

## A selection from a glossary of CME/CPD terms

Given below is a selection from a glossary of terms and expressions useful in continuing medical education and continuing professional development as they become applicable in the MPC Program of KIMS.

### Adult education

The education of adults involves all forms of education for those above a specified age that identifies adulthood. The term adult education is restricted to what can best be learned as adults and covers all forms of education that treat the student participants as adults—capable, experienced, responsible, mature and balanced people.

### Accreditation

Accreditation is the process by which governmental, non-governmental or voluntary associations grant recognition to educational programs that meet specified criteria.

### Audit

The process of reviewing the performance of practitioners for identifying deficiencies so that suitable remedies could be introduced.

### CME/CPD activity

An educational activity (e.g. conference, seminar, workshop, symposium, lecture series, practical/clinical session) that is planned and conducted for the purpose of achieving pre-specified objectives that are related to maintenance of professional competence.

### CME/CPD credits

CME/CPD authorities use credit points to quantify involvement in CME/CPD activities by the health professionals.

### CME/CPD Certificate

Practitioners who acquire a specified minimum total of credits during the five-year cycle receive a Certificate of Satisfactory Completion of CME/CPD (CME/CPD Certificate) from KIMS. The certificate remains valid for a five-year cycle from the date of issue.

### CME/CPD officer

A content specialist appointed by KIMS for serving as a link between the practitioners in the specialty and the CME Center. Practitioners should contact the respective CME/CPD officers for any clarifications about the MPC Program.

### CME/CPD organizer

An appropriate content specialist functions as the CME/CPD organizer on behalf of the CME/CPD Provider, and takes immediate responsibility for the different aspects of the CME/CPD activity.

### CME/CPD Provider

An institution or organizations that possesses expertise within it for conducting CME/CPD activities at a national level, which becomes eligible for recognition as a CME/CPD Provider.

### CME/CPD status certificate

Any practitioner who needs an official document to certify the CME/CPD status for administrative purposes or is terminating service in Kuwait is eligible to receive a CME/CPD Status Certificate.

### Continuing medical education (CME)/Continuing professional development (CPD)

Educational activities that health professionals undertake after they had completed undergraduate and postgraduate education, and which covers the development of a wider range of professional skills.

### Credit validation

Submitting relevant records maintained by practitioners registered in the MPC Program and the organizers of CME/CPD activities to the CME center when requested during program review.

### Distance learning

A system of learning in which the tutor and the learner are not present in the same setting at the same time. Print, audio, photographic or video media or computers are used for conveying the lesson material.

### e-Learning

e-Learning may be defined as the use of new multimedia technologies and the Internet to improve the quality of learning through access to resources and services as well as remote exchanges and collaboration.

### Lifelong learning

Learning on a continuing basis that professionals undertake to keep up with the developments in their disciplines, and which forms the essential basis of CME/CPD.

### Logbook

A detailed record maintained by a trainee or a practitioner of the learning undertaken or the activities performed, to be reviewed at a later date for formal or informal assessment.

### Maintenance of professional competence (MPC)

The process of lifelong learning undertaken by health professionals to ensure that they keep abreast of the developments in their specialties and in other areas that affect their practices.

### Needs assessment

The process of determining in advance what prospective participants of CME/CPD activities need to learn, so that the needs identified may be used in selecting the subject content and the method of teaching.

### Online

Communication between a computer user and an individual, an agency or other institution using the Internet.

### Online learning

Learning in specific subjects undertaken through lessons made available through the Internet.

### Portfolio

A written record dealing with the performances and achievements of a trainee or a practitioner, which could be used subsequently as evidence of involvement of educational activities or as the basis for assessment.

### Re-certification

Re-certification is a process by which a professional body testifies intermittently to the competence of each of its members, either with or without a period of formal retraining.

### Resource person

The person responsible for planning or presenting a learning activity, be it a lecture, a demonstration, a practical, a clinical, a small group session, a discussion or other educational event.

### Summative evaluation

Assessment carried out at the end of a course unit or a program, for summing up what has been learned. Formative evaluation is carried out during a course unit or training program for giving feedback to the learner so that he or she could correct any weaknesses while there is time.