

Association of Anaesthetists CPD Policy



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of Anaesthetists

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1. Organisation background

The Association of Anaesthetists has a broad constitution to promote and advance education, safety and research in anaesthesia, as well as the professional aspects of the specialty and the welfare of individual anaesthetists. Our long term strategy states that our vision is to provide educational excellence as a leading provider nationally and internationally of relevant, challenging and high quality educational activities and resources, available through face to face events and as online e-learning, and that we 'Continue to improve QA processes to ensure education excellence'. This policy forms part of that work stream.

The Association of Anaesthetists aims to be the leading provider of CPD related anaesthesia and related education in the UK and Ireland and internationally

The Association of Anaesthetists Foundation, which organises CPD events, is listed as a company limited by Guarantee (1963975) and registered as a charity (293575 England and Wales; SCO40697 Scotland).

2. Introduction

This CPD policy describes how the Association of Anaesthetists-organised face to face and online CPD events, including synchronous online learning opportunities, meet the standards of performance and organisation laid out in the **Association of Anaesthetists CPD Code of Practice for CPD events in Anaesthesia and related subspecialties**.

The Association of Anaesthetists aims to conform to this [Code of Practice](#) in the organisation of each of its CPD events.

For clarification relating to definitions and aims of CPD; CPD and Revalidation; and External approval and ensuring standards in CPD, please refer to the aforementioned Code of Practice.

All Association of Anaesthetists CPD events are run by the Association of Anaesthetists foundation, and any profits are used to further the aims of the Foundation – see <https://www.aagbi.org/about-us> for more details.

3. Organisation of CPD events

The intended audience for all Association of Anaesthetists CPD events unless otherwise specified is all training, practicing or retired anaesthetists or members of related specialities with an interest in the subject matter. In the case of audience specific events, the target audience will either be stated, or will be clear from the title of the event (such as 'Preparing for your consultant interview', where the intended audience are Anaesthetists in training wishing to prepare for consultant interviews).

The Association of Anaesthetists organises a number of types of CPD events:

a. Major conferences

There are three major conferences a year, the Trainee Conference, Annual Congress, and WSM London. Each of these has a website listing of its own, where details relating to the faculty; programme including format, content and timings; organisation lead; professional content lead; event location including map link; and clear learning objectives, curriculum references or educational goals - for either the event overall or its individual components as appropriate can be found.

In line with our Commercial sponsorship policy, see section 4, all commercial support, sponsorship or inducement will be declared on the relevant event website.

Additionally, a number of the lectures from these events will be filmed and made available to members on Learn@, the Association's online CPD resource.



b. Seminars

The Association of Anaesthetists runs a large number of seminars each year, mostly at the Association of Anaesthetists headquarters, but with an increasing number of regional seminars being held at a variety of locations around the country. There is an [information page for seminars](#) which contains information relating to location, timing and organisational details including fees. Each seminar has an event listing, which can be accessed from the [events search page](#) which contains the further details about programme, format, clear learning objectives, curriculum references or educational goals - for either the event overall or its individual components as appropriate.

All commercial support, sponsorship or inducement will be declared on the relevant event listing on the website.

c. Core Topics

The Association of Anaesthetists runs a number of Core Topics events each year, held at a variety of locations around the country. There is an [information page for Core Topics](#) which contains information relating to location, timing and organisational details including fees. Each Core Topics event has an event listing, which can be accessed from the same page which contains the further details about programme, format, clear learning objectives, curriculum references or educational goals - for either the event overall or its individual components as appropriate.

All commercial support, sponsorship or inducement will be declared on the relevant event listing on the website.

d. Webinars

The Association of Anaesthetists runs a number of Webinars each year, held at a variety of locations around the country. There is an [information page for Webinars](#) which contains information relating to, timing and organisational details including fees. Each webinar has an event listing, which can be accessed from the same page which contains the further details about programme, format, clear learning objectives, curriculum references or educational goals - for either the event overall or its individual components as appropriate.

All commercial support, sponsorship or inducement will be declared on the relevant event listing on the website.

4. Commercial and financial support.

- The Association of Anaesthetists has a [commercial sponsorship policy](#)

5. Registrant complaints.

- The Association of Anaesthetists has a [comments and complaints procedure](#)

6. Refunds to registrants.

- The Association of Anaesthetists has a [cancellation policy](#)

7. Declarations by faculty members of competing interests.

- The Association of Anaesthetists has a [competing interest's policy](#)



8. Speaker declarations

- The Association of Anaesthetists require speakers at all events to make declarations relating to Copyright observation, Ethical issues, Permission to record, Copyright assignment, Declaration of interest and Quality assurance. Please see **Appendix 1** for details.

9. Policy regarding comments on the actions of other professionals.

- The Association of Anaesthetists has a defamation and libel statement, and has a Diversity and Equality policy.

10. Programme and Professional Content lead

The Professional Content Lead is responsible for the programme of each CPD event, and is approved by the relevant lead for the event type (Seminar, Core Topics, Webinar) or in the event of a major conference; the Chair of the Education Committee has oversight of the programme.

As per the Quality Assurance Policy, the proposed educational content, objectives and learning methods will be reviewed at the planning stage by a group of expert peers (comprised of leads who have been appointed by the Association of Anaesthetists board on specific learning programmes and the chairman and members of the Association of Anaesthetists education committee) and a programme only published online after approval by the group. This group includes highly experienced educators who are knowledgeable and experienced.

- The programme will ideally be approved for Seminars, Core Topics and Webinars at least 2 months in advance of the event and in the case of major conferences 8-10 months in advance.
- Where relevant, up to 5 learning objectives will be set by the presenters when planning a learning activity
- Coded references against the RCoA CPD Matrix, the GMC Domains, and where relevant the Trainee Curriculum, will be provided for each talk or component of an event. In the case of themed Seminars or Webinars, these references and learning objectives can be for the whole event, rather than by component or talk.

11. Faculty

a. Selection

Faculty are selected by the Professional Content lead for the event. It is the responsibility of the Professional Content Lead to select faculty suitably qualified and experienced to meet the educational goals of the event, and to advise as to the content and title of the required talk or workshop.

- The Professional Content lead should make the attempt to reflect the gender makeup of the desired audience in the recruitment of the Faculty. Statistics for this purpose are available from the organisational lead.
- The Association of Anaesthetists do not usually offer paid Honoraria for faculty, however If appropriate, it is the responsibility of the Professional Content lead to check that faculty have reached agreement with their employers about the retention of paid honoraria for work done during contracted and paid NHS time.
- In addition the Professional Content Lead should if necessary or appropriate ask for sight of retained feedback summaries from non-Association of Anaesthetists meetings at which faculty have taught in advance of the meeting.



- The professional Content Lead has the responsibility to ensure that the event content be accurate, honest, balanced, relevant, up-to-date, supported by evidence and appropriate to the learning objectives and target audience.
- The professional Content lead has the responsibility of informing faculty that the Association of Anaesthetists encourages reflection, and will facilitate the recording of reflection for its members

b. Briefing

As well as an initial briefing form from the Professional Content lead, the faculty will receive the communication in **Appendix 1** from the organisation lead, and any necessary chasing emails, and be referred to the CPD Policy. These communications will cover the following areas:

Expense policy and claim form

link to the expense policy and claim form.

Presentation

Faculty will be asked for a **short bio (max. 200 words)**; and **up to 5 learning objectives** based on their presentation; this information will be included on the back of the programme for the delegates to view.

Declarations

It is the policy of the Association of Anaesthetists that presenters contributing to meetings should disclose any relationship that may have a direct bearing on the subject matter of their presentations,

11.b.1) Copyright observation

Faculty will be asked to confirm that they will not include/have not included in my presentation any material for which they do not own the copyright, unless they have permission of the copyright holder, either specifically (e.g. on request) or generally (e.g. by 'blanket' permission*), and that they will include a statement to that effect in their presentation when such material is included.

**some websites e.g. Wikipedia allow use of material without permission, as long as the source (URL) is included. NB Wiley, the publishers of Anaesthesia, allow use of any material from the Journal to be used at Association of Anaesthetists events without specific permission, as long as the source (reference) is included*

11.b 2) Ethical issues

Faculty will be asked to confirm that they will not include/have not included in their presentation any images, recordings or personal details of patients without their written consent, and that they will include a statement to that effect in their presentation when such material is included. Further, any patient information used should be the minimum required to illustrate the point being made.

11.b 3) Permission to record

Faculty will be asked to give permission to the Association of Anaesthetists to record and make available a video/audio recording of their presentation for educational purposes via its website,* and understand that this might involve minor editing. They will also be asked to undertake to inform the



Association of Anaesthetists if there is any material within my presentation that I do not wish to be used in this way.

**NB the standard online lifespan of a video is two years, after which time it will be reviewed and possibly removed. If they feel that the content of their talk has a shorter lifespan, they should inform the organisation lead for the event.*

11.b 4) Copyright assignment

Faculty will be asked to declare that they hereby transfer, assign and otherwise convey all copyright to ownership of the recording* of my presentation to the Association of Anaesthetists, who may thus review, edit and post it on to its website.

**NB this only relates to the recording made of your presentation at the meeting, and not to your presentation itself or to your ability to present the material subsequently, elsewhere.*

11.b 5) Declaration of interest

Faculty will be asked to declare that they hereby undertake to declare at the beginning of their presentation any competing interests* relating to the subject matter of their presentation, e.g. relationships with pharmaceutical, equipment or other companies/manufacturers, academic institutions, medicolegal or political interests, etc.

**in general, it is better to declare than not to declare. If you wish to seek clarification/guidance, please get in touch.*

11.b 6) Quality assurance

Faculty will be asked to declare that they hereby agree that their contribution will be subject to the Association of Anaesthetists's routine QA process, by which feedback is collected from delegates and provided to faculty afterwards.* They should also note and agree to the Association of Anaesthetists keeping (securely) a record of the summary feedback, along with my name/address, as part of its continuous QA programme and planning of future events.

**feedback from delegates is provided in order to assist faculty in modifying/improving their presentations, if required, and to serve as a record e.g. for appraisal etc.*

c. Performance

Faculty performance will be assessed by the delegates via a delegate evaluation survey sent out to all attendee email addresses at the end of the event. The survey requests feedback on the content of the talks, the relevance of the material against learning objectives, with opportunity for free text comments.

Further feedback relating to the organisation of the event and catering is sought, and opportunities for suggestions are offered. The QA assessor will also assess performance according to the Association of Anaesthetists [Quality Assurance Policy](#).



d. Feedback

Feedback from the delegate evaluation survey will be collated, internally approved by the relevant event type lead, and distributed by the organisation lead to the professional content lead, before faculty specific versions are sent to the faculty within 30 days of the event. QA feedback is used internally for monitoring and process improvement.

12. Quality Assurance

Association of Anaesthetists has a [Quality Assurance Policy](#), and produces an Annual Quality Assurance Self Assessment report once a year.

All Quality Assurance is carried out online, with the QA assessor present at the event, or in the webinar if appropriate.

13. Reflection

The Association of Anaesthetists encourages reflection as part of the process of CPD and actively encourages it at all events. The Association of Anaesthetists will facilitate the recording of such reflection by adding the programme and associated reflective template for all of its CPD events to its online learning platform Learn@ for the use of its members.

14. Venue selection

Venues will be selected with enough capacity to comfortably host the event, and will be appropriate for the intended material and educational format, comply with appropriate Health & Safety legislation and guidance, be accessible to disabled registrants, and if possible comply with relevant environmental policies and standards. However, internal budgetary requirements will also be adhered to.

15. Event records

The Association of Anaesthetists will keep relevant records of each CPD event for at least 5 years, including feedback collected, programme and a log of any changes made to future events or event procedures made as a result of feedback gathered which will be kept by the Educational Events Manager.



Appendix one – faculty briefing communication

We are delighted that you have agreed to speak at **Core Topics xxx** on **Friday xx xxxx 201x**. Please see below for some key information about the day and some requests for information.

Location and programme

The meeting will be held at the [Radisson Blu](#), Cardiff.

Radisson Blu Cardiff

Meridian Gate

Bute Terrace

Cardiff

CF10 2FL

[Directions](#)

Please click [here](#) for the programme for the meeting.

Speaking slot

(09:30 - 10:00) Talk title here

Please can you ensure that the details of your talk are correct? If there are any issues, please do not hesitate to contact me on **020 7631 8xxx** or email (xxxx@aaagbi.org).

Details

Please find below a summary of your details for **Core Topics Cardiff**. Can you please provide any outstanding information by **appropriate date here**?

Title: xxr

First name: xx

Surname: xxxx

Hospital: Please advise

Dietaries: Please advise

Mobile number: Please advise

Email address: xxx@xx.com

Please do let me know if any of the above information has changed.

Expense policy and claim form

Please click [here](#) for a link to the expense policy and claim form.

Presentation

It would be great if you can provide me with a **short bio (max. 200 words)**; I will pass this information onto the Core Topics meeting organiser(s). Can you please also provide me with **up to 5 learning objectives** based on your presentation; this information will be included on the back of the programme for the delegates to view.



It would be great if you can provide me with the following information by [appropriate date](#).

- **Short bio (max. 200 words):** Please advise
- **Up to 5 learning objectives:** Please advise

Declarations

It is the policy of the Association of Anaesthetists that presenters contributing to meetings should disclose any relationship that may have a direct bearing on the subject matter of their presentations, so I would appreciate it if you could read the below information and advise whether you are happy with each of the 6 points.

- **Copyright observation:** Please advise
- **Ethical issues:** Please advise
- **Permission to record:** Please advise
- **Copyright assignment:** Please advise
- **Declaration of interest:** Please advise
- **Quality assurance:** Please advise

1) Copyright observation

I hereby confirm that I will not include/have not included in my presentation any material for which I do not own the copyright, unless I have permission of the copyright holder, either specifically (e.g. on request) or generally (e.g. by 'blanket' permission*), and that I will include a statement to that effect in my presentation when such material is included.

**some websites e.g. Wikipedia allow use of material without permission, as long as the source (URL) is included. NB Wiley, the publishers of Anaesthesia, allow use of any material from the Journal to be used at Association of Anaesthetists events without specific permission, as long as the source (reference) is included*

2) Ethical issues

I hereby confirm that I will not include/have not included in my presentation any images, recordings or personal details of patients without their written consent, and that I will include a statement to that effect in my presentation when such material is included. Further, any patient information used should be the minimum required to illustrate the point being made.

3) Permission to record

I hereby give permission to the Association of Anaesthetists to record and make available a video/audio recording of my presentation for educational purposes via its website,* and understand that this might involve minor editing. I also undertake to inform the Association of Anaesthetists if there is any material within my presentation that I do not wish to be used in this way.

**NB the standard online lifespan of a video is two years, after which time it will be reviewed and possibly removed. If you feel that the content of your talk has a shorter lifespan, please let us know.*



4) Copyright assignment

I hereby transfer, assign and otherwise convey all copyright to ownership of the recording* of my presentation to the Association of Anaesthetists, who may thus review, edit and post it on to its website.

**NB this only relates to the recording made of your presentation at the meeting, and not to your presentation itself or to your ability to present the material subsequently, elsewhere.*

5) Declaration of interest

I hereby undertake to declare at the beginning of my presentation any competing interests* relating to the subject matter of my presentation, e.g. relationships with pharmaceutical, equipment or other companies/manufacturers, academic institutions, medicolegal or political interests, etc.

**in general, it is better to declare than not to declare. If you wish to seek clarification/guidance, please get in touch.*

6) Quality assurance

I hereby agree that my contribution will be subject to the Association of Anaesthetists's routine QA process, by which feedback is collected from delegates and provided to faculty afterwards.* I also note that the Association of Anaesthetists will keep (securely) a record of the summary feedback, along with my name/address, as part of its continuous QA programme and planning of future events.

**feedback from delegates is provided in order to assist faculty in modifying/improving their presentations, if required, and to serve as a record e.g. for appraisal etc.*

Please note that whilst the vast majority of comments are complimentary, they are occasionally adverse; the latter usually relate to:

- not declaring known conflicts of interest
- not meeting publicised learning objectives
- lack of relevance to the target audience
- lack of distinction between 'evidence-based' or 'best' practice, and personal opinion
- excessive overlap between consecutive speakers in a session
- slides that are too 'busy' or difficult to read (e.g. text is too small or badly coloured, e.g. red text on blue background)
- out-of-date content.

We would ask respectfully that you take account of the above when preparing your presentation, and also note that rarely, formal complaints may be received if content is perceived as prejudicial (e.g. discriminatory/disrespectful according to gender, race, disability, etc) or defamatory (false allegation, whether spoken or written), and the Association of Anaesthetists would also consider such content to be unacceptable; we would therefore ask that you take care not to include any content that might cause offence.

Further, speakers are reminded that many delegates will be using social media to discuss/raise awareness of presentations and sessions, and that a speaker's indiscretion can be posted/tweeted widely within seconds, with the risk of damaging further the reputations of both the speaker and the Association of Anaesthetists.

It is because of the importance of these issues, and as part of the Association of Anaesthetists's education policy that we ask for your confirmation/declaration that you have read and understood the above. Once you have done so can you please advise by **appropriate date**.

