

REPUBLIC OF UGANDA

UGANDA VETERINARY BOARD

**GUIDELINES FOR CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR
VETERINARY SURGEONS AND VETERINARY PARAPROFESSIONALS IN UGANDA**

2021

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PREAMBLE

The Veterinary Surgeon's Act Cap 277 created the Uganda Veterinary Board (UVB). The purpose of the Act is to make provision for the registration of practitioners of veterinary medicine and for other matters connected with and incidental to the practice of veterinary medicine.

Continuing Professional Development (CPD) is a means by which members of a profession systematically maintain, improve, and broaden their knowledge and skills, develop personal qualities and attributes, and improve attitudes essential for execution of professional and technical duties throughout one's lifetime. The Uganda Veterinary Board (UVB), has realized the importance of CPD of registered and licensed veterinary practitioners so as to provide, at all times relevant solutions to animal health and welfare, public health and environmental health. In addition, CPD greatly improves the quality of practice of veterinary medicine, research, and relevant administrative services. The purpose of these guidelines, therefore, is to define requirements for CPD and how it will be conducted for veterinary practitioners in Uganda.

The objectives for CPD are to:

- a) Provide opportunity for veterinary practitioners to get exposure to new and emerging issues, best practices, knowledge and skills in the professional discipline.
- b) Enhance the quality of service offered by veterinary practitioners to their clients, patients and society.
- c) Equip the veterinary practitioners to meet high professional standards hence remain relevant in practice.
- d) Demonstrate evidence of the veterinary practitioner's commitment to enhancement of professional competence and compliance with the veterinary code of conduct in the field of their specialty.
- e) Provide opportunities for documentation of evidence of advancement in professional competence which is used in updating the register of practitioners.

CPD Players:

1. Veterinary surgeons
2. Veterinary paraprofessionals
3. CPD providers
4. UVB or regulator
5. Employers

Interpretation

For the purposes of these guidelines:

‘Continuing Professional Development’ (CPD) means any activity or program that provides added value to the capability of the veterinary practitioner through increase in knowledge, skills and personal qualities necessary for the appropriate execution of veterinary professional and technical duties.

‘CPD Provider’ means a UVB-accredited and registered individual or institution offering CPD activities.

‘Credit Point’ (CP) means a rating issued to a CPD activity as prescribed by UVB.

‘CPD Activity’ means a process that meets an educational and developmental need; and provides an effective learning experience for the participants lasting at least one (1) CP hour.
45-60 minutes (1CP hour).

‘CPD hour’ means a CPD activity lasting 45-60minutes.

‘CPD Program’ means series of CPD activities lasting a minimum of 6 CPD hours and a maximum of 15 CPD hours.

‘CPD Year’ means a 12–month period commencing on 1st January and ending 31st December of the same calendar year.

‘Good standing’ means strictly complying with all the CPD obligations during a CPD Year.

‘Mentoring’ means the process by which a recent graduate or working veterinary professional is guided by an experienced veterinary professional who shares knowledge, experience and advice with the less experienced veterinary professional.

‘Veterinarian’ is a registered and licensed veterinary surgeon.

‘Veterinary Medicine’ means; veterinary surgery, anatomy, reproduction and obstetrics, dentistry, ophthalmology, pharmacology, endocrinology, epidemiology, dermatology, internal medicine, cardiology, neurology immunology/vaccinology, preventive veterinary medicine, veterinary public health, endocrinology, pathology, animal husbandry, animal welfare and any other discipline or specialty of veterinary medicine;

“Veterinary paraprofessional” means a person who, is registered to practice veterinary medicine under the direct or general supervision of a registered and licensed veterinarian.

“Veterinary practitioner” means a person qualified to practice veterinary medicine whose name appears in the register and is licensed.

Role of the Various Players in CPD

Role of the UVB

- a) To determine the relevance of areas of training identified by the CPD service providers.
- b) Determine CPD point allocation for CPD activities and programs.
- c) Set criteria for accreditation of CPD activities and programs.
- d) Set criteria for accrediting CPD providers.
- e) Evaluate applications for accreditation of CPD service providers, programs and/or activities and make appropriate recommendations.
- f) Evaluate requests for CPD waivers from Veterinary Surgeons and Veterinary Paraprofessionals and make appropriate recommendations.
- g) Liaise with various local, regional and international CPD service providers in developing, coordinating and conducting CPD programs and/or activities.
- h) Develop and circulate to veterinary practitioners a list of proposed and accredited CPD programs and/or activities.
- i) Maintain a list of all accredited CPD programs and/or activities carried out annually and a detailed list of all Veterinary Surgeons and Veterinary Paraprofessionals who attend the said program and/or activity.
- j) Monitoring and evaluation of delivery and uptake of CPD
- k) Conduct CPD surveys and audits as and when necessary.
- l) Identify knowledge, skills and personal qualities or attributes gaps warranting CPD services
- m) Raise the level of awareness for the need for CPD activities within the Veterinary Profession.
- n) Regular review and update of the CPD guidelines by UVB
- o) Conduct a needs assessment to establish the gaps for CPD
- p) Register and maintain a register of CPD Providers

Role of the individual veterinary practitioner

- a) Identify the most appropriate learning and development activities applicable to their professional practice and draw a plan on how to participate in them.
- b) Undertake CPD and keep a record of learning outcomes achieved so that they can account for how they have kept themselves up to date if required.
- c) Keep an up to date written record of CPs accumulated and provide it each time they apply to UVB for renewal of registration.
- d) Ensure that a CPD activity/programme they choose to participate in is registered by the UVB with clearly defined associated CPs.

- e) Ensure that they take a mix of CPD activities as opposed to earning all required CPs from the same area.
- f) Ensure that the CPD they take will contribute to their quality of practice and service delivery and will therefore benefit their clients and patients.
- g) Annually confirm their compliance with CPD requirements when they renew their registration.
- h) Completed CPD records for all veterinary teaching staff must be kept up-to date and be available on request by UVB.
- i) Where a veterinary practitioner is also required to keep a CPD record for another professional body, he/she is still required to complete their UVB record.
- j) Non-practicing and retired veterinary surgeons and veterinary paraprofessionals paying the non-practicing retention fee are not obliged to undertake CPD.

Role of employers

Organizations/Employers of veterinary professionals should:

- a) Ensure that the CPD records of new and existing employees qualify them for the position to which they are being appointed
- b) Foster a culture of progressive learning
- c) Ensure that their employees are up to date in their professional practice skills, knowledge and attitude
- d) Sponsor employees for relevant CPD courses
- e) Recruit professionals that are registered, licensed and compliant to CPD regulations
- f) Take in considerations CPD courses during staff appraisal and promotion.

Roles of CPD Provider

- (a) Mobilise most appropriate human, technological and material resources necessary for the CPD
- (b) Develop curriculum in consultation with UVB
- (c) Seek registration of the CPD by UVB
- (d) Conduct CPDs diligently and professionally
- (e) Develop report to UVB
- (f) Maintain record of the CPDs conducted and its respective participants

PRINCIPLES OF CREDIT POINTS ALLOCATION

Background

The allocation of CPs is based on the following principles which are applicable to all categories of CPD programs and/or activities

- a) All Veterinary Surgeons on the register whether working part time or full time, in clinical practice or non-clinical practice to comply with the minimum requirement of **accumulating twenty (20) CPD points per CPD year** in order to retain their names in the UVB's register of Veterinary Surgeons.
- b) Every Veterinary Paraprofessional whether working part time or full time, in clinical practice or non-clinical practice to comply with the minimum requirement of **accumulating fifteen (15) CPD points per CPD year** in order to retain their names in the UVB's register of veterinary Paraprofessionals.
- c) Participation in CPD is mandatory for all registered and licensed veterinary surgeons and veterinary paraprofessionals.
- d) A minimum of fifty percent (50%) of the points in any CPD year must be accumulated from programs and/or activities that are veterinary - oriented.
- e) The maximum number of CPD hours that can be accredited for a one day CPD program is six (6) hours and minimum of one (01) hour.

The Credit Point System

The following points will be allocated for the activities listed under each category.

a) Category 1: Formal Study for Additional Qualifications

Any course of assessed study undertaken from a recognised reputable institution leading to a qualification that is relevant to any area of veterinary medicine shall earn the Veterinary Practitioner Credit Points. These include:

1. Certificate and Diploma Courses

Any completed certificate and diploma courses should be submitted to UVB for verification and recommendation to be recognized as a CPD activity/program by the qualifying Veterinary Surgeon or Veterinary Paraprofessional.

Any Completed at least one academic year certificate, diploma, degree qualify the paraprofessional for 100% of the required CPD points for the stipulated duration of study.

2. Degrees

Completed Masters and Doctoral degrees qualify for 100% of the required CPD points for the stipulated duration of the study.

Note:

- Post graduate students are required to submit proof of admission to the University for the Post Graduate Degree in question and an annual progress report in order to qualify for the 100% point award during that period.

- Paraprofessionals are required to submit proof of admission to the institution for upgrade from certificate or diploma or degree in question and an annual progress report in order to qualify for the 100% point award during that period
- Institutions offering the courses should be recognized by UVB.
- Distance and online education provided by a recognised reputable institution will be considered.

b) Category 2: Short Training & Organizational Activities

- These activities include but are not restricted to the following: conferences, congresses, lectures, seminars, refresher courses, symposia, exhibitions, in-house training and workshops.
- Such activities will be organized by accredited academic institutions, professional associations, other regulatory bodies and private CPD service providers.
- Activities presented in foreign countries or by other professional groups which are not accredited will be accepted so long as the participating individual provides the CPD committee with the course content, facilitator's details & qualifications in order to enable the CPD committee assess the CPD value of such activity.
- These activities must cover a minimum of one (1) CPD hour.
- Accredited organizational activities will earn the participating individual half (1/2) a CP per CPD hour.
- One (1) CPD point per CPD hour will be allocated to the facilitating veterinarian / veterinary paraprofessional; with Two (2) CPD points being allocated for the preparation and presentation of a scientific paper. Points can only be allocated for one item in a CPD program and/or activity, that is, CPD points can only be allocated for presenting or attending a CPD program and/or activity but not for both.

c) Category 3: Professional Involvement

- A member in good standing of a professional association: 1 CP per year per professional association or body.
- National and Regional Executive committee members of professional bodies e.g. UVA, UVB, UVPPA and any others: half (1/2) CP per meeting attended up to a maximum of 4 CPs per CPD year.
- Ad hoc and/or sub-committee members of professional bodies: half (1/2) CP per meeting up to a maximum of 4 CPs per CPD year.
- One (1) CP will be awarded to a veterinary practitioner involved in voluntary community development activities.
- Two (2) CPs will be awarded for any exceptional professional achievement.

d) Category 4: Authorship

1) Articles published in Journals

- i. Peer Reviewed Journals: The first and corresponding author will be awarded four (4) CPs, while the co-authors are awarded three (3) CPs. The number of CPs earned by last author will be determined by the regulator based on the role they played
- ii. Non-peer Reviewed Journals: The first author will be awarded three (3) CPs while the co-authors are awarded two (2) CPs.

iii. Book chapters: The first author will be awarded five (5) CPs while the co-authors are awarded four (4) CPs.

2) Peer Review and editing activities

Three (3) CPs will be awarded per article reviewed or edited in a Journal or Book.

3) Articles published in Magazines, Newsletters, Newspapers and Consider electronic media Educational professional articles published in Magazines, Newsletters and Newspapers will be considered on a case by case basis upon an application by the author: half (1/2) to one (1) Credit Point depending on the nature of the article.

Category 5: Mentoring and training

- 1) One (1) CP will be allocated for each month to a Veterinary Practitioner instructing or supervising a trainee on attachment or internship provided proof of attachment or internship are recorded up to a maximum of 6 CPs per CPD year.
- 2) One (1) CP will be allocated for each activity to a Veterinary Practitioner (not working in a training institution unless they are outside their institution) involved in designing or conducting veterinary training activities.
- 3) One (1) CP will be allocated per presentation to a Veterinary Practitioner making professional / scientific presentations in seminars, workshops, conferences.

e) Category 6: Non-veterinary Related Courses

Any course attended to improve personal and managerial skills that will assist in providing better service in the veterinary surgeon's or veterinary paraprofessional's related field of work or interest is eligible for CPs. Typical examples are courses in the following categories: computer skills; management and administration; financial management; labour relations, labour law, stress management and personal development courses. The individual needs to submit the program with Form (appendix IV).

Half (1/2) CP is allocated for each hour of formal lectures and/or practical demonstrations with a maximum of 4 CPs per CPD year.

f) Category 7: Community Involvement

- Membership of community leadership positions like School Boards, Parent Teacher Associations etc.: half (1/2) CP per meeting attended up to a maximum of two (2) CPs per CPD year.
- Membership of central and/or local government commissions, boards, councils, task forces etc: one (1) CP per meeting up to a maximum of four (4) CPs per CPD year.
- Extension activities, presentations to lay public, field days, development of educational materials etc: one (1) CP per activity up to a maximum of four (4) CPs per CPD year.
- One (1) CP for any award from the Community or Government recognizing excellence in community service.
- Talks shows on TV and radio
 - A recording of the radio or TV talk show should be presented as evidence; will be considered on a case by case basis; assessment criteria should be developed.

Transfer of Credit Points

Transfer of Credit Points from one country to another will not be automatic but will be possible through consultation between UVB and the Veterinary Statutory Body in the country in question.

Waivers

Waiver from compliance with the CPD requirements will only be granted by the UVB on application and submission of adequate reasons for such request and is subject to such requirements as the UVB may determine.

- Pregnancy and Maternity
- Sickness
- Disability

Recording of CPD Points

- All Veterinary Practitioners shall retain documented proof of participation in CPD activities and a record including the nature, scope and duration of CPD activities.
- A summary of all CPD activities attended is to be submitted on an annual basis to the UVB on a Form (Appendix I).

UVB Rewards

UVB may from time to time consider recognition and rewards for those who have excelled in the CPD activities.

Fraudulent CPDs

Submission of fraudulent CPs for purposes of renewal of registration will attract a penalty which will be determined by the UVB on a case by case basis but could include deregistration from the Register.

CPD PROVIDER REGISTRATION

Criteria of CPD Provider Registration

CPD providers seeking registration and accreditation must meet the following all-embracing criteria.

- Profiled skills and competences of the individual(s) or organization should provide added value to the professional capabilities and personal qualities of the Veterinary practitioner
- Possess appropriate teaching resources (human resource, material, technological, logistical).

Some of the individuals / institutions / organizations that can be registered to provide CPD activities / programs, but are not limited to these, include:

- Universities, Colleges and other training Institutions recognized by the UVB.
- Professional bodies or individuals.
- Health care facilities (governmental and nongovernmental).
- Referral Centers / Leading Professional Experts/Consultants.
- E-learning institutions.
- Pharmaceutical and medical equipment companies.
- Ecosystem health specialist organizations.

Application for Registration

- Fill in the application form and submit it with an application fee as determined by UVB from time to time payable to the UVB account.
- Pay the application fee to UVB account
- Registered and retained in the UVB CPD Provider Register
- Pay the UVB the annual registration fee as determined from time to time.

ACCREDITATION OF A CPD ACTIVITY / PROGRAM

Criteria for Accreditation of A CPD Activity/Program

CPD providers seeking accreditation of CPD activities and / or programs must meet the following criteria (and presented in a format outlined in the CPD activity framework provided in Appendix II):

- The CPD activities / programs must be justified
- An activity should be minimum 60 minutes constituting one (1) CPD hour
- A CPD program will last a minimum of six (6) CPD hours
- Define and state the expected learning outcomes for the proposed activity/program. The outcomes should be clear, measurable and specific to the proposed learning activity/program.
- Provide an outline of the proposed activity/program which lists the knowledge, skills and attitudes to be acquired including appropriate learning resources (human resource, material and technological).
- Presenters / facilitators must have the expertise in presentation skills and methodologies and command the necessary skills and knowledge to teach / present the subject matter.
- The venue for conducting the CPD activity is adequate to meet stated objectives
- The activity/program accreditation validity period
The CPD activity or program shall be evaluated every six months. Caution will be given to those not complying, followed by termination if failure continues

Application for Accreditation

1. CPD Providers who wish to offer CPD activities and/or program are required to fill an application form (Appendix III) for accreditation of an activity and/or program and submit it to UVB at least **8 weeks** before the scheduled events.
2. Indicate the duration and cost per person
3. Pay appropriate application fees as determined by UVB from time to time.
4. UVB acknowledges receipt of application and allocates the activity/program a registration number
5. UVB then evaluates; determines and assigns a credit worth to the activity / program depending on its category.
6. UVB then issues a registration number and certificate of accreditation of the activity/program.

Activity / Program Evaluation

The following documents should be submitted to UVB after the activity / program by the CPD Provider:

- A register of participants per activity, indicating their UVB registration numbers
- An appropriate evaluation tool (example in Appendix IV) of the CPD activity / program and the presenter at the end of the CPD activity.

A member of or someone appointed by the UVB shall attend to supervise and carry out an independent evaluation of the activity / program.

Awarding of Certificates

The CPD provider awards a certificate of attendance if satisfied that the objectives set are met. The certificate should bear the signature(s) of the authorized CPD provider. The allocation of CPs to each participant will be based on attendance registers. The certificate of attendance issued by the CPD provider **MUST** include:

- Title and date of Activity / Program
- Name of the participant
- UVB registration number of the participant
- Number of CPD points earned by the participant for the particular Activity/Program

NON-COMPLIANCE;

By a Veterinary practitioner

In the event of a veterinary practitioner not complying with the conditions specified in these guidelines within the prescribed period of time, the council may impose any one or more of the following conditions, namely: -

- (a) grant the veterinary practitioner deferment for period determined by council;
- (b) require the veterinary practitioner to follow a remedial programme of continued education and training as specified by the council;
- (c) require the veterinary practitioner to write an examination as determined by the council; or

(d) suspend the veterinary practitioner's name from the relevant register for a period of one year with remedial steps

By the CPD Provider

In the event of a CPD Provider not complying with the conditions specified in these regulations within the prescribed period of time, the council may impose any one or more of the following conditions, namely: -

- (a) Give a warning letter
- (b) Require the CPD Provider to take remedial measures within a period specified by council
- (c) Suspend the services of the CPD Provider and or particular CPD program for a period specified by council
- (d) Cancel the registration certificate of the CPD Provider

APPENDICES

APPENDIX I: PORTFOLIO OF CPDs FORM

Title: Record of Continuing Professional Development

Name of Veterinary Practitioner:

UVB Registration number:

Address (physical, postal and e-mail):

Date:

<u>Date of CPD activity</u>	<u>Location (hotel, town, subcounty)</u>	<u>UVB-allocated CPD registration number</u>	<u>Brief description of CPD activity</u>	<u>Credit Points Awarded</u>
<u>TOTAL POINTS</u>				

Signature of UVB Registrar:

APPENDIX II: CPD ACTIVITY FRAMEWORK

**UGANDA VETERINARY BOARD (UVB)
CPD ACTIVITY FRAMEWORK**

Practitioner(s) who will attend (Indicate as required)

- VET PROFESSIONAL
- VET PARAPROF:
- VET LAB TECHS
- VET NURSES
- ANIMAL HEALTH
- OTHER: (Specify)

Name of CPD provider (person of entity):

Physical Address:

Name of contact person at the venue:
Telephone number of contact person:
Fax number: E-mail address:

Name of the activity:

Date(s) of proposed activity:

Venue of proposed activity (hotel, plot number, town, sub-county, district):

- Mode/Method of proposed delivery**
- Lecture
 - Practical
 - Magazine quiz
 - Internet/electronic
 - Symposium
 - Others-specify

Activity presented by (minimum one hour)

Facilitator's/ presenter's name:

- CATEGORY OF CPD PROVIDER**
- A. Educational institution
 - B. Individual.....
 - C. Pet Food Company
 - D. Pharmaceutical company
 - E. Conference.....
 -

F. Other (specify)

Indicate the number of hours designated to:

- i) formal contact
- ii) social contact
- iii) duration of entire activity

Specify the intended method of evaluation, if any

Specify the intended mechanism of monitoring attendance

Confirm inclusion of a copy of the programme.

Confirm inclusion of a copy of the proceedings.

Confirm inclusion of a copy of the presenter/s' CV.

Signature by provider of CPD activity or on behalf of provider.....

Date:

NOTE:

**1. Submit the proposed template of the certificate which will be issued to attendees.
(Applications will not be submitted to the CPD Accreditation Committee without the *pro forma* certificate).**

2. Organisers of CPD activities should note that a certificate of successful attendance of a CPD activity should include the following:

- i) Name and UVB registration number of attendee of CPD activity
- ii) Name of CPD provider of the activity and registration number
- iii) Name of the activity/course, etc.
- iv) Date of the activity
- v) UVB reference number of the activity
- vi) CPD points allocated
- vii) Signature of the provider of the event

3. Applications for accreditation of CPD must be submitted within a six (6) month period before the activity takes place

FOR OFFICIAL USE ONLY

DATE RECEIVED:

DATE ACKNOWLEDGED:

DATE COMPLETE:

DATE TO AC:

DATE BACK FROM AC:

APPENDIX III: PROGRAMM ACCREDITATION FORM

APPLICATION FOR ACCREDITATION OF CPD PROGRAM FORM
Provider / Program information

1. Title of program: _____
 2. Proposed Date(s) of program: _____ Duration (in hours of program) _____
 3. Venue of CPD program: _____
 4. CPD Provider
 - a. UVB Registration no. of the CPD provider or its equivalent: _____
 - b. Name of coordinator/contact person (where the CPD provider is an organization or institution) _____Tel: _____ Fax: _____ E-mail address: _____
 5. Type of program:

Congress	<input type="checkbox"/>	Conference	<input type="checkbox"/>
Symposium	<input type="checkbox"/>	Course	<input type="checkbox"/>
Workshop	<input type="checkbox"/>	Others (specify):	_____
 6. Program outline with expected knowledge, skills and attitudes to be acquired:

 7. List of presenters/facilitators: (Please attach presenters/facilitators CV one page Summary sheet)
 8. List and description of available teaching aids
 9. Frequency of conducting the program (if to be repeated): _____
 9. Learning objectives (Attach list, if any):
 - 1-
 - 2-
 - 3-
 - 4-
 - 5-
 9. Target audience: _____
 10. Expected Number of participants (approximate) _____
 11. Sponsorship: (Please provide list)
 12. CPD program Registration Fee: _____
 13. Disclosure of conflict of interest: _____
 14. Name (of applicant if not contact person):

 15. Signature of applicant: _____
 16. Date of application: _____
- Attach the following documents:
- ✓ Schedule of activities
 - ✓ Presenters’/facilitators’ CV summary
 - ✓ Evaluation tool sample

APPENDIX IV: ACTIVITY/PROGRAMME EVALUATION FORM

Activity / Program Evaluation Form

Title of Activity:	Date:
Duration:	Venue:

Learning objective 1

• Met Partially Met Not Met

Learning objective 2

• Met Partially met Not Met

Learning objective 3

Met Partially met Not met

Learning objective 5

Met Partially met Not met

• 2. Please rate the following aspects of this CPD activity (circle your responses):

• TABLE 1

	POOR	FAIR	GOOD	VERY GOOD	EXCELLENT
Educational Contents	1	2	3	4	5
Overall Quality of Facilitator/ presenter	1	2	3	4	5
Questions & Discussions	1	2	3	4	5
Relevance To Profession	1	2	3	4	5
Practical sessions (if any)	1	2	3	4	5
Quality of Audiovisual Services	1	2	3	4	5

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Overall Quality of Activity	1	2	3	4	5
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- 3. Please rate the following facilitation aspects of this CPD activity (circle your response):
- TABLE 2

	POOR	FAIR	GOOD	VERY GOOD	EXCELLENT
Venue suitability	1	2	3	4	5
Catering facilities	1	2	3	4	5
Program punctuality	1	2	3	4	5
Proceedings materials	1	2	3	4	5

-
- 3. Suggestions for Improvement:
 - _____
 - _____
 - _____
- 4. Suggestions for future topics:
 - _____
 - _____
 - _____