

THE CENTRE FOR CEP ACCREDITATION

THE TAMIL NADU Dr.M.G.R. MEDICAL UNIVERSITY, GUINDY, CHENNAI

INTRODUCTION

Continuing Education Programme refers to a specific form of continuing education that helps those in the medical field maintain professional competence and learn about new and developing areas of their field.

These activities may take place as live events, written publications, online programs, audio, video, or other electronic media. Content for the program is developed, reviewed, and delivered by faculties who are experts in their individual clinical areas.

Continuing Education Programmes content are developed and delivered by a variety of organizations, including professional associations, medical education agencies, hospitals and education institutions including universities, medical and nursing schools.

In this scenario, The Tamil Nadu Dr.M.G.R. Medical University has made Credit Points Mandatory for Postgraduates and CRMIs. The University has developed criteria for CEP accreditation and allocation of CEP Credit Points for participants of CEP in its affiliated institutions offering such programmes. In future CEP conducted under the auspices of the University should follow the following guidelines.

Accreditation is a mark of quality. Accreditation of Continuing Education Programme activities assures the Medical community and the public that such activities provide students and physicians with information that can assist them in maintaining or improving their practice of Medicine.

Accredited providers are those who comply with the Accreditation Policies of the Tamil Nadu Dr.M.G.R. Medical University.

MANDATORY CREDIT POINTS FOR CRMI AND POSTGRADUATES

From the academic Year (2010-2011) The Tamil Nadu Dr.M.G.R. Medical University has introduced Mandatory CEP Credits points to be obtained by CRMIs and Postgraduates as a part of their curriculum.

The Requisite Credit Points should be submitted by each candidate at the end of the posting / Course to get completion / appearance for University examination:

Post Graduates (Masters) - 50 credit points
CRMIs - 25 credit Points

PRE-REQUISITES FOR CEP PROVIDER

The CEP provider must fulfill the following essential areas:

- All requests for registration as CEP providers must be made on the appropriate application form. Application to be a provider has to be made directly to the Centre for CEP accreditation. The committee reserves its right to reject any application
- Written statement of the proposed CEP mission, which includes the CEP purpose, content areas, target audience, type of activities provided, should be communicated in the prescribed format.
- The Institution or organization conducting the CEP should evaluate the effectiveness of its CEP activities in meeting by an assessment method made available to the participants before and after the program, so that necessary improvements may be made in the future.
- All commercial support associated with a CEP activity must be disclosed to the Centre for CEP accreditation

CATEGORIES

Category I

Conference is a formal meeting in which many people gather in order to talk about ideas or problems related to a particular topic usually for several days.

Be conducted for not less than 3 full days, a full day being 5-8 hours.

Allow presentation of free communications and posters.

Category II

Workshop is a usually brief intensive educational program for a relatively small group of people that focuses especially on techniques and skills in a particular field.

Hands on Training on Models and Skills Labs. Operative procedures relayed live to a group of practitioners may be considered for registration.

Category III

Symposium is a formal meeting at which several specialists deliver short addresses on a topic or on related topics.

Category IV

Seminar is a form of academic instruction, either at an academic institution or offered by a professional organization.

Category V

Lecture Series is a series of lectures or lessons in a particular subject.

Category	CEP activity description	Credits points attainable for Attendance
1	Conference	30 (10 Points per Day)
2	Workshop	20
3	Symposium	15
4	Seminar	10
5	Lecture Series	5

APPLICATION FOR ACCREDITATION OF CEP ACTIVITY

- Application for CEP points alone should reach the Center for CEP Accreditation at least **three (3) weeks** before the Educational Activity concerned.
- If any Financial Grant is requested, then such applications should reach at least **five weeks** before the activity concerned.
- All the supporting documents should be attached with the application. Failure to enclose the necessary documents may lead to disqualification of the application.
- For a CEP to be awarded accreditation, it should comprise of a minimum of 25 Attendees per session.
- All applications should be recommended and forwarded by the Head of the Institution.
- Minimum three (3) Speakers must be present to conduct any CEP.
- No Credit Points will be given if all the Speakers are Internal Speakers.
- Processing fee of Rs.1180/- (Rs.1000/- + Rs.180/- GST) should be remitted through CMS2 login. Proof for payment should be attached along with the application.

Please send the completed application addressed to:

The Dean of Students,
The Centre for CEP Accreditation,
The Tamil Nadu Dr. M.G.R. Medical University,
Guindy,
Chennai – 600032.

SECTION A: GENERAL INFORMATION

S.No.	Fields	Details
1	Title of the Activity: (Please specify the exact and actual name by which the event will be referred to)	
2	Scheduled Dates	
3	Venue	
4	Name of the Organizer (Institution /Department)	
5	Complete contact details of the Organizer	
	Address	
	Phone	
	Email	
6	The names of the Individuals to be contacted (At least two names)	
	Name	Name
	Designation	Designation
	Department	Department
	Mobile Number	Mobile Number
	Email	Email
7	Events for which the University had provided financial assistance in the current academic year and in the immediate two preceding years	1. 2.

SECTION B: ACADEMIC INFORMATION

1	Type of Activity (Circle appropriately) Attach the original of the invite / circular	Conference Workshop Symposia Seminar Lecture series
2	Category under which applied	
3	Area of specialty	
4	Scheduling of sessions	Attach scientific session with Starting and finishing time of each presentation. Title of each presentation Speaker / Resource Person for each presentation
5	Target audience	Approximate number :
		Background:
6	Program Evaluation form	Attach a copy
7	Certificate Template	Attach a copy

Format for Scientific Session (Attach as many sheets as required)

Time	Title	Name of the Chairperson	Name of the Speaker / Resource Person	Name of the Institution	Internal/External

Only a single page CV of the speaker to be attached

Format for C V of the Speakers

NAME	
QUALIFICATION	
DESIGNATION	
INSTITUTION	
TOTAL YEARS OF EXPERIENCE	
TEACHING	
RESEARCH	
PUBLICATIONS	
H INDEX	

SECTION C: CERTIFICATE TEMPLATE

LOGO of TNMGRMU	LOGO of the INSTITUTE
<u>NAME OF THE INSTITUTION</u>	
CONTINUING EDUCATION PROGRAMME	
ACCREDITATION CERTIFICATE	
This Certificate is awarded to Dr./Mr./Mrs.....	
for attending the CME/Workshop/Seminar/Conference on “.....”	
held onorganized by the Department of ofCollege	
is accredited by the Tamil Nadu Dr. M.G.R. Medical University, under Category, with	
----- Credit Points.	
Signature PROFESSOR & HOD	Signature DEAN / PRINCIPAL