3 ROLES AND RESPONSIBILITIES

12.1 Roles and Responsibilities of the Board

The Board shall:

12.1.1 Conduct regular needs assessment.
12.1.2 Initiate CPD policy formulation and implementation.
12.1.3 Accredit CPD providers in line with the standards and guidelines.
12.1.4 Approve the CPD activities developed by the providers.
12.1.5 Approve and harmonize the CPD calendar of activities.
12.1.6 Conduct quality audits on the providers of CPD activities.
12.1.7 Develop and maintain a CPD activity database.
12.1.8 Review and approve applications for the renewal of the provider's annual license.
12.1.9 Review compliance and institute sanctions for non-compliance in line with the defined rules and regulations.
12.1.10 Evaluate the impact of CPD activities on medical and dental practice in conjunction with stakeholders.
12.1.11 Support practitioners and CPD providers in resource-limited regions to enhance access.
12.1.12 Define CPD activities and corresponding points to be allocated.
12.1.13 Ensure quality of CPD activities.
12.1.14 Ensure authentication and validation of CPD returns.
12.1.15 Ensure coordination and dissemination of information regarding CPD.
12.1.16 Award CPD points to external activities (out of the country) in consultation with professional associations.
12.1.17 Review online submission of CPD activities.

12.2 Roles and Responsibilities of the Providers

Each accredited CPD provider shall appoint a CPD coordinator who will ensure that the following responsibilities are fully met:

12.2.1 Comply with standards and guidelines governing CPD provision.
12.2.2 Develop and update the CPD calendar of activities and submit to the Board for approval.
12.2.3 Publicize and offer approved CPD activities.
12.2.4 Upload CPD data (list of participants and thematic areas covered) onto the Board's database and maintain a copy of the same.
12.2.5 Provide documentation of CPD activities and attendance.