CONTINUOUS PROFESSIONAL DEVELOPMENT
Guidelines for Members of the Maltese Association of Psychiatry

MALTESE
ASSOCIATION OF
PSYCHIATRY

MAP CPD Subcommittee
September 2020

Introduction

The Maltese Association of Psychiatry (MAP) strives to promote the delivery of the highest quality of psychiatric care possible in Malta. To this end one of the MAP's main objectives is to promote the continuous professional development (CPD) and the highest level of professional competence of its members.

CPD activities may include both learning activities which enhance existent skills, as well as activities that are directly related to the development of new capabilities in relation to each individual member's field of practice and service needs within which they practice.

CPD Domains

CPD Activities may fall under 3 domains as described in more detail below. Activities carried out might fall under different domains depending on the individual member's needs, it is up to the member to decide under which domain to categorize their activity.

Members are encouraged to achieve a balance of activities from different domains focusing especially on the Clinical domain should they have direct patient contact in their current practice. Activities related to formal undergraduate and postgraduate training required by the member do not count towards CPD.

1. Clinical Domain
This includes all educational activities that relate to development of clinical skills, competence or knowledge.
Examples: lectures, seminars, courses, conferences, case-based discussions, clinical workshops, symposia, grand ward rounds, psych café meetings, etc.

2. Academic Domain
Examples include preparation for postgraduate teaching, research, audits, educational supervision, examining and publishing.
Members need to *consider the learning required* to successfully achieve the activity rather than carrying out the activity in itself.

3. Professional Domain
Activities that promote organizational, management, legal, administrative and non-clinical skills.
Examples: peer group meetings, management and leadership training, medico-legal training, relevant IT training, governance training, reviewing guidance for statutory body, etc.

CPD Requirements

Dates: An Academic Year is taken to start on 1 October of each year and ends on 30 September 2of the next.

Credits: A minimum of *40 CPD credits* is required from each individual member.
Evidence of CPD activities may need to be submitted.

Who should take part?
- All Full MAP Members are advised to take part independent of whether they are employed in the private or public sector.
- Associate Members are not required to take part but can do so if they so wish.

Deadline for submission of information of CPD activities for each year is **31 October**.

This Academic Year 2019-2020 will serve as a trial period to identify how best to continue developing a CPD system suitable for MAP Members. As such, there will be no penalties for members who do not manage to fulfill the criteria set out for this year.

Submitting Information

Each member is expected to hand in information relevant to their CPD activities each Academic year online. In order to do this, members need to be logged in the Member's Area. Visit www.map.org.mt to log in.

Click here for more detailed instructions on how to submit your information.

The information must be handed in by the end of October of the following Academic Year (e.g. information for year 2019-2020 to be handed in by 31 October 2020) after which date the system automatically archives your submissions for the previous year and you will be unable to modify the information submitted thereafter.

Evidence of CPD Activities

CPD credits can be earned through internal activities, such as seminars, grand ward rounds etc. organized by the MAP. Credits can also be earned through external activities that fall under the domains discussed above organized by external entities.

- Internal activities organized by MAP do not require you to upload evidence since MAP will already be in possession of evidence of participation to the activity.
- Members need to upload evidence of any **external** CPD activity carried out by uploading a relevant certificate in .pdf format (2MB maximum file size).
- If the CPD activity is self-accredited a self-reflective note should be uploaded as evidence. Examples of self-accredited CPD may include the learning experience while carrying out a clinical audit or in preparation for delivering a postgraduate exam. Typically, 1 credit is accredited for every 1 hour of the activity. The reflective note should include:
  1. A description of the purpose of the learning activity.
  2. What was learned from the activity carried out.
  3. The application of what is learned to the individual's practice.
  4. Identification of future actions.

Data Collection

All data collected and submitted through the website will be made available to the MAP CPD Subcommittee Members, whose role also includes verifying the evidence submitted. Please refer to our website's privacy policy to learn more about how we handle your data.

If you have any queries related to CPD activities in general or have any issues in logging in our website or submitting your data kindly e-mail us on membercpd@map.org.mt.