

**POLICIES AND PROCEDURES GOVERNING
CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES
(May 2023)**

Created under Rule XIV Section 1 Item 1.2 of the Implementing Rules and Regulations of the Philippine Pediatric Society, Inc. (PPS), the Council on Training and Continuing Professional Development (CPD) undertakes and assumes programs and activities authorized by the Board of Trustees in pursuit of the purpose of the PPS 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 the Purposes of the Society in its Articles of Incorporation.

To implement its mandate, the council adopts these policies and procedures governing CPD activities as approved by the PPS Board of Trustees.

This document contains:

- I. General Guidelines
- II. Classification of Activities
- III. Applications
- IV. Units
- V. Program Format and Content
- VI. Department Postgraduate Courses
- VII. Activities of Subspecialty Societies and Sections, including Affiliate Societies
- VIII. Pharmaceutically Supported Activities
- IX. Post-activity Report
- X. Approval

I. GENERAL GUIDELINES

1. To foster and maintain a high plane of skills in the practice of Pediatrics among members of the PPS, all activities that will be granted CPD units must:
 - A. Focus on topics relevant to Pediatric Medicine,
 - B. Advance knowledge, skills, attitudes, and/or ethics, and
 - C. Be delivered by certified pediatricians (by the PPS or its counterpart organization in other countries) OR by a certified expert in a related medical field, such as but not limited to Radiology, Surgery, Obstetrics and Gynecology, and Dermatology.
2. Aside from the PPS itself, the following organizations or providers accredited by the PMA or the PPS can apply for PPS CPD units:
 - A. PPS-accredited CPD providers
 - i. PPS Chapters and Clusters
 - ii. PPS Subspecialty Societies, Sections, and Affiliate Societies
 - iii. PPS HAB-accredited hospitals
 - iv. Medical or health organizations of which the PPS is a member
 - B. Non-PPS-accredited CPD providers
 - i. PMA- or PRC-accredited CPD provider
 - ii. All other providers must show proof of purpose and capability to provide a high level of continuing professional education to PPS members through an application containing supporting documents.
3. All programs organized by PPS-accredited providers must follow the prescribed format and contents.
4. The registration fees must adhere to the provisions of the Professional Regulation Commission Resolution No. 1520 Series of 2022 (Supplemental Guidelines on the Determination of CPD Providers' Seminar Registration Fees).

II. TYPES 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 the affairs of the society.
2. Postgraduate Course – given by degree-granting institutions (academe), the PPS subspecialty societies and sections, affiliate societies, or Level III or IV HAB-accredited hospitals usually lasting for at least 1 day.
3. Scientific Forum – conducted by Level I or II HAB-accredited hospitals for their trainees and outside participants on a wide range of topics from basic to advanced

clinical discussions on issues and subject matters 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. 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 or practices.
6. Webinars
7. The following activities are NOT eligible for CPD units:
 - A. Activities of the training program for residents and fellows (Interhospital Conferences, Case Report Contests, Research Paper Contests, Life Support Courses, cascading of guidelines, and similar activities)
 - B. Industry-sponsored stand-alone activities
 - C. Conferences consisting solely of industry-sponsored lectures
 - D. Training of Trainers workshops (participants should be given certificates of accreditation as trainers)

III. APPLICATIONS

1. No CPD activities are allowed 2 weeks before and after the Annual PPS Convention.
2. The dates of CPD activities open to all members of the PPS should be reserved to avoid conflict of schedules. Scheduling will be done on a first-come, first-served basis.
 - A. All requests for reservations should be made in writing addressed to the PPS President. Verbal, phone, or SMS reservations will not be entertained.
 - B. Only 1 PPS-accredited CPD activity (postgraduate courses, scientific fora, and conferences) will be allowed per day per region (Luzon, Visayas, and Mindanao).
 - C. CPD activities coinciding with the annual conventions of the PPS Subspecialty Societies will not be allowed.
 - D. If the desired dates are available, the provider will be informed in writing by the CPD council director. The reserved dates will be posted in the CPD calendar of activities in the PPS website.
 - E. Should a provider decide to proceed despite the overlapping schedules, no CPD units will be given.
3. Simultaneous CPD activities intended for chapter members only are allowed.
4. All applications must contain the following documents:

- A. Duly accomplished Application Form for CPD Units (Appendix 1)
 - B. Program following the prescribed format and contents
 - C. Curriculum vitae of speakers, panelists, facilitators, and moderators using the Professional Regulation Commission Resume of Resource Person Form (Appendix 2)
5. All applications must be received at least 1 month prior to the date of the activity.
6. The Council on CPD shall inform the applicant the number of CPD units granted within 1 week after receipt of the application.

IV. CPD UNITS

1. The PPS CPD units are different from the units given by the PRC. PPS CPD units are required to maintain membership in good standing of the society, Republic Act 10912 (Continuing Professional Development Act of 2016) Article III Section 10 requires CPD as mandatory requirement in the renewal of professional license and accreditation system for the practice of professions.
2. Participants
- A. PPS-accredited providers: 1 unit per 30-60 minute lectures and 0.5 unit for lecture less than 30 minutes
 - B. Non-PPS accredited providers: 0.5 unit per 30-60 minute lectures and 0.25 unit for lecture less than 30 minutes
3. Speakers, Panelist, Facilitators, and Moderators
- A. PPS-certified speakers – 3 units for a lecture of at least 30 minutes
 - B. PPS-certified panelists and facilitators – 1.5 units
 - C. PPS-certified moderators – 1 unit
 - D. Non-PPS speakers, panelists, facilitators, and moderators – none
4. The 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 at the upper left corner, title of the symposium, the date, and venue. For chapters and clusters, subspecialty societies and sections, affiliate societies, and departments, their official logo shall be placed at the upper right corner.

2. If the activity will receive support from non-milk companies, the name of the company may be printed at the bottom of the back page of the program as follows: 'An educational grant from (name and logo of the supporting company).' No specific product (generic or brand name) must be printed.
3. The program shall include (indicate the time frame of each part):
 - A. Invocation
 - B. National Anthem
 - C. PMA Hymn, PPS Hymn, and Chapter / Cluster or Subspecialty Society Hymn
 - D. Opening Remarks – by the President (PPS, Chapter / Cluster, Subspecialty Society, or Department Chair; if the PPS President is present, he/she gives the Opening Remarks while the Chapter / Cluster or Subspecialty Society President or Department Chair gives the Welcome Remarks).
 - E. Introduction of the Speaker/s
 - F. Lecture/s
 - G. Open Forum with Moderator
 - H. Awarding of Certificates – by the President (PPS, Chapter / Cluster, Subspecialty Society, or Department Chair) and Committee Chair
 - I. Closing Remarks – by the Vice President (PPS, Chapter / Cluster, or Subspecialty Society) or Department Training Officer
 - J. Master of Ceremonies – Secretary or Assistant Secretary (PPS, Chapter / Cluster, or Subspecialty Society) or Department Consultant Staff
4. The final program must incorporate changes required by the CPD Council, if any.

VI. PPS SUBSPECIALTY SOCIETIES OR SECTIONS AND AFFILIATE SOCIETIES

1. The scheduling of annual conventions and other scientific activities must follow the guidelines in Section III Item 1 to avoid conflicts of schedules.
2. The topics must be on a subspecialty level and not on general pediatrics.
3. During the annual convention of the Subspecialty Society or Section and the Affiliate Society, the following protocols must be observed:
 - A. A message from the PPS President must be included in the souvenir program.
 - B. The PPS President or his representative must be invited to join the processional march and deliver a message during the opening ceremonies.
 - C. During the opening ceremonies, the PPS President shall be seated at the right side of the President of the Subspecialty Society or Section and the Affiliate Society at the presidential table.
 - D. The PPS and Subspecialty Society or Section and the Affiliate Society flags shall stand side by side during the processional.

- E. The official logo of the PPS shall be at the left upper corner of the program.
- F. The PPS Hymn must be sung during the opening ceremonies.
- G. If the convention is held outside Metro Manila, the Chapter President must be informed and his message must be included in the souvenir program.
- H. The Chapter President must be invited to join the processional march and deliver a message during the opening ceremonies.

VI. DEPARTMENT POSTGRADUATE COURSES

1. Only Level IV and III PPS HAB-accredited institutions can offer postgraduate courses. Level II and I institutions can offer a Scientific Forum. (Section II Types of CPD Activities).
2. The local staff (active and visiting consultants) of the department must comprise at least 70% of the course faculty.
3. HAB-accredited institutions may offer other CPD activities of shorter duration.

VIII. PHARMACEUTICALLY SUPPORTED ACTIVITIES

1. The CPD provider must ensure that the PPS Code of Ethics is strictly adhered to, specifically Article IV which outlines the Pediatrician-Health Care Industry Relationship provisions (Appendix 4).
2. In compliance with Executive Order 51 (The Milk Code), milk companies cannot support PPS-accredited CPD activities.
3. The activity must not be used as a forum for the launching, promotion, or endorsement of a product of the company.
4. Promotional items
 - A. Streamers (standard size 3 x 2 m) shall bear the name and logo of the PPS on the left and the supporting company on the right. No name of specific products must be printed. The streamer can be placed only at the entrance of the venue or as backdrop of the stage.
 - B. Registration kits with the company logo and giveaways may be allowed at the registration desk outside the lecture hall.
 - C. No promotional item should be allowed inside the lecture hall.
 - D. Exhibits, promotional videos, and distribution of corporate products are allowed only outside the lecture hall.
 - E. Any other promotional product must be submitted to the Council on TCPD for approval.
4. During the scientific activity itself, the following activities are not allowed:
 - A. Performing artists / entertainers,

- B. Raffle prizes,
 - C. Fanfare, music, drum rolls, floor directors, and
 - D. Mascots.
5. Congruent with the 2020 Guidelines for the Conduct of Industry-Sponsored Online Scientific Activity in Partnership with the PPS, the educational grant will be given a maximum of 2 CPD units after approval by the Council on TCPD.
 6. Any violation shall be acted upon by the PPS Board of Trustees following due process.

IX. POST-ACTIVITY REPORT

1. The provider must submit within 1 month to the PPS Council on TCPD the accomplished PPS Completion Report on CPD Program Form (Appendix 3) with the necessary supporting documents.
2. If a provider fails to submit the accomplished PPS Completion Report on CPD Program form, subsequent applications will be subject to deliberation by the CPD Council Directors.

XI. APPROVAL

Approved by the PPS Board of Trustees on June 22, 2023. These policies and procedures will apply to CPD activities on September 1, 2023 onwards.

APPENDIX 1



PHILIPPINE PEDIATRIC SOCIETY, INC.

COUNCIL ON TRAINING AND CONTINUING PROFESSIONAL DEVELOPMENT

APPLICATION FORM FOR CPD UNITS

GENERAL INFORMATION

Name of Provider: _____
Contact Person: _____
Designation: _____
Email Address: _____
Mobile Number: _____

DETAILS OF CPD ACTIVITY

Title of Activity: _____
Nature of Activity:
 Convention Conference Scientific Forum
 Postgraduate Course Seminar / Workshop Webinar
Date / Time: _____
Venue: _____
Applying for PRC units: Yes No
Pharmaceutical Support: Yes No
If yes, specify extent of support: _____

REQUIRED SUPPORTING DOCUMENTS

- Properly accomplished application form
- Program with objectives following the prescribed format and content as described in Section V of the Policies and Procedures Governing CPD Activities
- Curriculum vitae of speakers, panelists, facilitators, and moderators using the Professional Regulation Commission Resume of Resource Person form
- Program and speakers evaluation tool

ACKNOWLEDGMENT AND CONFORME

I certify that the above information, written by me, is true and correct to the best of my knowledge and belief. I authorize the PPS to investigate the authenticity of all the documents presented.

Signature over Printed Name

Position

Date

APPENDIX 2

	Professional Regulation Commission
RESUME OF RESOURCE PERSON	

CPD COUNCIL OF / FOR MEDICINE

RECENT 2X2
PICTURE (color
photo with white
background)

Principal

 Alternate

 Substitute



Part I. Personal Circumstances

Name:	Nickname:
Residence Address:	Contact Details Landline No: Mobile No 1: Mobile No 2: Email Ad:
Business Address:	
Nationality / Citizenship:	

Note: The CPD Council shall be informed of any change/s on resource person/s at least 10 days before the CPD program offering. Substitute resource person may submit this duly accomplished form three (3) days from the completion of the CPD program.

Part II. Track Record

Major Competency Areas	Specialization	Sub-Specialization

Relevant Seminars / Training Programs Conducted in the last five (5) years		Relevant Seminars / Training Programs Attended in the last five (5) years	
Date	Title of the Program	Date	Title of the Program

Major Achievements, Citations, Recognitions, and Awards

Date	Title	Awarding Body

Part III. Education and Employment

Educational Background	Name of School / University	Address	Inclusive Dates	Degree Earned
Pre-Med				
Medicine				
Residency				
Subspecialty				
Master's degree				
Doctorate				
Work Experience: Five (5) most recent	Position	Agency / Company	Inclusive Dates	

Part IV. Other Relevant Information

Profession	Physician	License No.		Issued on:		Valid until:	
AIPO Membership		National / Chapter		Position		Date	
PMA							
PPS							
Other Major Affiliations (Professional, Civic)		National / Chapter		Position:		Date	

<p>I hereby certify that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.</p> <p>I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature Over Printed Name</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>	<p>[Electronically paste here your scanned PRC ID for professionals or other government-issued or company ID]</p>
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APPENDIX 3



PHILIPPINE PEDIATRIC SOCIETY, INC.

COUNCIL ON TRAINING AND CONTINUING PROFESSIONAL
DEVELOPMENT

COMPLETION REPORT FORM ON CPD PROGRAM

GENERAL INFORMATION

Name of Provider: _____
Contact Person: _____
Designation: _____
Email Address: _____
Mobile Number: _____

DETAILS OF CPD ACTIVITY

Title of Activity: _____
Nature of Activity:
 Convention Conference Scientific Forum
 Postgraduate Course Seminar / Workshop Webinar
Date / Time: _____
Venue: _____
Applied for PRC units: Yes No
Number of Attendees: _____

REQUIRED SUPPORTING DOCUMENTS

- List of speakers, panelists, facilitators, and moderators with their PRC numbers
- List of attendees with their PRC numbers
- Summary of evaluation of activity and speakers in tabular form

ACKNOWLEDGMENT AND CONFORME

I certify that the above information, written by me, is true and correct to the best of my knowledge and belief. I authorize the PPS to investigate the authenticity of all the documents presented.

Signature over Printed Name

Position

Date

APPENDIX 4

PHILIPPINE PEDIATRIC SOCIETY, INC.

CODE OF ETHICS

Article IV. Pediatrician-Health Care Industry Relationship

Section 1. Continuing Professional Development

- 1.1. The PPS shall organize CPD conferences and meetings, which shall contribute to improve and optimize care of the child.
- 1.2. The PPS General Guidelines for industry sponsored CPD activities shall be followed.
- 1.3. The PPS may accept subsidies to defray expenses for the events.
- 1.4. Pediatricians shall use only generic names of drugs in CPD activities.
- 1.5. Scholarships for trainees in Pediatrics and its subspecialties are permissible if the organizers or academic institutions concerned make the selection of scholar.
- 1.6. Pediatricians may accept reasonable subsidies from health and other industries to support their participation in CPD events (per Code of Ethics of the Medical Profession formerly PMA, 2016).
- 1.7. Pediatricians invited as speakers, moderators, rapporteurs, or any other active role in the scientific program may accept honoraria and reimbursements for reasonable travel, lodging, and meal expenses.
- 1.8. When commercial exhibits are part of a CPD activity, arrangements for these shall not influence the planning of nor interfere with the CPD activities. Only relevant information of the product shall be included in the exhibit area.

Section 2. Endorsements

- 2.1. A pediatrician shall not be allowed to endorse products or devices, medical or otherwise, for commercial purposes in quadri-media.
- 2.2. A pediatrician shall not receive financial or any form of benefits or gifts in exchange for prescriptions and/or partnering with diagnostic and/or therapeutic facilities.

Section 3. Promotional give-aways

The members of PPS may accept only promotional give-aways and/or gifts of reasonable value that are related to their work or clinical practice.