



## **NOTES FOR CPD PROVIDERS**

# 1. Frequently Asked Questions

AMTRA encourages third parties to provide CPD for SQPs – but (with some limited exceptions – see below) all CPD must be accredited by AMTRA in advance in order for it to be counted against the CPD requirements for individual SQPs.

## **1. What has changed recently for AMTRA CPD providers?**

- 1) A new CPD period starts on 1 July 2015 and will run for two years. From that date, the previous distinction between “seminar” and “quiz” points will be removed, and SQPs can earn CPD points in whatever manner suits them best.
- 2) In March 2015 we published some new guidance on how many points per hour will be awarded to seminars - see Q5. We will not be proactively reviewing already accredited material to give a fresh points award, but we will review material on request under the new guidance.
- 3) There will be a new compulsory CPD module, managed by AMTRA, for all SQPs to take by the end of June 2017. This will not be available immediately and we will make an announcement when it is. This won't carry CPD points.
- 4) There are no other significant changes:
  - a) The scope of what can be accredited by AMTRA as CPD remains the same: all training or learning that is of benefit to an SQP in the performance of their duties will generally be accredited (but see Q5).
  - b) Passing relevant Further Education or Higher Education courses is allowed to contribute towards an SQP's points target at the rate of 1 point per educational credit.
  - c) Points targets for the full two-year CPD period remain unchanged (but note point 3, above):

R-SQP:	80 points
G, EA and K-SQPs:	60 points
E and L-SQPs:	50 points
CA and JA-SQPs:	40 points
J, A and C-SQPs	30 points
  - d) Veterinary nurses and pharmacy professionals who are also SQPs may meet 50% of their AMTRA CPD target through certified attendance at non-AMTRA-accredited events which are CPD for their other profession and which the individual asserts as relevant to their SQP role.

## **2. How does the accreditation process work?**

1. You apply for accreditation in advance on the accreditation application form (June 2015 or subsequent).
2. If the seminar or distance learning is accredited, then AMTRA will advise you of the number of points awarded. We aim to do this within two weeks, but it can occasionally take four weeks or longer and we urge applicants to apply as soon as possible.
3. You must advise AMTRA at least 14 days in advance of the first occurrence of a seminar (location, date and time), and continue to advise AMTRA of further occurrences at least 14 days in advance.
4. After the event(s), you provide AMTRA with the details of SQPs who attended

### **3. What if my seminar or distance learning has already been accredited?**

Any content you have had accredited since July 2011 can continue to be used without further accreditation until we advise otherwise.

In March 2015 we published some new guidance on how many points per hour will be awarded to seminars – see Q5 and Section 5. We will not be proactively reviewing already accredited material to give a fresh points award, but we will review material on request under the new guidance.

### **4. How do I apply for accreditation?**

Send AMTRA a completed accreditation application form – please use the form dated June 2015 (or subsequent). Since AMTRA must be notified at least two weeks in advance of any accredited events, then an application must be submitted an absolute minimum of two weeks in advance.

However, applicants are strongly encouraged to submit much earlier. Processing of applications is subject to available resources in the AMTRA office and of our external advisors, both of which might be subject to delay due to holidays etc. Additionally, some applications are rejected and later accepted following amendments – it is therefore sensible to allow time for that process, otherwise a planned event may not be accredited. SQPs planning to attend will want to be confident that AMTRA accreditation has been gained, and may also ask how many CPD points will be awarded. Since accreditation typically takes one to three weeks, applicants are encouraged to apply six weeks in advance.

Brief additional guidance on completion of the application form is provided later in this document.

### **5. What content will be accredited?**

The AMTRA CPD Accreditation Panel will be looking for quality seminars relevant to the role of the SQP.

CPD will normally be awarded between 4 and 8 points per hour. In general:

- material core to the SQP role of advising on POM-VPS and NFA-VPS medicines earns 8 points per hour
- material relevant to the SQP role and to supporting good animal health, but less directly relevant to supply and advice of VPS medicines earns 6 points per hour
- material supportive of the SQP role or relevant to the SQP syllabus, but not core to the SQP core, particularly where relevant to supporting good animal health and welfare, earns 4 points per hour

In section 5 of this document we have provided examples of what may be awarded 4, 6 or 8 points. Where a longer event includes a number of sections, a mixture of the available ratings may be applied. Some events may have sections which are not regarded as creditable CPD – points will then normally be awarded for the remainder of the event.

Material which is overtly promotional, or judged by the AMTRA Accreditation Panel not to be of the nature of CPD or in other ways not appropriate will not be awarded points. The decision of AMTRA is final, but applicants may submit an amended application.

Information on particular veterinary medicines may be included where relevant and educational. Normally overview of the full range of options available, including non-medicinal options, should be included. Interpretation of this paragraph will depend on the context, including the number of medicines available in a relevant market segment. (Companies may, of course, accompany accredited CPD with non-accredited content.)

## ***6. What about webinars or other remote access seminars?***

AMTRA will accredit live webinars or other means of accessing live seminar-like content in the same way as a conventional seminar provided that appropriate processes are in place to offer reasonable assurance that those claiming attendance did participate throughout.

Recorded webinars are also creditable, and should normally test understanding by using multiple-choice questions, either at stages or at the end, and CPD points will be awarded only where an 80% correct score is achieved. Ideally a bank of questions should be available, a subset of which is presented at random to each participant. See also Q7, below.

## ***7. What about distance learning?***

Distance learning is accredited where supported by multiple-choice questions (“quizzes”).

Normally each block of ten multiple-choice questions will be accredited with 1 CPD point.

There should normally be at least three answers per question (except for occasional true/false questions); questions/answers should not be deliberately misleading; and answers must require some thought and effort by the reader – the reader must learn from the article or audiovisual material: it should not simply be a ‘tick box’ exercise.

Additionally, an extra point may be awarded for relevant text of between 1000 and 2000 words, or 2 extra points for 2000-4000 words or 3 extra points for 4000-6000 words. Material longer than this should include additional multiple-choice questions.

Where supportive material is audiovisual or interactive, then the applicant should estimate and justify the duration of the learning. For material of extended duration such as recorded webinars, we would expect some means of offering reasonable assurance that the SQP did participate, such as by requiring periodic interaction.

SQPs must gain at least 80% in the multiple choice questions to be awarded the CPD points. The CPD organiser will be expected to mark the questions and submit the CPD points achieved to AMTRA on the standard Excel spreadsheet also used for seminars.

## ***8. Do I need to have settled on precise content when I apply?***

No. First, it is not AMTRA’s intention to try to evaluate the detail of what you intend to present, merely that your seminar is appropriate for accreditation.

Second, while we encourage provision of as much detail as possible at the time of application, you may submit written material and presentations etc. within a week after the event. In such circumstances, the accreditation and points award is provisional pending receipt of such documents.

There is therefore benefit in including presentations at the time of application because it gives certainty to the accreditation award, but it is not essential – you can supply a detailed summary instead.

### ***9. Why do I need to advise AMTRA of dates 14 days in advance?***

All CPD seminars (including webinars) must be open to random visits from an AMTRA CPD Assessor. AMTRA must therefore be advised at least 14 days in advance of any accredited event taking place. Such visits or participation are not charged by AMTRA, and must be facilitated free of charge to AMTRA.

Should any concerns arise from such visits, then AMTRA will discuss them with the CPD provider. The AMTRA Council has agreed that only in exceptional circumstances will an unsatisfactory audit result in points not being allocated to SQPs for the seminar in question, but rather that the provider's accreditation for future events (including those in the very near future) may be withdrawn pending further consideration.

### ***10. How do I advise AMTRA of dates of seminars?***

Please send:

- Agreed name of seminar including AMTRA reference number
- Location
- Date and time

to [sue@amtra.org.uk](mailto:sue@amtra.org.uk) as soon as possible and in any case 14 days before the event.

### ***11. How do the points from attending get onto the SQP's record?***

Seminar providers must submit information on those attending to AMTRA in a format specified by AMTRA, to [sue@amtra.org.uk](mailto:sue@amtra.org.uk). Provision of the information in this format is a condition of accreditation.

- the list of those attending must be provided in the standard AMTRA Excel format – details of the standard Excel format are provided in Section 3 of this document.
- a signed register of attendance (or some similar record) must be taken at the event and a scanned copy of this provided to AMTRA along with the Excel spreadsheet or retained for inspection for at least 12 months.

Providers should provide AMTRA with information on attendees or completers of distance learning as soon as possible. If information is missing after a month, AMTRA will direct enquiries from SQPs back to the CPD provider in question.

AMTRA will endeavour to record information on SQPs' records soon after receipt of this from the CPD provider, but occasionally it may take us up to 14 days.

## ***12. Will AMTRA promote my seminar or distance learning?***

AMTRA is very keen to make SQPs aware of as many CPD options as possible.

CPD organisers may ask AMTRA to include their seminar(s) or provide information about their distance learning on the AMTRA website once accredited.

AMTRA may also, at the request of the CPD provider, choose to provide information about seminars or quizzes to SQPs via email (which can include subsets such as geographically or type of SQP qualification). AMTRA will also look favourably on requests to circulate printed material (at cost) on behalf of CPD providers. Provision of such information to SQPs is at the discretion of AMTRA – the more notice is given, the more likely such assistance can be provided.

## ***13. Can AMTRA help in any other way?***

AMTRA will provide on request information to help CPD providers target their activities, such as information on numbers of SQPs in particular areas, and numbers of SQPs of the various types who have not yet met their CPD minimum targets or who have yet to attend a seminar.

AMTRA will not provide names and addresses of SQPs to CPD providers, but as described above we are happy to consider communicating on your behalf to SQPs.

## **2. Guidance on the accreditation application form**

Q1. The title/name should be short but descriptive. Please try to use this precise title in future correspondence with AMTRA, together with the AMTRA reference number which we will advise you of.

Q3. This contact should be the person to whom AMTRA should direct queries including technical queries about the accreditation application.

Q4. Where SQPs contact AMTRA stating that they attended a seminar or undertook distance learning but haven't had points awarded, AMTRA encourages them to contact the CPD provider. Contact details here will enable us to direct those queries more accurately within the company/organisation.

Q5. The method of delivery will typically be a presentation, but could include demonstrations, workshops etc. Where a webinar or the like is being used, this section should describe how checks are in place to provide reasonable assurance that the individuals claiming to participate did in fact do so – for instance through small numbers of participants who can then interact individually with the presenter, or through questions and their answers being logged at intervals during the presentation.

All accredited CPD must be relevant to the role of the SQP – in some cases (e.g. livestock wormer resistance) this will be obvious, but in other cases a brief summary of the relevance may be appropriate.

Q6. We are eager to include mention of CPD opportunities on our website, to circulate information by email, and will consider circulating printed material by post, possibly at a fee to cover our costs.

Q8. Information on this is not required at the time of accreditation application, but must be provided at least 14 days prior to each event.

# Standard AMTRA format for provision of SQP CPD information to AMTRA

*(This is Section 3 of the larger document “Notes for CPD Providers”, available on the AMTRA website or on request from the AMTRA office.)*

To facilitate easy entry of CPD information into individuals' CPD records at the AMTRA office, **AMTRA requires that AMTRA-approved CPD providers send AMTRA the details of CPD undertaken by SQPs in a standard Excel format. This is a condition of AMTRA accreditation. Additionally, either a scanned copy of a signed attendance sheet (or equivalent evidence of participation) should be sent to AMTRA or this should be retained for at least 12 months in case of any queries.**

A blank Excel workbook in the correct format is available from the AMTRA office and on the AMTRA website.

In the case of physical seminars, please keep a record of attendance (usually a sign-in sheet) to record who was present as this may not be the same as the list of those planning to attend. This should either be sent electronically to AMTRA, or retained by you for a period of at least 12 months in case of any queries.

After the event, as soon as possible please send us details of confirmed attendees on the AMTRA Excel spreadsheet. **Please only use the spreadsheet supplied by AMTRA.**

In the case of material available to SQPs for an extended period (recorded webinars, material in magazines, etc.), then a summary of successful participants should be sent to AMTRA periodically (normally either monthly or fortnightly) in the same Excel format as for events. Please only send new information – don't repeat information you've already sent.

## **DO NOT ADD/DELETE ANY COLUMNS, HEADINGS, CELLS OR LINES**

A spreadsheet is required after an event/quiz even if it is for one SQP only. Sorry, but information just in the body of an email is not acceptable as it can't be dropped into our database.

A separate workbook (file) should be completed for each different AMTRA reference number, i.e. A1234 in one file, A5678 in the next file etc. Please do **NOT** use an Excel workbook with multiple worksheets (tabs). Once completed, attach each file to your email and send to [sue@amtra.org.uk](mailto:sue@amtra.org.uk)

When processing the spreadsheet, our computer will seek to match the surname and SQP number. If they do not match an error message is printed and we have to check each individual error. If we cannot easily recognise the problem, it will be referred back to the Provider for confirmation. This may result in the Provider contacting the SQP for clarification.

### **Completing the spreadsheet:**

For each SQP a line must be completed with all the relevant information. For some columns this may mean repeating the same information (e.g. number of points awarded in the 'Events' column) on each row.

SQPNumber	<u>The SQP number must start with a 'Q'</u> (if it starts with a 'Z' then the SQP is still a student and should be deleted from the list). This will be followed by one or two letters denoting their SQP qualification and then four or five digits.
FIRSTNAME	Self-explanatory
SURNAME	Self-explanatory
POINTS *	Enter the <u>number of points accredited</u> when the proposed CPD details were first submitted to AMTRA (number only, no text). This is NOT the reference number. This should just be a number, e.g. 20, not '20 points'.
EVENTNAME	Enter your <u>company name as Provider followed by the event's title</u> as per the list of accredited events/quizzes for your company. If you do not have access to this list AMTRA is happy to supply one
EVENTDATE	Format of date should always be <u>dd/mm/yyyy</u> (not dd.mm.yyyy or other variants)
REFERENCE	Enter the AMTRA reference number awarded to this event/quiz when details first submitted – this will normally begin with <u>the letter 'A' and then four digits</u> .

Once the spreadsheet(s) has/have been processed, AMTRA will reply to the Provider's email confirming this has been done.

\* Earlier versions of the spreadsheet had columns for 'Events' and 'Quizzes' rather than 'Points'. As all points are now treated equally, there is now a single column in the spreadsheet.

## 4. Signed attendance sheet for SQP seminars

**A signed register of attendance must be taken at each event** and a scanned copy of this provided to AMTRA along with the Excel spreadsheet described in section 3. Exceptions are permitted where other appropriate means are used to record attendance, such as scanned badges or radio ID tags.

In addition to providing a cross-check against the Excel spreadsheet in case of queries, it also allows AMTRA to check a sample of signatures since we have signatures on record for all qualified SQPs.

The register should record for each SQP

- forename
- surname
- SQP number
- signature
- Where an event is being held involving SQPs from multiple employers, it would be helpful to include an additional column for employer.

SQPs signing should be asked either to complete their own SQP number, or if the register is pre-filled, to check that their SQP number is correct. **For that reason, AMTRA recommends that all SQPs attending CPD are encouraged to bring their AMTRA ID card with them, or some other record of their SQP number.**

## 5. How Many Points Per Hour?

After July 2011, AMTRA worked on the principle of awarding CPD points for seminars (including live webinars) 8 points per hour for things “core” to the SQP’s role, and 4 points per hour for other things that are supportive of that role. In practice this can be a very subjective decision, on the borderlines between 8 and 4, and between 4 and zero.

The AMTRA Council has agreed that it would be helpful to both prospective CPD providers and to AMTRA to have more detail and examples, and to provide for a middle category.

What follows are examples: they are not intended to be exhaustive, and it may be that in particular cases a different points award will be justified.

### 8 points per hour

Core to the SQP role of advising on POM-VPS and NFA-VPS medicines.

- life cycles, prevalence & effects of parasites & pathogens treated or prevented by VPS medicines
- control of disease by management (including biosecurity), treatment & advice where VPS medicines are relevant
- parasite resistance minimisation or management
- best practice in prescription, use, administration techniques, etc.
- pharmacovigilance
- veterinary medicines legislation and controls (thereby including medicines storage / dispensary management, etc.)

### 6 points per hour

Relevant to the SQP role and to supporting good animal health, but less directly relevant to supply and advice of VPS medicines:

- briefing on directly relevant “politics”, e.g. future relevant legislation, activities in other MSs
- pre-market research, research projects, etc.
- information on AVM-GSL and SAES medicines where not directly relevant to VPS equivalents
- feed and nutrition (including trace elements and colostrum) where there is an emphasis on resultant good health
- biocides including rodenticides
- communication skills, customer engagement, dealing with difficult customers, where there is clear focus on the SQP role (general skills may be only awarded 4 points per hour)

### 4 points per hour

Supportive of the SQP role or relevant to the SQP syllabus, but not core to the SQP core, particularly where relevant to supporting good animal health and welfare:

- animal behaviour

- pet first aid
- pet and horse passports
- oral rehydration therapy
- dental health
- zoonoses and other diseases or conditions not preventable or treatable with VPS medicines
- modest amounts on POM-V medicines, particularly where there may be relevance to understanding of overall health

Zero points per hour

- material that is overtly promotional, or restricts mention to a particular brand or active when there are other relevant choices.