



The Medical Association of Tanzania

Continuing Professional Development (CPD) Award System

2012





The Medical Association of Tanzania

MESSAGE FROM MAT PRESIDENT

We are pleased to mark this important milestone of establishing a Continuing Professional Development (CPD) system for the medical and dental professions. Publication of this booklet accomplishes one of the key goals in our 5-year strategic plan (2010 - 2015). Agreeing upon a shared definition of CPD credit points will enable MAT, affiliated organisations, and other stakeholders to implement a CPD system that is aimed at contributing to the growth of a practitioner's professional career.

The content of this booklet draws upon experiences shared by foreign medical associations and local higher learning institutions (e.g., MUHAS - Directorate of Continued Education and Professional Development) as well as from other professions in Tanzania who conduct CPD programs including Engineers, Accountants and Lawyers.

It is my sincere hope that this booklet will be used as a guide to empower CPD providers to initiate the process and to empower practitioners to enhance their self-learning skills in both the clinical and non-clinical field.

We would like to thank the many people who have provided technical advice and gathered support to enable us to reach this far. Specifically, we are grateful to USAID, the National Peace Corps Association's Encore program, and Jhpiego's MAISHA program for facilitating the development of this booklet.

Let us work together as a team to ensure this CPD system is established and becomes a tool to improve technical competence and patient safety for the medical and dental professions.

Dr Namala P. Mkopi
President
Medical Association of Tanzania

THE MEDICAL ASSOCIATION OF TANZANIA

CPD GUIDELINES FOR MEDICAL AND DENTAL PRACTITIONERS

1. PREAMBLE

The ethical practice of the health profession requires consistent and ongoing commitment from all concerned to update and develop the knowledge, skills and ethical attitudes that underpin competent practice.

Guided by the principle of **beneficence**, health professionals aspire to standards of excellence in health care provision and delivery.

The Medical Association of Tanzania (MAT) endorses Continuing Professional Development (CPD) as one means of maintaining and updating professional competence.

The following Guidelines for CPD are presented for all medical and dental practitioners who are members or non-members of MAT.

The system rests on a foundation of trust; that health professionals will commit themselves to meeting the requirement for continuing education whose benefits cannot be over emphasized.

The proposals for CPD are consistent with the philosophy of lifelong learning and build on adult education principles.

2. INTRODUCTION

All registered medical and dental practitioners are encouraged to complete a series of MAT accredited continuing education activities each year commencing 1st January 2013. To encourage participation, MAT is offering a Physician's Recognition Award, Dentist's Recognition Award, and Clinician's Award.

3. GENERAL

Individual practitioners should attend CPD-accredited activities and keep a record of their attendance at CPD activities. Medical and dental practitioners are encouraged to give feedback to providers regarding the quality of the activities presented by the CPD-Accredited Provider.

4. TYPES OF AWARDS

MAT is pleased to offer three types of awards: Physician's Recognition Award, Dentist's Recognition Award, and Clinician's Award.

The Physician's Recognition Award is available to registered physicians who complete the minimum number of credit points during a calendar year (Figure 1).



The Medical Association of Tanzania

Physician's Recognition Award

Dr. Your Name Here

*has fulfilled the requirements for the Physician's Recognition
Award
in Continuing Medical Education
completed during calendar year
2012*

President

Secretary

Figure 1. Physician's Recognition Award

The Dentist's Recognition Award is available to registered dentists who complete the minimum number of credit points during a calendar year (Figure 2).

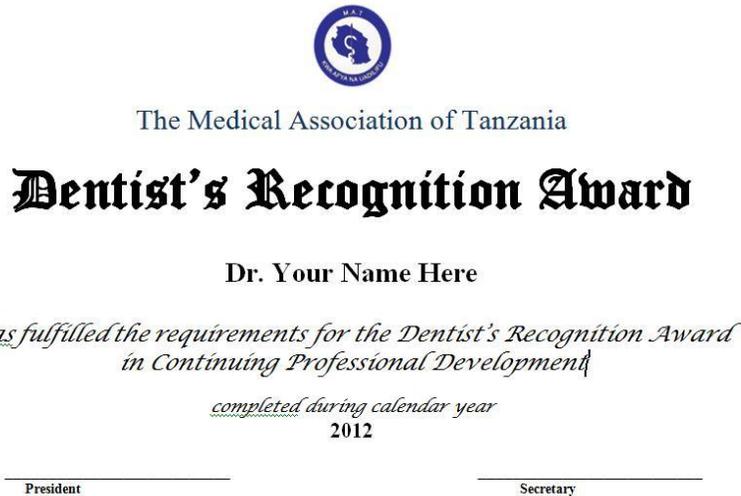


Figure 2. Dentist's Recognition Award

The Clinician's Award is available to Assistant Medical Officers, Clinical Officers, and Dental Therapists who complete the minimum of credit points during a calendar year (Figure 3).

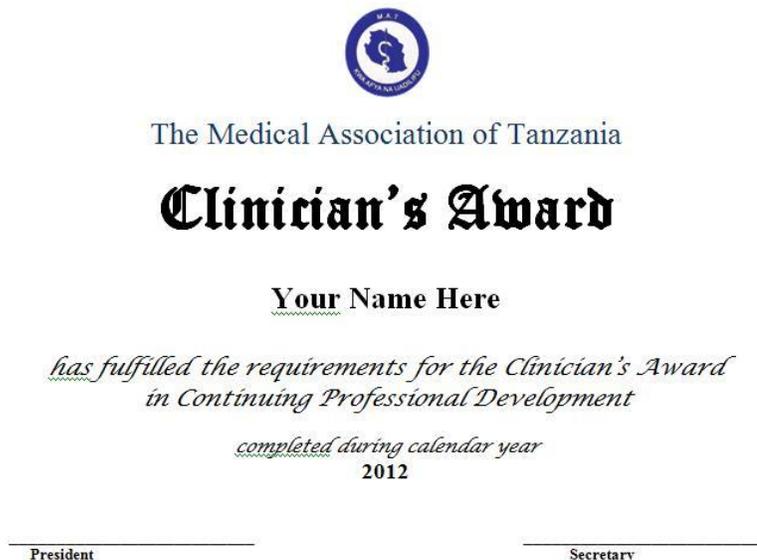


Figure 3. Clinician's Award

MAT has requested that the Medical Council of Tanganyika accept these awards as sufficient proof of CPD if the law changes to require CPD for medical and dental practitioners. If the law changes, it is anticipated that practitioners would need to earn a

MAT award every calendar year to remain in good standing with the Medical Council of Tangayika.

5. CONTINUING PROFESSIONAL DEVELOPMENT CREDITS (CPD CREDITS)

To earn a CPD award, practitioners will be required to accumulate a minimum of 20 credit points per year. In those instances where practitioners are registered in two professions they are required to obtain a minimum of 20 CPD credits per profession per 12-month period. CPD is not compulsory for new graduates serving their Internship training period. To encourage practitioners to seek an even greater amount of CPD, an honors award will be offered to those who accumulate a minimum of 50 credit points during the year.

6. CATEGORIES OF LEARNING ACTIVITIES

There are 4 categories of CPD credit: External Credit, Internal Credit, Personal Credit, and Exemption Credit. Accredited CPD-Providers will provide Certificates of Participation to participants to clearly document the amount of External Credit or Internal Credit earned at certified learning activities. Personal Credit is self-reported by practitioners and is not documented by Accredited CPD-Providers. Excess credit earned in one calendar year cannot be carried over to meet requirements of the following year.

7. MAT EXTERNAL CREDIT

For structured CPD activities involving conferences or workshops, 1 credit is awarded for each hour of learning activity. For example, an all-day conference with 6 hours of lecture will be certified for 6 External Credits. Tea breaks are encouraged to allow interaction of participants but do not count for credit. This category of credit must be earned from CPD-Accredited activities and from a provider recognized by MAT. The practitioner should select activities from the hierarchy to meet their particular needs or the demands of their practice environments.

External Credit is often “external” to a hospital, or invites “external” speakers, or welcomes “external” guests (Table 1). It tends to involve larger groups of practitioners. In situations where it difficult to differentiate whether a certified activity qualifies for External Credit rather than Internal Credit, the CPD-Accredited Provider shall make the determination. Certificates of Participation will clearly indicate the amount of External Credit or Internal Credit that is certified.

Table 1. External Credit examples

| External Credit examples |
|---|
| Conferences, symposia, refresher courses, short courses |
| Workshops, seminars or similar events |

Practitioners must earn half of their total credits as External Credit unless a waiver for undue hardship is requested. The waiver is intended primarily for those in remote areas who lack funding for travel. As the CPD system expands, it is anticipated that this waiver will be discontinued. Managers are encouraged to facilitate participation in External Credit by all staff practitioners.

To encourage lecturing by community practitioners, up to 2 External Credits per year may be earned for lecturing at activities that are certified for MAT External Credit.

A maximum of 4 External Credits may be claimed for distance learning, or a maximum of 10 External Credits of distance learning for the honors award. This limit on distance education is intended to promote live, peer-to-peer interaction during lectures and during breaks.

8. MAT INTERNAL CREDIT

Internal Credit is often “internal” to a hospital, mostly involves “internal” speakers, and usually involves “internal” employees and staff rather than outside guests (Table 2). For these activities which tend to involve smaller groups of practitioners, 1 credit is awarded for each hour of learning activity. This category of credit still must be earned from CPD-Accredited activities and from a provider recognized by MAT. Accreditation is a quality improvement program intended to benefit practitioners and patients. It is anticipated that the Internal Credit will also address the unique Tanzanian environment by providing a range of activities that will be readily accessible to all.

In situations where it difficult to differentiate whether a certified activity qualifies for External Credit rather than Internal Credit, the CPD-Accredited Provider shall make the determination. Certificates of Participation will clearly indicate the amount of External Credit or Internal Credit that is certified.

Table 2. Internal Credit examples

| Internal Credit examples |
|--|
| Breakfast meetings, presentations or journal clubs |
| Formally arranged hospital or inter-departmental meetings or updates |
| Case study discussions |
| Formally organized special purpose teaching/learning ward rounds (not including the routine daily ward rounds and teaching ward rounds) mentoring and supervision activities that is specific to certain professions e.g. psychology |
| Formally organized special purpose lectures that are not part of a business meeting |
| Formal confidential peer review of medical records |

To encourage lecturing and leadership by community practitioners, Internal Credits may be earned for lecturing or leading activities that are certified for MAT Internal Credit.

9. MAT PERSONAL CREDIT

Personal Credit involves self-directed learning activities such as reading, medical writing, or completing activities that are not from MAT CPD-Accredited Providers (Table 3). Activities in this category are self-reported without any Certificate of Participation. One hour of reading or writing earns 1 hour of credit.

To cultivate a culture where self-reading is encouraged, MAT requires 4 hours of Personal Credit for all practitioners. For the honors award, 10 credits are required. Additional self-directed learned activities are encouraged but cannot count towards award requirements.

Table 3. Personal Credit examples

| Personal credit examples |
|--|
| Reading medical or dental literature |
| Completing internet-based learning that is not accredited by MAT |
| Co-author/author of a peer reviewed publication or chapter in a book |

10. MAT Exemption Credit

Exemption Credit recognizes acceptable reasons not to report CPD credits (Table 4). For example, enrollment in a postgraduate medical education is sufficient documentation of CPD efforts. In rare instances, prolonged illness or other extraordinary reason may warrant exemption should CPD become warranted for registration/licensing purposes.

Table 4. Exemption Credit examples

| Exemption Credit examples |
|---|
| Enrollment in a postgraduate degree and diploma program that is related to health |
| Enrolled in a Certificate of Added Qualification program recognized by MAT |
| Prolonged, disabling illness |

11. ACTIVITIES THAT DO NOT QUALIFY FOR CPD CREDIT

The following activities will not qualify for CPD credit:

- a) time spent in planning, organizing or facilitating any activity;
- b) daily ward rounds or other practical duty-related activities;
- c) staff and/or administrative meetings;
- d) tours and/or viewing of exhibits and technological demonstrations;

e) Meetings arranged by pharmaceutical companies and manufacturers or importers of products and technical devices (including assistive device technology) or their representatives purely for the purpose of marketing and/or promoting their products.

12. ANNUAL RETURN OF CPD CREDIT UNDERGONE

Every registered practitioner is encouraged to submit an Annual Return of CPD Credits Undergone for the past calendar year. The annual return briefly lists every learning activity attended or completed. Certificates of Participation will aid in completing the annual return. However, Certificates of Participation are not sent to MAT, only the annual return form is required. Practitioners who meet the minimum requirements for total credit points earned will be issued the appropriate award: Physician's Recognition Award, Dentist's Recognition Award, or Clinician's Award.

The annual return should be sent to MAT no later than March 31 of the **following** calendar year. It may be submitted earlier if the required points are earned.

13. NON COMPLIANCE

CPD is currently a voluntary commitment for medical and dental practitioners. However, lawyers, engineers, and accountants in Tanzania are currently required to complete ongoing CPD to keep their registrations in good standing. In the event that CPD becomes mandatory for medical and dental practitioners, the Medical Council of Tanganyika will provide instructions for practitioners who were not able to comply (Figure 1). Practitioners involved in non-clinical practice may consider seeking a CPD-Accredited Provider who offers CPD in areas such as public health, healthcare management, or another area related to their area of specialization.

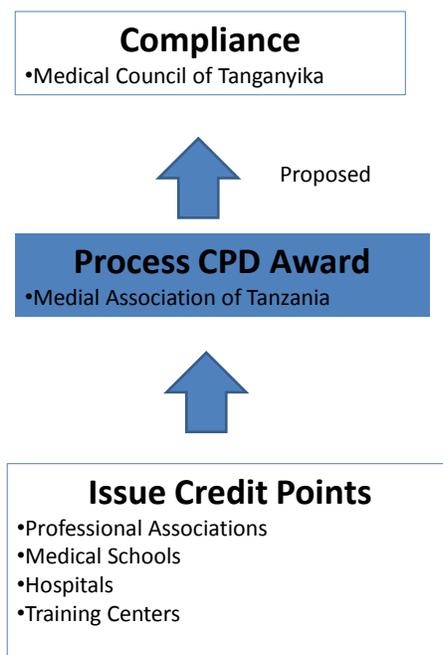


Figure 4. Partners Involved in CPD System



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ANNUAL RETURN OF CPD CREDIT UNDERGONE FOR THE YEAR 2012

Step 1. Physician Information

Full Name: _____

Mailing Address: _____

Email: _____ Phone: _____

Registration/Licensing:

- Physician Clinical Officer Assistant Medical Officer
 Dentist Dental Technical

I hereby apply for the MAT Physician’s Recognition Award and certify that all the information is correct.

Signature: _____

Step 2: Certificate Type (check one box)

- Award*: 20 credits (at least 10 must be External Credit)
 Honors Award: 50 credits (at least 25 must be External Credit)
 Exemption: health-related Degree/Diploma, or prolonged illness

Step 3: MAT External Credit

List activities in which you have participated during the past 12 months and claimed MAT External Credit through a MAT CPD-Accredited Provider. Attach separate page if needed. Distance learning is limited to 4 credits, or limited to 10 credits for the honors award.

| Name of Accredited Provider | Activity Title or Description | Activity Date | Number of MAT External Credits |
|-----------------------------|-------------------------------|---------------|--------------------------------|
| | | | |
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| | | | |

Additional page attached

Total MAT External Credits:

Waiver for undue hardship if less than 10 External Credits (explain below)

Go to next page

14. PRACTITIONERS ABROAD

Practitioners who are practicing abroad in countries where a continuing professional development system is in place should comply with the requirements in that country. They should retain documentary proof of attendance at CPD activities in the event that the Medical Council of Tanganyika requires CPD for maintaining your registration in good standing.

15. CPD-APPROVED PROVIDERS

Credible organizations have been designated to be CPD-Approved Providers and may grant External Credit and Internal Credit (Table 5). A “Statement of Obligations” describes minimum quality standards (

Table 6) which can serve as the basic for accreditation. Accreditation is a quality improvement program intended to benefit practitioners and patients.

Organizations with a long-term commitment to medical and dental CPD may contact Medical Association of Tanzania to discuss joining the quality improvement program and being authorized to grant credit. Others are encouraged to contact the organizations listed above to discuss the possibility of co-sponsoring events together.

Table 5. CPD-Accredited Providers

The Medical Association of Tanzania
CPD-Approved Providers

Professional Associations

Association of Gynecologists and Obstetricians of Tanzania (AGOTA)
Association of Physicians in Tanzania (APHYTA)
Medical Women Association of Tanzania (MEWATA)
Pediatric Association of Tanzania (PAT)
Tanzania Dental Association (TDA)
Tanzania Diabetes Association
Tanzania Medical Students Association (TAMSA)
Tanzania Orthopaedic Association (TOA)
Tanzania Public Health Association (TPHA)
Tanzania Surgeons Association (TSA)

Colleges

College of Medicine
College of Mental Health
College of Pathology

Health Professions Training Institutions

Catholic University of Health and Allied Sciences (CUHAS)
Hubert Kairuki Medical University (HKMU)
International Medical and Technological University (IMTU)
Kampala International University (KIU)
Kilimanjaro Christian Medical College (KCMC)
Muhimbili University of Health and Allied Sciences (MUHAS)
Saint Francis University College of Health and Allied Sciences
University of Dodoma (UDOM)
Zanzibar College of Health Science

Government Agencies

Ministry of Health and Social Welfare – Zonal Resource Centres

Non-Governmental Organizations

Association of Private Health Facilities in Tanzania (APHFTA)
Christian Social Services Commission (CSSC)
Bugando Medical Center
Muhimbili National Hospital

Table 6. Statement of Obligations for CPD-Approved Providers



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STATEMENT OF OBLIGATIONS for CPD-Approved Providers 2012

1. Certified Continuing Medical Education (CME) activities are free of commercial bias.
2. Participating physicians or clinicians provide input into selection of topics and speakers when possible.
3. Large conferences include a brief satisfaction survey of participants at the conclusion. Results are reviewed by the Planning Committee for the next conference.
4. Keep a list of physicians and clinicians who are granted credit for each certified CME activity. Facilitate communication with Medical Association of Tanzania (MAT) to verify physician or clinician attendance for a small number of award applications that are selected for audit.
5. Give a certificate of credit to each physician or clinician participant that clearly states the amount of *MAT External Credit* or *MAT Internal Credit* that was earned.
6. Any particular CPD-Accredited Provider may develop their own additional quality requirements that go beyond these minimum requirements.

“The primary burden for quality activities falls upon the CPD-Accredited Provider rather than upon MAT.”

MAT is grateful for ongoing technical advice provided by the Accreditation Council for Continuing Medical Education (ACCME) of the United States of America.

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