Standard Operating Procedure (SOP) for Conducting CME/CPD Activity

Objective: To provide a standardized approach for designing and conducting workshops/seminars/ symposia/ guest lectures that achieve the desired learning outcomes.

Scope: This SOP applies to all workshops/seminars/ symposia/ guest lectures organized by the institution.

Responsibilities: The workshop organizing committee will be responsible for ensuring compliance with this SOP.

Pre-requisites:
   a. Submission of permission proforma containing all information of CME/CPD Activity and Time duration, 2 weeks before activity.
   b. Permission and Allotment of CME Hours by UFDP focal person.

Eligibility to conduct activity:
   a. All CME/CPD activities should be done by subject expert and it should be endorsed by Head of Department.
   b. Activities related to Medical Education should be done by experts in medical education (Masters in Medical Education or who had done Certification in Medical Education).

1. Planning of activity:
a. Define the objectives and learning outcomes.
b. Develop the curriculum based on the objectives and outcomes.
c. Identify the target audience and tailor the curriculum to their level of knowledge and experience.
d. Identify the faculty members and their roles and responsibilities.
e. Create a timeline for the activity.

2. Preparation of activity:
a. Prepare the materials, such as presentations, handouts, and evaluation forms.
b. Organize logistics (coordinate with organizers UFDP for Medical Education workshops)
c. Define the evaluation criteria, such as participant feedback, assessment of learning outcomes, and faculty feedback.

3. Conducting the activity:
a. Conduct the workshop according to the SOP and the timeline.
b. Evaluate the effectiveness of the workshop based on the defined criteria.

4. Post-CME/CPD activity:
a. Collect and analyze the evaluation data (Send to QEC)
b. Document the results and lessons learned.
c. Incorporate feedback into the curriculum and teaching methodology.

5. Documentation:

a. The workshop organizing committee will maintain records of activity including the curriculum, faculty information, evaluation data, and lessons learned.
b. All records will be stored in a secure location and made available for review upon request.

6. Finances:
a. Registration fee (1500/- per head, already approved by syndicate) will be submitted to UFDP focal person for academic activities conducted by UFDP and DME.
B. Departments academic activity record will be maintained by department on an expense sheet for audit.

1.Registration fee		
Number of participants	Registration fee/participant (Rs)	Total expected income from registration

2. Expense				
Refreshment	Stationary (Paper, file)	Printing (Handouts, certificates, feedback proforma)	Renumeration of Guest Facilitator	Renumeration of Support staff

3.PLS: Income-Expense= Balance

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