

THE TAMIL NADU Dr.M.G.R. MEDICAL UNIVERSITY, GUINDY, CHENNAI
THE CENTRE FOR CEP ACCREDITATION

Introduction

Medical Education is an evolving science. Significant advances are taking place in the field continuously, like changes in the concept, management approaches and outcome of various diseases. The rapid pace of these developments necessitates that Doctors stay updated to apply this information in their practice, thereby enhancing their competence and knowledge.

Continuing Education Programmes (CEPs) serve as vital platforms for medical professionals to engage with current knowledge, refining their skills and understanding of new medical practices. This ongoing education addresses the dynamic nature of healthcare, ensuring that practitioners maintain high standards of care and the ability to incorporate innovative treatments and technologies into their practice.

Moreover, accreditation of these programs guarantees their reliability and relevance, fostering a culture of excellence within the medical community. Ultimately, the integration of CEPs in the medical profession is essential for sustaining the quality healthcare and enhancing the competence of healthcare providers.

Accreditation for Continuing Education Programme has been globally accepted and in India, already endorsed by Indian Medical Council (Professional conduct, Etiquette and Ethics) Regulations, 2002.

Continuing Education Programmes are delivered by a variety of organizations, including professional associations, medical education agencies, hospitals and educational institutions including Universities, Medical, Dental and Nursing institutions.

In this scenario, the Tamil Nadu Dr. M.G.R. Medical University has made the Credit Points mandatory for the Postgraduates and CRMIs. The University has developed criteria for CEP accreditation and allocation of CEP Credit Points for the participants of CEP in its affiliated institutions offering such programmes.

CEP conducted at the affiliated Institutions under the auspices of the University should follow the following Guidelines.

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 the University examination:

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

PRE-REQUISITES FOR CEP PROVIDER

The CEP providers must fulfill the following essential areas:

All requests for registration as CEP providers must be made on the appropriate ONLINE application form. Applications have to be submitted directly to the Centre for CEP accreditation, the Tamil Nadu Dr.M.G.R. Medical University.

Written statement of the proposed CEP mission, which includes the

1. OBJECTIVES

2. TYPE OF ACTIVITIES PROVIDED

Conference, Workshop, Symposium, Seminar and Lecture Series.

3. LEARNING METHODOLOGY

Lectures, Case studies, Hands on activities, Role playing, Simulations, Discussions and Multimedia presentations.

4. EXPECTED OUTCOME

The outcome of the programme should be submitted in the prescribed format.

5. EVALUATION

The Institutions 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 programme.

6. SCIENTIFIC PLANNING COMMITTEE

CEP provider should constitute a **Scientific Planning Committee (SPC)** to organize the Continuing Education Programme.

i) Composition of SPC

1. Head of the Institution
2. Head of the Department
3. Two faculties for communication
4. One external speaker (consent for the willingness to become a member of the SPC and speaker - to be attached)
5. Students representations – 1 Post Graduate / 1 Under Graduate Student.

ii) Responsibilities of SPC

1. The SPC must choose the Title of the CEP with justification
2. Develop the learning objectives.

3. Select the educational methods.
4. Select team members to organize the programme.
5. Oversee the development and delivery of the contents.
6. Develop an evaluation mode to assess how well the learning outcomes be achieved.
7. Maintain the attendance records.
8. Issue a Certificate of Participation to all the participants of the CEP.

TYPE OF ACTIVITY

The CEP provider should strictly adhere to the Guidelines prescribed below for different types of activities in the application format.

CONFERENCE - Category I

- i) A conference is a set of learning activities by different speakers on diverse topics, combined into a single program by the program provider.
- ii) It must be conducted for not less than three (3) full days, with a full day being defined as 6 - 8 hours of duration.
- iii) Interactivity is essential & at least 25% of the activity time must be spent on interactive learning, such as Q & A sessions, skill training and discussions.
- iv) "Two thirds" of the speakers must be an external among the total No. of Speakers.

THE STRUCTURE AND CONTENTS OF CONFERENCE:

- One or more presentations on a given topic.
These presentations may take
- the form of lectures
- Slide shows or films
- Workshops / Hands on writing
- Panel discussions
- Poster presentations
- Paper presentations

WORKSHOP - Category II

- i) Workshop is brief intensive educational program for a relatively small group of participants that specifically focuses on techniques and skills in a particular field of science.
- ii) Hands on Training, Models and Skills training / tasks are included under workshop.
- iii) Operative procedures relayed live to a group of practitioners may be considered for registration (Informed consent and IEC Clearance to be submitted).

iv) Workshop shall not last extent for more than three days, a full day being defined as 6-8 hours of duration. At least 25% of the activity time must be dedicated to interactive learning and “two thirds” of the speakers must be an external among the total No. of Speakers.

SYMPOSIUM - Category III

i) Symposium is a limited gathering of experts in the particular / specific field / Topic, sharing advanced, in-depth knowledge in the field through mutual interaction and group discussion.

ii) The symposium may include presentations, workshops, and panel discussions that cover a range of topics.

iii) At least, five (5) No. of speakers should be present with a minimum duration of six (6) hours per day.

SEMINAR - Category IV

i) Seminar is a form of academic gathering that involves a teacher or expert providing training, discussion or study on a particular subject. It is designed to facilitate focused learning through participant engagement.

ii) A minimum of three (3) No. of speakers should be present with duration of at least five (5) hours per day.

LECTURE SERIES - Category V

A Lecture Series comprises a series of lectures or lessons on a specific subject. It should have a minimum duration of three (3) hours per day and require at least three No. of speakers.

TABLE – TYPE OF ACTIVITY WITH ACCREDITATION

Category	CEP activity	Maximum Credits points attainable for Full Attendance
I	Conference	30
II	Workshop	20
III	Symposium	15
IV	Seminar	10
V	Lecture Series	5

Guidelines for CEP applications

- Application Form for CEP points should reach the Center for CEP Accreditation at least **three (3) weeks** before the conduction of educational activity concerned.

- If any Financial Grant is requested, then such a separate application should reach at least **five weeks** before the conduction of educational activity concerned.
- All the supporting documents should be attached with the Application Form. Failure to enclose the necessary documents may lead to disqualification of the application.
- For a CEP to be accredited, it should comprise of a minimum of 25 Attendees / Participants per session of the programme.
- All the applications should be recommended and forwarded by the Head of the Institution.
- No Credit Points will be given if all the Speakers are only Internal Speakers.
- No changes shall be permitted in the schedule of the Program once the application is submitted to the Centre for CEP Accreditation

- **SPONSORSHIP**

All means of commercial support associated with a CEP activity must be disclosed to the Centre for CEP accreditation.

- **COLLABORATION**

In case of collaborative CEPs held with non-affiliated organizations, the application should be made in name of the affiliated institutions only, so also the participant's registration fees should be collected in name of the affiliated institution only.

- The Committee reserves its rights to reject any application if not meet out the criteria prescribed
- 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 form.

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 – 600 032.

THE TAMIL NADU Dr.M.G.R. MEDICAL UNIVERSITY
No.69, ANNA SALAI, GUINDY, CHENNAI 600 032
CEP APPLICATION FORM

SECTION A: GENERAL INFORMATION

S.No.	Fields	Details
1	CEP Title (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	Scientific Planning Committee details	
	i) Head of the Institution	
	ii) Head of the Department	
	iii) Two faculties for communication	
	iv) External Speaker (Consent to be attached)	
	v) Students representation (UG / PG)	
6	Complete contact details of the Organizer	
	Name	
	Designation	
	Address	
	Phone	
	Email id:	
7	The names of the faculties to be contacted (At least two names)	
	Name	Name
	Designation	Designation
	Department	Department
	Mobile Number	Mobile Number
	Email id:	Email id:
8	Sponsorship details	Yes or No If “Yes”, not eligible for University Financial Assistance
9	Financial Assistance required from the University	Yes or No. If “Yes” separate request to be submitted
10	Events for which the University had provided financial assistance in the current academic year and in the immediate two preceding years	1. 2.

Official Seal & Signature of the Organizer

Official Seal & Signature of the
Head of the Institution

SECTION B: ACADEMIC INFORMATION

1	Objective of the CEP	
2	Type of Activity (Circle appropriately) Attach the original of the invite / circular	Conference Workshop Symposia Seminar Lecture series
3	Schedule of sessions	Attach the schedule of the scientific sessions with Starting and ending time of each presentation. Title of each presentation / Name of the Speaker / Resource Person for each presentation
4	Expected Outcome	To be attached
5	Synopsis of the CEP	To be attached
6	Target audience	Approximate number: UG / PG / FACULTIES details
7	Program Evaluation form	Attach a copy
8	Certificate Template	Attach a copy
9	External Speaker's Consent	Proof to be attached
10	Live Demo	Yes or No If "YES", Patient information Form, Consent / IEC clearance to be attached

Official Seal & Signature of the Organizer

Official Seal & Signature of the
Head of the Institution

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

Date	Time & duration	Title	Name of the Chairperson / Institution	Name of the Speaker / Resource Person /Institution	Internal/ External
	1				
	2				
	3				
	4				

Format for Curriculum Vitae of the Speaker (in single page)

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

SECTION C: CERTIFICATE TEMPLATE

LOGO of TNMGRMU	LOGO of the INSTITUTION		
<u>NAME OF THE INSTITUTION</u> CONTINUING EDUCATION PROGRAMME ACCREDITATION CERTIFICATE This Certificate is awarded to Dr./Mr./Mrs..... for attending the (CEP Title) organized by the Department of ,(Institution Name) on This CEP is accredited by the Tamil Nadu Dr. M.G.R. Medical University, under Category with ----- Credit Points. <table><tr><td>Signature PROFESSOR & HOD</td><td>Signature DEAN / PRINCIPAL</td></tr></table>		Signature PROFESSOR & HOD	Signature DEAN / PRINCIPAL
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