

Instructions about filling CPD form:

Please read these instructions in order to fill this form appropriately:

- ▶ You can obtain a soft copy of this form from the related CPD Committee in your institute, or from Duhok Health website. www.duhokhealth.org
- ▶ The form consists of two sections, the first section need to be filled by you. The CPD Committee section will be filled and stamped by the related committee in your institute.
- ▶ It is recommended that you fill this form electronically and then print it out and submit to CPD Committee in your institute. If you cannot print the form, the CPD Committee in your institute shall provide you printing facilities after you emailed them the form back.
- ▶ You need to submit this form to the CPD Committee in your institute every month in order to get appropriate documentation of your credits.
- ▶ Types of CPD activities:
 - (1) Internal CPD activities:
 - **Clinical meeting:** clinical short and long cases are presented and discussed.
 - **Death conference:** all or selected death cases are presented and the diagnosis, possible or real causes of death discussed.
 - **Grand round:** a ward clinical meeting, almost all or selected patients in the ward are visited. It is headed by the head of department.
 - **Journal club:** selected update articles from medical journals related to the concern department are presented and discussed.
 - **Seminar:** a theoretical presentation of a medical topic.
 - **Combined meeting:** a weekly meeting in which different subjects (clinical cases, articles, ideas, lectures and practical applications) are presented.
 - (2) External CPD activities:
 - **Lecture:** theoretical information provided by one or two lecturer within one hour including the time allowed for discussion.
 - **Panel discussion:** a meeting in which information, experiences, or studies are given and discussed theoretically by more than one provider about a selected single topic only.
 - **Workshop:** a meeting in which both theoretical and practical presentations and discussions are provided by a lecturer or a trainer. The time limit is not less than three hours and up to two days. The target audience is preferred not to exceed thirty participants.
 - **Symposium:** it is the provision of theoretical and practical presentations and discussions of chosen information, research, or studies about a single subject only. It can be offered by more than one provider within two hours and up to two days. There should be a chairman. It is preferable to be followed by recommendations.
 - **Conference:** a meeting in which there will be theoretical presentation of results, studies or researches within two or more days provided that the scientific hours are not less than eight hours.
 - **Course:** it aims to update the information and upgrade the skills. The target participants preferably not exceed thirty.
- ▶ Please indicate numerically if you are provider or participant "(1) for provider, (2) for participant".
- ▶ You should submit your certificate of attendance if you attended an external CPD activities (regional, national or international).

Internal activities		
Activity	Credit(s)	Note
Periodic scientific meeting including: <ul style="list-style-type: none"> - Clinical meeting. - Death conference. - Grand round. - Journal club. - Seminar. - Combined meeting. 	Provider: 2 Participant: 1	Per hour Per hour
Giving a special lecture. (Usually after returning from a CPD activity).	Provider: 2 Participant: 1	Per hour Per hour
Supervision on trainees in a training course not less than 6 months	2	Per trainee

External activities		
Activity	Credit(s)	Note
Training course: <ul style="list-style-type: none"> - Lecturer or trainer. - Participant or trainee. 	2 1	Per hour Per hour
The total awarded credits should not exceed the following formula: <ul style="list-style-type: none"> - 4 credits for a one day course. - 6 credits for two days course. - 8 credits for a course of more than two days. 		
Conference, symposium, special lecture: <ul style="list-style-type: none"> - Lecturer or presenter. - Participant. 	2 1	Per hour Per hour
Preparation of a special report	7	Evaluated by the relevant institute and a committee in governorate.
Research	15	Per each research published or evaluated by a scientific relevant committee
Being author or translator of a scientific book: <ul style="list-style-type: none"> - Author. - Translator. 	4 2	Per 1000 words Per 1000 words
Writing or preparing a booklet	7	Per each booklet
Editing periodic, journals, health news and information as follow: <ul style="list-style-type: none"> - Editor. - Member of editorial board. - Organizer. 	4 2 0.5	Per volume published Per volume published Per 100 words
Preparation of health promotion or health education posters or leaflets	4	Per each poster or leaflet
Meeting in media for purpose of health promotion	2	Per hour
Home on line MCQs	1	Per 10-20 questions with on line documentation
Patents	25	Per patent
Member of health committee	2	After fulfilling the duties
International conferences	Counted as per international standards	
Others	According to CPD committee judgment	

