Applying for CPD Accreditation:
Open Disclosure Face to Face Skills Workshop

1.0 PURPOSE
This purpose of this document is to describe the process for the application of Continuous Professional Development (CPD) credits for the Open Disclosure Face to Face Skills Workshop.

2.0 SCOPE
This procedure relates to the application of CPD for the Open Disclosure Face to Face Skills Workshop as per the requirements of the RCPI. RCPI provides 3 CPD credits in the external CPD category for this workshop.

3.0 REQUIREMENTS TO MAKE AN APPLICATION
- It is a requirement that you apply for CPD accreditation as soon as you are aware of your next training date.
- It is only necessary to apply to RCPI for CPD accreditation for medical staff.
  Note: you do **not** need to apply to NMBI for CEUs. The National Open Disclosure Office make the application to NMBI for the 3 CEUs for the workshop, and this approval covers NMBI CEUs for all open disclosure skills workshops within the approval period.
- The ICGP do recognise credits allocated by the RCPI. The ICGP does have a separate CPD application process available on http://www.icgp.ie/go/pcs/cme_accreditation.
- The RCPI application form will need to be completed for every Open Disclosure Skills Workshop. It is also acceptable to submit your training plan on one application form detailing the dates, times and venues of all planned workshops. This approach is recommended to reduce administration time for all parties.
- You will need to apply as far in advance as possible for both (RCPI recommend at least 4 weeks in advance of advertisement). **Please note RCPI will not award CPD credits retrospectively.**
- Complete the application form with as much detail as possible otherwise applications will not be processed.
- The application form and medical declaration form must be signed by a **Medical Organiser**. This individual must hold Specialist Registration with the Irish Medical Council. The MCRN must be provided on both forms.
- When submitting your application form, please attach the following:
  - Completed and signed RCPI application form (blank copy available here)
  - Completed and signed RCPI Medical Declaration Form (blank copy available here)
  - Sample Event Evaluation Form (see sample appendix 1)
  - Workshop Agenda / Timetable (see sample appendix 2)
  - Sample certificate of attendance for workshop (available here)
- When applications are complete please email together with all the items mentioned above to the following - professionalcompetence@rcpi.ie
- Further information on the RCPI application process can be found here.

4.0 REQUIREMENTS DURING AND FOLLOWING THE TRAINING EVENT:
- An attendance log of attendees must be completed and will need to be kept as proof of attendance. Sample attendance log available on open disclosure website under trainers section here.
- Evaluation forms must be completed by all attendees following the event and held on file.
- All attendees must be issued with a certificate of attendance by email following the event, and the unique RCPI reference number must be included on each certificate of attendance (see section 6.0 below re information which must be included on attendance certificates).
- The final step – **close the loop link**. Once RCPI confirm approval of your application form, they will email a unique link with questions that must be completed within 3 weeks following the date of event. This is the final step in the process, and the workshop evaluation forms will inform the answers to this.

5.0 RCPI ADDITIONAL REQUIREMENTS

- If your meeting takes place over a number of days, you must keep a separate attendance register for each day.
- You should retain the attendance register for a period of five years following the date of the meeting.
- To facilitate attendee's use of e-Portfolio for Professional Competence, please distribute attendance certificates by email following the training.
- The RCPI do not recommend distributing printed attendance certificates at registration time.

6.0 INFORMATION TO INCLUDE ON ATTENDANCE CERTIFICATE (sample certificate available here)

- Name of Attendee - It is not appropriate to distribute certificates without first entering the attendee's name
- RCPI application reference – as provided on RCPI approval notification following application
- CPD credits allowed
- Name and contact details for the trainer / organising service
- Include statement: "RCPI CPD Recognition is accepted by all Irish Postgraduate Training Bodies"
- Include statement: "RCPI 1 CPD Credit is equivalent to 1 hour of educational activity"

Further information on the RCPI application process can be found here.

Please contact OpenDisclosure.Office@hse.ie if you have any queries on this, or want a copy of an application form prepopulated to include workshop details.

Appendix 1: Sample Open Disclosure Event Evaluation Form

Type of Training:		**Training Date:**	
Training Facilitator(s):			

1. How relevant was this training to you?	Extremely relevant ☐ Very relevant ☐ Moderately relevant ☐ Minimal relevance ☐ Not relevant ☐

2. Will this training influence or change your practice?	Yes ☐ Please specify 3 proposed changes to your practice going forward: 1. 2. 3. No ☐

3. Were the stated objectives met?	Yes ☐ No ☐	If no, why?

4. What is your overall assessment of the training?	Very Satisfied ☐ Satisfied ☐ Partially Satisfied ☐ Not Satisfied ☐	**5. How much learning did you gain from this training?**	Learned a lot ☐ Learned somewhat ☐ Learned little ☐ Learned nothing ☐

6. Please indicate up to three learning points from this training.	1	
	2	
	3	

7. What did you specifically like about this training?	

8. What would you improve about this training?	

9. Circle the number that best represents your confidence/readiness level to engage in an OD process where 1= least confident/ready and 5 = most confident/ready:

<div align="center">

1   2   3   4   5

</div>

10. Would you recommend this training to others? (please circle)   YES   NO

Appendix 2: Workshop Agenda / Timetable for Open Disclosure Skills Workshop

Topic	Areas included	Supporting Resources	Time allocated
Opening and setting the context	• Welcome and introductions • Aims and objectives • Workshop outline	Course participant resources	10 minutes
Setting the context	• Open Disclosure policy and Legislation	Powerpoint	25 minutes
Communication skills and open disclosure process	• Communication skills & tools • Open disclosure levels and process • Roles in OD meeting	ASSIST Model of Communication Poster. Management of an Open Disclosure Meeting: Quick Reference Guide and Tool Kit.	30 minutes
Case scenario Management of initial meeting	• Introduction to case scenarios • Allocation of roles • Preparation for initial discussion • Case scenario role play of meeting • Reflection on learning	Activity 1 Managing Low Level Open Disclosure using ASSIST model of communication (Role play activity) 3 service specific scenarios, 3 groups all rotate roles	30 minutes
Case scenario Management of Open Disclosure meeting	• Update on case scenario- review findings • Preparation for meeting • OD Team – roles • Role play of meeting • Reflection on learning	Activity 2 Managing Emotions of all those affected by Patient Safety incidents Group A Scenario(Discussion & feedback) Group B Role Play. Activity 3 Preparing for and managing the formal open disclosure meeting; Group A Role play Group B Role play/observe) Scenarios provided.	60 minutes
Summary and closing	• Share learning and takeaway messages		10 minutes
Evaluation		Standardised evaluation tool	10 minutes

Participant workbook contents

1. Participant self-awareness tool and learning plan
2. Open Disclosure Quick Reference Guide
3. Assist Me Staff Support Guideline
4. ASSIST and ASSIST ME poster