Association of Anaesthetists CPD Policy



Association of Anaesthetists

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1. Organisation background

The Association of Anaesthetists (the Association) 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 aims to be the leading provider of CPD related anaesthesia and related education in the UK and Ireland and internationally.
The Association 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-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 CPD Code of Practice for CPD events in Anaesthesia and related subspecialties.

The Association 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 Foundation, and any surplus is used to further the aims of the Foundation – see https://anaesthetists.org/Home/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 organises a number of types of CPD events:

a. Major conferences

There are a number of major conferences a year. 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, or educational goals - for either the event overall or its individual components as appropriate can be found. Links to these listings and general information about the conferences can be found in the relevant section on **this page.**

In line with our Commercial sponsorship policy to prevent bias, 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 e-learning platform.

b. Seminars, Core Topics and Webinars

The Association runs a number of seminars each year, mostly at the Association headquarters. Core Topics events are held at a variety of locations around the country. Webinars are held online, and can be accessed from anywhere.
Each of these events has an event listing, which can be accessed from the events search page which contains the further details about programme, format, clear learning objectives, 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. Courses

The Association runs a number of courses each year on Mentoring, SAFE Paediatrics, Hypnosis and a soon to be leadership course. We also provide online courses on Perioperative Ultrasound and Basic Transthoracic Echocardiography.

Each of these events has an event listing, which can be accessed from the events search page which contains the further details about programme, format, clear learning objectives, or educational goals - for either the event overall or its individual components as appropriate.

4. Commercial and financial support.

- The Association has a commercial sponsorship policy

5. Registrant complaints.

- The Association has a feedback and complaints procedure

6. Refunds to registrants.

- The Association has a cancellation policy

7. Declarations by faculty members of competing interests.

- The Association has a competing interest's policy

8. Speaker declarations

- The Association 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.

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

- The Association 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; there is a project group with a lead, made up of specialist doctors including residents, SAS, consultants and local organisers. Oversight is provided by the Education Committee.

11. Equality, Diversity and Inclusion

The Association has an **Equality, Diversity and Inclusion policy**, which can be seen here.

The Association of Anaesthetists welcomes diversity and is committed to equity and inclusion in all aspects of our work. Diversity is valued within the organisation. We positively seek to reflect diversity in the composition of our governance bodies and workforce and to ensure there is equity of access to the services we provide and that we are responsive to the needs of the diverse population of patients and health professionals in the UK and Ireland.

12. Event Code of Conduct

The Association of Anaesthetists welcomes diversity in our membership and staff team. This diversity is something we celebrate and is considered one of the strengths of our organisation.
We aim for all of our events to take place in an environment where everyone feels welcome to participate, speak up, ask questions, and engage in conversation. This requires a harassment free and inclusive environment that recognises the inherent worth of every participant. We invite all those who participate to help us create a safe and positive experience for everyone. All delegates (attendees), faculty, sponsors and staff are required to adhere to the Code of Conduct. This includes all association events and communications and social media before, during and after the event itself. Event organisers will enforce this code throughout and we expect cooperation from all participants to help ensure a safe and welcoming environment for everybody.

13. Faculty 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 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 encourages reflection, and will facilitate the recording of reflection for its members.

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