in research project	Five credits