FMLM CPD and Accreditation
Policy and guidance for providers

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Introduction

The Faculty of Medical Leadership & Management (FMLM) was established by the Academy of the Royal Colleges in 2011 to champion the improvement and development of medical leadership and management within the medical profession in the wake of the failings within Mid-Staffordshire NHS Foundation Trust. FMLM has produced standards in Medical Leadership & Management for Medical Professionals (2nd Edition published October 2016) based on the GMC’s Good Medical Practice principles that should form the basis for annual appraisal and revalidation for individuals whose role includes a medical leadership and management component.

To support the appraisal process, FMLM developed a CPD scheme that underpins CPD in medical leadership and management by accrediting activities that should be appropriately recognised as part of an individual’s CPD. This will be achieved by the award of FMLM CPD credits that acknowledge the development of the skills, competencies and behaviours required for leadership and management. The proportion of credits attributable to leadership should reflect the balance of work performed in leadership roles.

The scheme reinforces the Academy of Royal Medical Colleges Ten Principles of Continuing Professional Development and awarding schemes as revised in October 2007. This guidance is intended to provide advice for providers in seeking recognition of the leadership and management elements of education and training activities.

Dr Paul Evans
Medical Director
About the Accreditation and CPD scheme

FMLM is an accrediting body for education and training programmes that meet the FMLM *Leadership and management standards for medical professionals*.

Accreditation provides FMLM members, doctors, dentists, healthcare professionals and healthcare organisations with assurance that a programme has been independently assessed and judged as meeting these important national standards.

Awards are available at two levels:

<table>
<thead>
<tr>
<th>Full accreditation</th>
<th>Quality assurance and recognition that the programme meets FMLM’s <em>Leadership and management standards for medical professionals</em>. Award: <em>Quality kitemark and CPD credits (where relevant)</em>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPD Credits</td>
<td>Content and learning outcomes align to FMLM’s <em>Leadership and management standards for medical professionals (2nd edition)</em> and meet the guidance for CPD set by the Academy of Medical Royal Colleges. Award: <em>CPD credits only</em></td>
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</tbody>
</table>

FMLM accredits and awards CPD to a range of leadership and management programmes, including:
- Conferences and events
- Short and long-term courses and programmes
- Academic, award bearing programmes (eg undergraduate medical school curricula and postgraduate certificates).

FMLM will consider applications with a range of delivery formats including face-to-face, via blended learning or distance learning. Please note that FMLM do not accredit clinical programmes.
Guidance for medical professionals

Full guidance is available for medical professionals with regards to CPD requirements. Users can access guidance here.

Guidance for providers

Applications are invited from UK based, or UK-affiliated education and training providers.

Providers should read the following section carefully before applying for accreditation or CPD credits.

How to apply
Applications are made online through the FMLM website. An application consists of an application form and supplementary information as follows:

1. The application form provides an overview of the programme and organisation and specifically, how a programme meets the FMLM Leadership and management standards for medical professionals.  
2. Supplementary information is required to support an application and to provide evidence as to how the standards have been practically embedded and integrated into teaching and delivery (see criteria below).

Application and assessment criteria
For Full Accreditation – all sections of the application form must be completed. Guidance has been provided where specific criteria is required for assessment.

<table>
<thead>
<tr>
<th>Question</th>
<th>Guidance notes</th>
</tr>
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<tbody>
<tr>
<td><strong>About the Programme (section 2)</strong></td>
<td></td>
</tr>
<tr>
<td>Learning outcomes</td>
<td>• Clearly outline the key learning outcomes of the programme, i.e., the knowledge or skills participants will gain through the programme and an understanding of how those skills be will useful to them within their professional roles.</td>
</tr>
<tr>
<td>Anticipated number of CPD points</td>
<td>• One CPD credit equates to one hour of educational activity. • A single educational activity cannot attract more than 25 credits.</td>
</tr>
<tr>
<td>Recruitment process?</td>
<td>• Briefly describe the process for selection including eligibility and requirements. • Specify if recruitment is open/self-selection or recruited from a wider pool of participants.</td>
</tr>
</tbody>
</table>
### Equality, diversity and inclusion statement.

- FMLM recognises the value of equality and diversity, which leads to good medical leadership and management to drive forward improved health and healthcare.
- Describe how quality, diversity and inclusion has been considered in the development, promotion and delivery of this programme.

### Programme content (section 3)

#### Select domain(s)

- Select which one or more domains of the FMLM standards that the programme has incorporated within teaching content.
- Refer to the FMLM *Leadership and management standards for medical professionals*.

#### How programme meets the domain(s)

- List modules that evidence how leadership and management content is embedded.
- Clearly describe how the standards have been mapped to programme content, providing specific reference to how/where/when. Do not state ‘Yes’ or refer to other sections of the application form or supplementary information.
- Refer to the FMLM *Leadership and management standards for medical professionals*.

#### Faculty

- Provide details of all faculty involved in the programme management, design and delivery of the programme. Provide specific reference to their experience and expertise in delivering leadership and management focused content.

#### All other questions in this section

- Please provide a brief explanation to each question. Do not state ‘Yes’ or refer to other sections of the application form or attachments.

### Supporting Information (Section 5)

Supplementary information should evidence how the standards have been practically embedded and integrated into teaching. Supplementary information can include but is not limited to:

- Course/programme prospectus, advert or link to programme website
- Digital resources/materials that supplement learning from one module of a programme or a single session of a short course.
- PowerPoint slides or other supporting materials relating to ‘taught’ content
- Course reading list
- Details of an assessment
- Anonymised learner/student feedback
- External examiner comments where appropriate

For **CPD Credits only** – applicants complete a shorter application form to outline the content and delivery of the activity including:

- How will participants be recognised as evidence of completion of the programme, e.g. certificate of attendance etc.
- An agenda/programme must be uploaded. This should detail the times or duration, content (sessions/modules) and associated faculty.
- Learning objectives aligned to the FMLM Leadership and management standards for medical professionals and must be specific and well defined and appropriate for the target audience.
Assessment
Applications are reviewed by assessors constituted of experts from across healthcare sectors and subject matter experts from a range of themes relevant to leadership and management. Assessors are required to have gained FMLM Fellowship (for medical professionals), undertaken comprehensive training and are subject to regular quality assurance checks.

FMLM CPD and accreditation is overseen by the FMLM Accreditation Committee, a sub-committee of the FMLM Board of Trustees.

Timeline

| Accreditation | • Applications are assessed on a quarterly basis.  
• Applicants will be informed of the date of the assessment meeting upon submission and will be notified of the outcome of the assessment within 21 days of assessment. |
|----------------|-----------------------------------------------------------------------------------------------------------------------------|
| CPD Credits | • FMLM aim to process CPD applications within 21 days of receipt.  
• Applications should not be made less than two weeks in advance of the activity.  
• Applications submitted with less than two weeks will not be accepted. |

Fees
The cost per application, is as follows:

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Duration of award</th>
<th>Commercial per application</th>
<th>Not for profit*</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPD Credits</td>
<td>Duration of a single activity</td>
<td>£400 + VAT</td>
<td>£75 + VAT</td>
</tr>
<tr>
<td>Accreditation</td>
<td>Three years</td>
<td>£1,200 + VAT</td>
<td>£953 + VAT</td>
</tr>
</tbody>
</table>

*charity registration number is required

- Discounts are available for multiple applications from a single provider. Please contact accreditation@fmlm.ac.uk to discuss your application needs.
- Providers will be invoiced upon application and will not be issued with the outcome of an application until payment is received.
- All fees are non-refundable regardless of assessment outcome. See ‘Terms and Conditions’ for full details. Applicants can pay online or request an invoice which must be paid before an application can be processed.
Terms and Conditions

Programmes are awarded with Accreditation or CPD credits in accordance with the following terms and conditions. Providers must abide by the terms and conditions to retain CPD for the duration of the activity.

1. Accreditation/CPD is awarded to the single individual programme or activity and may not be transferred to any other activity or derived programme delivered by the provider or any other third party.
2. Any award is for the duration of the activity:
   a. Accreditation: Three years from the date of award
   b. CPD: the duration of the single activity, individual course, event etc.
   Thereafter the provider is required to resubmit a new application and pay the application fee for subsequent/recurrent/multiple events.
3. The application fee is non-refundable.
4. FMLM will undertake quality assurance audits on an annual basis. As required, providers may be asked to submit relevant information such as participant feedback. Failure to comply with quality assurance requests will impact future applications.
5. The provider should notify FMLM if content is modified to a significant degree within the duration of the activity.
6. The provider should use the following terms in promotional or educational material in relation to the awarded programme only. Providers may not use any other description or representation other than those stated below:

   Accreditation:  ‘Accredited by the Faculty of Medical Leadership and Management’

   CPD:  ‘CPD credits awarded by the Faculty of Medical Leadership and Management’
   ’X CPD credits awarded by the Faculty of Medical Leadership and Management’

7. The provider should use the FMLM marque for the purpose of promotional or educational material in relation to an accredited programme for the duration of the awarded activity.
8. Accredited and CPD awarded programmes are listed on the FMLM website for the duration of the award. Any additional promotion or advertising through FMLM channels is negotiable and payable as a separate arrangement with FMLM.
9. FMLM holds the right to suspend or withdraw any award where there is evidence that the activity:
   a. fails to maintain the domain(s) of FMLM’s *Leadership and management standards for medical professionals*
   b. fails to deliver an adequate educational service as indicated through participant feedback
   c. fails to meet the terms and conditions.
10. In the event that FMLM withdraws award (see point 9):
    c. Providers are unable to use any FMLM marque or branding in relation to the programme or any other activity unless approved in writing by FMLM
    d. The CPD application fee is non-refundable.
Appendices

APPENDIX 1

Academy Of Medical Royal Colleges Ten Principles Of CPD

1. An individual’s CPD activities should be planned in advance through a personal development plan, and should reflect and be relevant to his or her current and future profile of professional practice and performance. These activities should include continuing professional development outside narrower specialty interests.

2. CPD should include activities both within and outside the employing institution, where there is one, and a balance of learning methods which include a component of active learning. Participants will need to collect evidence to record this process, normally using a structured portfolio cataloguing the different activities. This portfolio will be reviewed as part of appraisal and revalidation.

3. College/Faculty CPD schemes should be available to all members and fellows and, at reasonable cost, to non-members and fellows who practise in a relevant specialty.

4. Normally, credits given by Colleges/Faculties for CPD should be based on one credit equating to one hour of educational activity. The minimum required should be an average of 50 per year. Credits for un-timed activities such as writing, reading and e-learning should be justified by the participant or should be agreed between the provider(s) and College/Faculty directors of CPD.

5. a) Self-accreditation of relevant activities and documented reflective learning should be allowed and encouraged.

   b) Formal approval/accreditation of the quality of educational activities for CPD by Colleges/Faculties should be achieved with minimum bureaucracy and with complete reciprocity between Colleges/ Faculties for all approved activities. The approval/accreditation process and criteria should be such as to ensure the quality and likely effectiveness of the activity.

6. Self-accreditation of educational activities will require evidence. This may be produced as a documented reflection. Formal CPD certificates of attendance at meetings will not be a requirement, but evidence of attendance should be provided, as determined by each individual College or Faculty.

7. Participation in College/Faculty based CPD schemes should normally be confirmed by a regular statement issued to participants which should be based on annually submitted returns, and should be signed off at appraisal.
8. In order to quality assure their CPD system, Colleges/Faculties should fully audit participants’ activities on a random basis. Such peer-based audit should verify that claimed activities have been undertaken and are appropriate. Participants will need to collect evidence to enable this process.

9. Until alternative quality assurance processes are established, the proportion of participants involved in random audit each year should be of a size to give confidence that it is representative and effective. This proportion will vary according to the number of participants in a given scheme.

10. Failure to produce sufficient evidence to support claimed credits will result in an individual’s annual statement being endorsed accordingly for the year involved and the individual subsequently being subject to audit annually for a defined period. Suspected falsification of evidence for claimed CPD activities will call into question the individual’s fitness for revalidation, and may result in referral to the GMC/GDC.

**APPENDIX 2**

**Special circumstances**

All doctors who hold a licence to practise should remain up to date with the CPD requirements set out by their Medical Royal College or Faculty. Doctors working less than full time have an equal obligation to provide high quality patient care as do those working full time, and thus should maintain the same commitment to their CPD. Colleges and Faculties, as well as employers, should be as flexible as possible in enabling this commitment to be met for all doctors.

In addition, the local arrangements to facilitate CPD should reflect current NHS guidance on equality and diversity in the workplace. In some circumstances participation in CPD may be difficult or impossible for periods of time. The following are some of the circumstances to be considered, and some of the ways in which these may be addressed:

- **A rolling five-year programme**
  A shortfall in CPD activity at the end of a fixed five-year cycle is difficult to make up. However, the use of a rolling cycle allows the average amount of activity to be maintained over five years if a shortfall occurs.

- **Doctors undergoing remediation**
  CPD will be an essential part of the remediation process.

- **Doctors who are suspended**
  This is likely to be rare, and the period of suspension before return to work, or a decision on retraining or remediation should be short. Where necessary it should be possible to make up any lost CPD credits over a five-year cycle.

- **Sick-leave, maternity leave or other career breaks**
  Any deficit in CPD activity should be made up over the remainder of the five-year cycle. This may be achieved either prospectively (where possible) retrospectively after return to clinical work, or a
combination. Where the absence is for more than a year, advice from the College or Faculty should be sought

**Doctors who have fully retired from clinical practice**
If a retired doctor wishes to retain a license to practise, then the CPD requirements of the College or Faculty should be met. As much flexibility as possible should be provided, and a doctor experiencing difficulty should contact the relevant College or Faculty.

**Non-consultant career grade doctors**
This group of doctors should meet the same CPD requirements as other career grade doctors in their specialty.

**Doctors working in isolated environments outside the UK**
In some circumstances the type of CPD activity available may not conform to the quality standards set by the College or Faculty. The doctor should self-accredit as much CPD as appears justifiable in terms of the learning achieved. Any shortfall should be made up on return to the UK. Periods of absence of more than one year may require specific CPD as agreed with the doctor’s appraiser, College or Faculty.