

CPD GUIDELINES FOR CPD PROVIDERS

Institutions and professional bodies wishing to take part in the CPD programme are requested to be aware of the following requirements as stipulated by Medical Council of Mauritius:-

1. An application form for CPD providers has to be filled in.
2. Approval for CPD providers will be valid for 3 years.
3. The CPD subcommittee will review validation every 6 months as part of quality assurance to ensure adherence to CPD guidelines
4. Any commercial sponsorship or interest of the presenter or facilitator for different courses must be declared to the MCM.
5. A CPD programme has to be sent to MCM at least **2 months in advance** or as soon as it is ready and on a 6 monthly basis.
6. An automated reminder will be sent from MCM to the institutions **every 6 months** for information regarding their forthcoming programme.
7. All programme should contain the details of the lecture, name of speaker, duration of the lecture/workshop, the venue and any restriction in the number of delegates allowed.
8. The programme will be advertised on the Medical Council website within 24 hours unless stated otherwise by the organizers.
9. The certificate of attendance has to be sent to the Medical Council **within 2 weeks via email on mcm.cpd@gmail.com** . A format if required is available on the MCM website.
10. CPD providers will be allowed to charge a reasonable fee for providing a CPD course. However, they will have to submit the evaluation record completed by participants of previous events and a satisfactory rating will be required in order to be allowed to proceed.
11. CPD providers and CPD speakers must encourage participants to complete the evaluation form within 24 hours after the course. The form is available on the MCM website. Evaluation forms can be sent via email directly to mcm.cpd@gmail.com within 2 weeks of attendance
12. CPD courses should demonstrate clear goals and learning objectives.
13. Speakers are kindly requested to send their biodata and an abstract of their lectures to MCM