

Philippine Pediatric Society, Inc. Council on Continuing Professional Development

Policies and Procedures Governing Continuing Professional Development (CPD) Activities

Created under Rule XIV, Section 1, 1.1., of the Rules and Regulations of the Philippine Pediatric Society, Inc. (PPS), the Council on Training and Continuing Professional Development Specialty Board (SB) undertakes and assumes programmes and activities authorized by the Board of Trustees in pursuit of the purpose of the Philippine Pediatric Society to foster and maintain a high plane of professional skill in the practice of the specialty in the Philippines, as stated in the second statement of Purposes of the Society in its Articles of Incorporation.

To implement its mandate, the Council adopts these Policies and Procedures governing Continuing Professional Activities as approved by the PPS Board of Trustees.

This document contains:

- I. General Guidelines
- II. Classification of CPD Activities
- III. Applications
- IV. CPD Units
- V. CPD Program Format And Content
- VI. Department Postgraduate Courses / CPD Forum
- VII. CPD Activities of Affiliates, Subspecialty Societies And Sections, Including Conventions
- VIII. Pharmaceutically Supported CPD Activities
- IX. Approval

I. GENERAL GUIDELINES

1. To foster and maintain a high plane of skills in the practice of Pediatrics among members of the Philippine Pediatric Society, all continuing professional development (CPD) activities that will be granted CPD units must:
 - a. focus on topics that are relevant to Pediatric Medicine;
 - b. advance knowledge, skills and/or ethics; and
 - c. be delivered by certified pediatricians, whether by the PPS or its counterpart organization in another country, OR by a certified expert in a related medical field, such as but not limited to radiology, surgery, obstetrics, gynecology and dermatology.
2. Aside from the PPS itself, a sponsoring organization or provider for a CPD activity to be credited must be accredited by the PPS, as follows:
 - a. PPS Accredited CPD Provider
 - i. a PPS Chapter
 - ii. a PPS component / affiliate subspecialty society or section
 - iii. a PPS HAB Accredited hospital
 - iv. a Medical or Health Organization of which the PPS is a member (PhilCAT)
 - b. Non-PPS Accredited CPD Provider
 - i. PRC accredited CPD provider
 - ii. All others must show proof of purpose and capability to provide a high level of continuing professional education to the members of the PPS, through an application containing supporting documents to the PPS.
3. All programs for CPD activities by a PPS accredited provider must follow the prescribed format and content.
4. For a CPD activity jointly sponsored by a local chapter and an HAB-accredited Department of Pediatrics, the CPD units shall be granted to the HAB-accredited Department of Pediatrics. The CPD activity however shall be recognized by the PPS as a project of the local chapter.

5. Activities intended for hospital trainees and students, OR those sponsored by hospital alumni associations shall not be given CPD credit units.
6. A pharmaceutical company cannot support a CPD activity for accreditation by the PPS.
7. Applications for CPD units addressed to the PPS President must be received at least two (2) months prior to the date of the activity.
8. Upon completion of the CPD activity, the sponsoring organization or provider must submit to the PPS Council on CPD a list of participants, speakers, lecturers, presentors and facilitator/moderators within one (1) month for inclusion in the CPD database.

II. CLASSIFICATION OF CPD ACTIVITIES

1. Convention – a regular assembly meeting of all members of a Medical Society to update the participants on the latest developments in the field and to conduct a business meeting to discuss affairs of the society.
2. Postgraduate Courses – given by a degree granting institution (academe), the PPS and/or its subspecialty and accredited societies, or a Level III / IV HAB accredited hospitals usually lasting for at least one (1) day.
3. Scientific Forum – conducted by Level I / II accredited hospitals (training institutions) for the house trainees and outside participants on a wide range of topics from basic to advanced clinical discussions on issues/ subject matter of general interest given for a minimum of 8 hours.
4. Conference – formal meeting by a group of individuals with common or related interest on specific issues and concerns.
5. Plenary Sessions – an update, state of the art lecture or presentation, of at least 60 minutes in duration, by an authority on the subject.
6. Symposium – related lectures or presentation, of at least 30 minutes each in duration, by at least two (2) experts on aspects of a subject.
7. Panel Discussion – an exchange of ideas by the experts on the field, of at least one (1) hour in duration, on a topic / area of concern. It is introduced by a moderator.
8. Lecture – a presentation, of at least 30 minutes in duration, by an authority on the subject.

9. Seminar / Workshop – a series of lectures followed by hands on experience or practical demonstration for the purpose of educating the members of a participating group on current issues/ practices.
10. Scientific Meeting – a regular activity of the PPS and/or its Chapter to update its members on current trends and developments in the field.

III. APPLICATIONS

1. All applications for CPD units must be received at the PPS office two (2) months prior to the activity
2. All applications for CPD units must be covered by a letter addressed to the President of the PPS, and submitted with the following accompanying information or documents:
 - a. The sponsoring CPD Provider(s), who must be one of the following:
 - i. a PPS Chapter
 - ii. a PPS component / affiliate subspecialty society or section
 - iii. a PPS HAB Accredited hospital
 - iv. a Medical or Health Organization of which the PPS is a member (i.e., PhilCAT)
 - v. PRC accredited CPD provider
 - vi. all others must show proof as stated in General Guideline 2.B.ii.
 - b. The classification of CPD activity (see definition of CPD activities)
 - c. A copy of the proposed program of activities and corresponding lecturer experts (see prescribed program format and content).
 - d. A short resume of each lecturer/presenter that demonstrates their expertise relative to the topic or subject matter assigned to them.
 - e. A statement regarding potential or actual conflict of interest for each lecturer / presenter.
 - f. A statement that clearly indicates if the activity receives financial support from a pharmaceutical company, if applicable.

3. The Council on CPD shall inform the applicant sponsor or provider the number of CPD units granted to the activity within two (2) weeks after receipt of the application.

IV. CPD UNITS

1. CPD Units for Participants
 - a. One (1) unit is given per hour to CPD activities by a PPS accredited provider.
 - b. One half (0.5) unit is given per hour to CPD activities by a non-PPS accredited provider.
2. CPD Units for Speakers, Lecturers, Presentors, Panelist and Moderators
 - a. As mandated by the Professional Regulation Commission (PRC) three (3) CPD units per hour shall be given to every resource speaker, two (2) CPD units per hour for every panellist/reactor and one (1) CPD units per hour for every facilitator /moderator.
3. CPD Units for the PPS Annual Convention are evaluated separately and independently by the Board of Trustees.

V. CPD PROGRAM FORMAT AND CONTENT

All PPS accredited CPD activities shall strictly conform with the prescribed program format and content.

1. The front page shall contain the official logo of the PPS, Inc at the upper left corner, title of the symposium, the date and venue. For local chapters, PPS subspecialty society or affiliate society, their official logo shall be placed at the upper right corner.
2. If the activity shall receive support, the name of the company shall be printed at the bottom of the back page as follows: "An educational grant from (name and logo of the supporting company)". No specific product, whether in generic or brand name, shall be printed.
3. Programme proper shall include:
 - a. Invocation
 - b. National Anthem

- c. PMA Hymn
 - d. PPS Hymn
 - e. Opening Remarks – by PPS President (when applicable)
 - f. Welcome Remarks – by Local Chapter President (when applicable)
 - g. Introduction of the Speaker(s)
 - h. Scientific Lecture or Presentation
 - i. Open Forum (when applicable)
 - j. Word from the Supporting Company (optional)
 - k. Awarding of Certificates – by President, Council Directors and Committee Chair (when applicable)
 - l. Closing Remarks – by Vice President
 - m. Master of Ceremonies – Secretary or Assistant Secretary
4. The final programme must incorporate changes required by the Council on CPD, if any.

VI. DEPARTMENT POSTGRADUATE COURSES / CPD FORUM

1. Only PPS HAB-Accredited Department of Pediatrics can offer the following:

Table:

| LEVEL | MAX NO.OF COURSE PER YEAR | COURSE |
|-------|---------------------------|-----------------------|
| 1 | 1 | Scientific Forum* |
| 2 | 2 | Scientific Forum |
| 3 | 3 | Postgraduate Course** |
| 4 | 4 | Postgraduate Course |

* - **Scientific Forum** – conducted by Level I / II accredited hospitals (training institutions) for the house trainees and outside participants on a wide range of topics from basic to advanced clinical discussions on issues/ subject matter of general interest given for a minimum of 8 hours.

** - **Postgraduate Courses** – given by a degree granting institution (academe), the PPS and/or its subspecialty and accredited societies, or a Level III / IV HAB accredited hospitals usually lasting for at least one (1) day.

2. The local faculty (active and visiting staff) of the Department of Pediatrics of HAB accredited hospital shall comprise at least 70% of the course faculty.
3. HAB Accredited Departments may offer other CPD activities of shorter duration, such as symposia, panel discussion, lecture or seminar-workshops (as defined) to PPS members.

VII. CPD ACTIVITIES OF AFFILIATE, SUBSPECIALTY SOCIETIES AND SECTIONS, INCLUDING CONVENTIONS

1. Schedule of annual convention and other scientific activities shall be submitted at the start of the year to the Council on Training and Continuing Professional Development to avoid intersociety conflicts of schedule.
2. Topics during societies annual convention must be on a subspecialty level and not on a general pediatrics
3. During the annual convention of the subspecialty society, the following protocol must be observed:
 - a. The PPS president or his/her representative shall be invited to convey a special message during opening ceremonies and in the souvenir program.
 - b. During the opening ceremonies, the PPS president shall be seated at the right side of the president of subspecialty society at the presidential table.
 - c. The PPS flag and subspecialty flag shall stand side by side during the processional.
 - d. The official logo of the PPS shall be at the left upper corner of the program.
 - e. The PPS Hymn must be sung during the opening ceremonies.
 - f. If the convention is held outside Metro Manila, the local chapter president must be informed.
 - g. The host chapter president shall be invited to give a message in the souvenir program.
 - h. The host chapter president shall be invited to march during the opening processional.

VIII. PHARMACEUTICALLY SUPPORTED CPD ACTIVITIES

1. The CPD provider(s) shall ensure that the Code of Ethics of the Philippine Pediatric Society is strictly adhered to, specifically Article IV which outlines the Pediatrician – Health Care Industry Relationship provisions.
2. The CPD activity must not be used as a forum for the launching, promotion or endorsement of a drug or product of the pharmaceutical company
3. Company Promotional Items
 - a. Streamers (standard size 3x2 m) shall bear the name and logo of PPS and the sponsoring company. No name of specific products shall be printed; this can be placed only at the entrance of the venue.
 - b. Registration kits with give-away bearing corporate logo may be allowed at the registration desk outside the lecture hall.
 - c. Any promotional products or items shall not be allowed inside the lecture hall.
 - d. Exhibits, videos about products and distribution of corporate products shall be allowed only outside the lecture hall.
 - e. Any other promotional products shall be submitted for approval by the Council on CPD.
4. During the scientific activity itself, the following shall not be allowed
 - a. Artists who perform as entertainers
 - b. Raffle prizes
 - c. Funfare, music, drum rolls, floor directors
 - d. Mascots.
5. Any violation shall be acted upon by the PPS Board of Trustees following due process.

IX. APPROVAL

Approved by the PPS Board of Trustees on March 2017.

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