

PERIOCOURSES LTD
VERIFIABLE CPD - QUALITY ASSURANCE CONTROLS
POLICY DOCUMENT

PRE-COURSE

Educational governance policy - PerioCourses Ltd (PCL) was established with the aim of providing excellent quality, evidence-based periodontal teaching to GDPs and Hygienist/Therapists.

Advertising - All courses are detailed on the website with full aims, objectives and learning outcomes.

Equal Opportunities and Diversity - Delegates register and pay to attend courses using the PerioCourses on line facility. The only requirement is that they are GDPs or Hygienist/Therapists as required by each course.

Evidence-based content - All PCL course content is based on evidence, with references supplied throughout. Evidence-based content is the basis of all the teaching conducted by PCL. Course content is updated continuously to take into account current evidence and research as it becomes available.

Commerce - PCL has no ties to commerce: the courses are not subsidised or supported in any way by commercial companies. PCL policy is that there should be no commercial bias during courses.

Lecturers - Presenters are experts in their field and selected by PCL for their excellent teaching skills. Lecturer biographies are available on the website, detailing their qualifications to teach within the field of periodontology. PCL lecturers regularly update their knowledge and skills by attending periodontology conferences (British Society of Periodontology (BSP) and European Federation of Periodontology (EFP)). They are all members of the BSP and EFP.

DURING COURSE

Attendance - Every course commences with registration and a signing-in sheet which is kept on file. This includes time of arrival and departure for each delegate so accurate CPD hours can be issued on the certificates.

Content Delivery - Most courses are run by two lecturers, which enables ongoing peer review to take place.

Participation - Courses are either: (1) small group and very interactive, with plenty of time allowed for participant questions during the course - exercises and quizzes are routinely used to encourage full participation by delegates (detailed on the programmes) ; (2) lecture based with specific Q&A sessions at the end of each lecture; (3) hands-on courses when all participants participate in the surgical skills exercises at their own workstations.

Programme - Provided to each participant and timings are adhered to, resulting in accurate allocation of CPD hours and demonstrating a clear relationship with the advertised course development outcomes.

AFTER COURSE

Evaluation: Every participant is provided with an Evaluation Form at the end of each course. This is anonymous to allow for completely honest evaluations. These are reviewed post course and any issues raised are given due consideration by the PCL Team. The questions on the evaluation form also specifically allow for participant reflection on what they have learned during the course.

Complaints Procedure: Should a complaint be received this would be considered promptly by the Company Directors and the complainant would receive a response within 5 working days.

CPD certificates: These are provided at the end of a course. Certificates include:

Delegate Name & GDC Number

Date and venue of the course

Title of the course, plus aims, objectives and learning outcomes (with the appropriate Development Outcome code letter, A,B,C,D, appended as applicable, based on the GDC guidance)

Total hours of verifiable CPD

Statement that the CPD is subject to quality assurance by Dr Philip Ower, Director of PCL

Statement that the information on the CPD certificate is full and accurate.