



KENYA MEDICAL PRACTITIONERS AND DENTISTS COUNCIL (KMPDC)

CONTINUING PROFESSIONAL DEVELOPMENT GUIDELINES

REVISED APRIL 2024









CONTINUING PROFESSIONAL DEVELOPMENT GUIDELINES

REVISED APRIL 2024



Foreword

The practitioner's lifelong professional practice of medicine and dentistry is underpinned by Continuing Professional Development (CPD). The practice of medicine and dentistry is characterised by constantly changing disease patterns, management approaches and advances in technology. Therefore, medical and dental practitioners have a responsibility to continually upgrade their knowledge and skills in order to provide quality and optimum health care to their patients. It is mandatory under the Medical Practitioners and Dentists Act, CAP. 253, Laws of Kenya and the *Medical Practitioner's and Dentists (Training, Assessment and Registration) Rules, 2022* for every medical and dental practitioner to comply with CPD requirements in order to be retained in the register.

These *Continuing Professional Development Guidelines* outline the activities which enhance the competencies of doctors in their clinical skills, management, teaching, mentoring, research and the importance of ethical practice. The Guidelines also seek to standardise the provision and uptake of CPD activities.

CPD is a quality assurance mechanism that the Kenya Medical Practitioners and Dentists Council has instituted to ensure that practitioners maintain their fitness to practice.

Further, individual and collective commitment to CPD by practitioners and providers will help reduce cases of malpractice and professional misconduct which will build public confidence in our health care system and enhance the standing of the profession.

The *CPD Guidelines* is anchored on a foundation of trust that health professionals facilitated by accredited CPD Providers will commit to meeting the requirements for continuous education whose benefits cannot be overemphasised.

Prof. Stanley O. Khainga

Chairperson

Kenya Medical Practitioners And Dentists Council (KMPDC)

Preface

The *Continuing Professional Development (CPD) Guidelines (2022)* aims at improving professional competence and linking CPD activities to retention of practitioners in the register. It also provides an impetus for the Council to accredit programs and institutions emphasising ethical, professional and clinical practice relevant to the practice of medicine and dentistry. Currently, there are 261 accredited CPD providers who comprise public, private and faith-based hospitals; professional associations; medical and dental schools, non-governmental organisations and private organisations.

The Kenya Medical Practitioners and Dentists Council found it prudent to review the *CPD Guidelines* in order to address various challenges that were encountered by both the Practitioners and CPD Providers. These updated *Guidelines* shall provide direction that the practitioner and the provider will use to ensure compliance. The Council has a responsibility of accreditation of CPD providers in line with set standards, as well as ensure compliance by the practitioners before retention in the register. It is the responsibility of the CPD providers to develop and update CPD activities that are relevant and ensure appropriate returns to the Council.

Additionally, it should be noted that the Council has fully-operationalised an online CPD platform to facilitate the management of CPD activities. It is the responsibility of all medical and dental practitioners to fulfil the minimum CPD requirements required by Law and verify and update personal records with the Council using the online system.

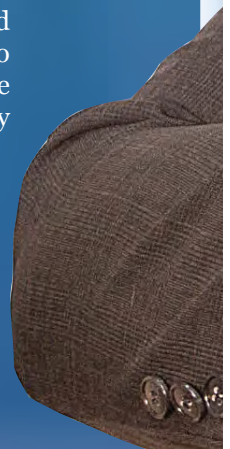
CPD activities in these guidelines have been divided into two levels: formal and informal. Both of these cover extensive areas of interest. For practitioners who may find it difficult to attend CPD activities away from their workstations, online CPD activities can now be easily accessed. It must be emphasised that every practitioner wishing to be retained in the annual register and thus allowed to practise in Kenya must familiarise themselves with these *Guidelines* in order to comply with the minimum CPD requirements. The Council, through these *Guidelines*, also seeks to engage with CPD Providers to facilitate provision of CPD activities throughout the country.

These *Guidelines* supersede all previous editions and shall take effect from 1st January 2024.

Dr David G. Kariuki

Chief Executive Officer/ Registrar

Kenya Medical Practitioners And Dentists Council (KMPDC)







Acknowledgement

The successful development of these *CPD Guidelines* is the product of the dedication and tireless efforts of key actors. The Kenya Medical Practitioners and Dentists Council (KMPDC) wishes to express its utmost gratitude to all who provided valuable contribution and support in the review of the *CPD Guidelines*:

The former Council Members, specifically Dr Eva W. Njenga, MBS (Chairperson), Dr Jacqueline Kitulu OGW, Dr Abdi Mohamed, Dr Linus W. Ndegwa, Dr Juliet Gathara, and Dr Daniel M. Yumbya, EBS (CEO), for providing leadership in the review process;

All stakeholders, as listed in Annexes 5 and 6, who responded to the call and submitted input and feedback for consideration at various stages of the review process, and who actively participated in the stakeholder engagement workshops;

Our partners *Vital Strategies* and *Synergy Informatics* for supporting this review process;

The following secretariat staff for providing technical and logistic support at various stages of this review process including: Dr Margaret Mbugua, Mr. Simon Kiraithe, Dr Wangechi King'ori, Dr John Otieno, Adv. Eunice Muriithi, Mr. Mohamed-Qadar Ahmed, Mr. Duncan Mwai, Dr Stella Kanja, Ms. Agnes Jacob, Adv. Esther Mutheu, Ms. Anne Wanjugu, Mr. Jerry Wamulla, Ms. Sarah Were, Mr. Peter Wauna, Mr. Tonny Lugalia, Mr. Tom Ondimu, Mr. Joshua Muchui, Ms. Beverlyne Khakusuma, Ms. Elmer Ochieng and Ms. Evelyn Gikunda.

The Council recognises that these *Guidelines* would not have been completed without the individual and collective contribution and support of all.

Asanteni sana.

Prof Rose J. Kosgei

**Chairperson - Training, Assessment, Registration
and Human Resource Committee (TAR&HRC)**
Kenya Medical Practitioners And Dentists Council (KMPDC)

Inside This Document

VII	Foreword
VIII	Preface
XI	Acknowledgement
XIV	Abbreviations
XIV	and Acronyms
XVI	Definition of Terms
01	Chapter One Introduction
02	1.1. About KMPDC
02	1.1.1. Functions of the Council
03	1.2. Goal and Objectives of the CPD Guidelines
04	1.3. Rationale for the CPD Guidelines
04	1.4. Policy Statement
05	Chapter Two Guidelines On CPD Activities
06	2.1. Definition of CPD
06	2.2. Purpose of CPD
06	2.3. CPD Principles
07	2.4. Minimum Standards
07	2.5. Types of CPD Activities
15	Chapter Three Guidelines For Practitioners
16	3.1. CPD Requirements for Practitioners
17	3.2. Responsibilities of Practitioners
17	3.3. Exemption of Practitioners from CPD Requirements
17	3.4. Non-Compliance
18	3.5. Appeals Process
19	Chapter Four Guidelines For CPD Providers
20	4.1. Requirements for Accreditation as a CPD Provider
21	4.1.1. Accreditation as CPD Providers
21	4.1.2. Application for Annual CPD Providers Licence by New CPD Providers
21	4.1.3. Renewal of Annual CPD Provider Licence by Existing CPD Providers
22	4.2. Non-Compliance
22	4.3. Appeals Process

23	Chapter Five CPD Implementation Structure
24	5.1. Integrated CPD Management System (iCPD)
26	5.2. Roles and Responsibilities
26	5.2.1. Roles and Responsibilities of CPD Providers
26	5.2.2. Roles and Responsibilities of Practitioners
27	5.2.3. Roles and Responsibilities of the Council
31	5.3. Monitoring, Evaluation, Reporting and Learning
31	5.4. Dissemination of the CPD Guidelines
31	5.5. Review of CPD Guidelines
32	Annexes
33	Annex 1: Application Forms
35	Annex 2: User manual for iCPD Portal – Practitioners
35	Annex 2.1: Creating a new CPD online account
39	Annex 2.2: Migrating to the new CPD platform
41	Annex 2.3: Claiming CPD points on the new CPD platform
44	Annex 2.4: Other available functions
46	Annex 3: User manual for iCPD Portal – CPD Providers/ Coordinators
46	Annex 3.1: Creating a CPD Provider account
48	Annex 3.2: Create CPD activities and tokens
54	Annex 3.3: Awarding CPD points to attendees
59	Annex 4: Technical Working Group for the review of the CPD Guidelines
60	Annex 5: List of Contributors
63	Annex 6: List of participants at Stakeholders Workshops
75	References

Abbreviations and Acronyms

AMCOA	Association of Medical Councils of Africa
Cap. 253	Medical Practitioners and Dentists Act, Chapter 253 Laws of Kenya (also referred to as “the Act”)
CME	Continuous Medical Education
CPD	Continuing Professional Development
COHO	Community Oral Health Officer
IAMRA	International Association of Medical Regulatory Authorities
iCPD	Integrated CPD Management System
KMPDC	Kenya Medical Practitioners and Dentists Council (also referred to as “the Council”)
MOH	Ministry of Health
OSP	Online service portal (Unless otherwise stated, OSP in this document refers to https://osp.kmpdc.go.ke)
WFME	World Federation for Medical Education



Definition of Terms

CPD Activity	A formal or informal undertaking that, through acquisition or improvement of a professional's knowledge, skills, attitudes and behaviours, leads to maintenance or improvement in their performance across all areas of professional practice
CPD Calendar Year	This is the specified period by which CPD activities are implemented. In this case, the period runs from 1st January to 31st December of every year
CPD Coordinator	A designated/appointed person who plans, aids and oversees the execution of CPD activities on behalf of the CPD Provider
CPD Provider	An institution, organisation or entity that is accredited by the Council to facilitate delivery of CPD activities
Facilitator	A person who brings about an outcome by providing assistance, guidance or supervision in a training, seminar, conference, symposium or workshop
Moderator	A person who controls or leads a discussion between a group of people and ensures that the desired learning outcomes are achieved
Practitioner	A person registered and licensed under Cap. 253 as a Medical Practitioner, Dentist or Community Oral Health Officer
Presenter	A person who makes a presentation, lecture or talk at a CPD forum lasting at least 30 minutes
Reviewer	A person who undertakes evaluation of works or assessment of persons within their field of expertise
Stakeholder	A person, group or organisation involved in and/or affected by the regulatory activities of the Council
Trainer	A person who instructs learners at a skills workshop

Chapter One

Introduction

This chapter describes the Council, and the provides the objectives and rationale for the *CPD Guidelines*.

1.1. About KMPDC

The Kenya Medical Practitioners and Dentists Council (KMPDC or “the Council”) is a body corporate established under the Medical Practitioners and Dentists Act (Cap. 253 Laws of Kenya), enacted in 1979. The Council’s mandate is to regulate training and practice of medicine and dentistry, and to regulate health institutions within the Republic of Kenya.

Vision

Excellence in regulation of training and practice of medicine and dentistry

Mission

To regulate the training and practice of medicine and dentistry through registration, licensing, and inspections for provision of people-centred, quality and ethical healthcare

Core Values

- Excellence
- Professionalism
- Integrity and Impartiality
- Collaboration and Partnership

Goal

Enhancing quality healthcare

1.1.1. Functions of the Council

The functions of the Council as indicated in Section 4 of Cap. 253 are to:

- Establish and maintain uniform norms and standards on the learning of medicine and dentistry in Kenya;
- Approve and register medical and dental schools for training of medical and dental practitioners, and community oral health officers;
- Prescribe the minimum educational entry requirements for persons wishing to be trained as medical and dental practitioners, and community oral health officers;
- Maintain a record of medical, dental and community oral health students;
- Administer internship qualifying examinations, preregistration examinations, and peer reviews as deemed appropriate by the Council;

- Inspect and accredit new and existing institutions for medical, dental and community oral health internship training in Kenya;
- License eligible medical, dental and community oral health interns;
- Determine and set a framework for professional practice of medical and dental practitioners, and community oral health officers;
- Register eligible medical and dental practitioners, and community oral health officers;
- Regulate the conduct of registered medical and dental practitioners and community oral health officers, and take such disciplinary measures for any form of professional misconduct;
- Register and license health institutions;
- Carry out inspection of health institutions;
- Regulate health institutions and take disciplinary action for any form of misconduct by a health institution;
- Accredit continuing professional development providers;
- Issue certificate of status to medical and dental practitioners, community oral health officers and health institutions, and
- Do all such other things necessary for the attainment of all or any part of its functions.



*The overall goal of the **Continuing Professional Development (CPD) Guidelines** is to achieve a structured and well facilitated CPD programme*

1.2. Goal and Objectives of the CPD Guidelines

The overall goal of the *Continuing Professional Development (CPD) Guidelines* is to achieve a structured and well facilitated CPD programme while the objectives are as follows:

- To provide a framework through which the Council will ensure the running of an effective CPD programme throughout the country.
- To provide minimum standards for CPD provision.
- To provide an avenue through which practitioners are able to achieve the minimum CPD points.

1.3. Rationale for the CPD Guidelines

These Guidelines seek to support, standardise and enhance the quality of continuing medical and dental education, by ensuring that Practitioners participate in Continuing Professional Development (CPD)/ Continuous Medical Education (CME) sessions provided by accredited CPD Providers, within a structured CPD Programme that supports continuous improvement in the delivery and outcomes of healthcare services at individual, facility, systemic and population levels.

The *CPD Guidelines* apply to all Practitioners regulated under Cap. 253.

1.4. Policy Statement

These *Guidelines* will aid the Council as it objectively undertakes its responsibilities to standardise Continuing Professional Development through:

- accrediting eligible CPD Providers in line with set standards;
- moderating and overseeing the content of approved CPD programmes and CPD activities;
- ensuring compliance by the Practitioners before retention in the register, and
- ensuring that the CPD activities add everyday value for Practitioners working in the country.



*These **Guidelines** seek to support, standardise and enhance the quality of continuing medical and dental education, by ensuring that Practitioners participate in Continuing Professional Development (CPD)/ Continuous Medical Education (CME) sessions provided by accredited CPD Providers*

Chapter Two

Guidelines On CPD Activities

This chapter provides an overview of CPD, including general guidelines on CPD activities and the points allocated for each.

2.1. Definition of CPD

Continuing Professional Development (CPD) is defined as training that leads to broadening of knowledge and skills, and the enhancement of personal qualities resulting in continuous improvement in the performance of professional duties.

2.2. Purpose of CPD

The purpose of CPD is to enhance professional competence at all times through acquisition or improvement of knowledge, skills and attitudes in order to improve all areas of health service delivery and professional performance.

As stated in Section 12 (3) of Cap, 253, all Practitioners are required to satisfy the Council's requirement for CPD so as to meet the criteria for retention in the annual register. Rule 10 (2) (a) of *The Medical Practitioners and Dentists (Inspections and Licensing) Rules, 2022* stipulates this requirement as a **minimum of fifty (50) CPD points** in a given CPD calendar year.

The underlying principle of CPD is the lifelong learning expected of all Practitioners, from the point of entry into undergraduate training, throughout the professional continuum, until their point of exit from the profession.

2.3. CPD Principles

CPD seeks to uphold the following principles:

- **Respect:** The basis of CPD is to enable the Practitioners empower the patients to participate fully in the management of their health.
- **Beneficence:** CPD activities must be responsive to the patient's and population needs, and the Practitioner's interest.
- **Justice:** CPD empowers Practitioners to achieve ethical equipoise in the management of their patients.
- **Trust:** that all Practitioners and accredited CPD Providers will comply with the stated CPD regulations.
- **Evidence-based:** All CPD activities shall be evidence based and be in line with accepted standards.



*Practitioners are required to satisfy the Council's requirement for CPD so as to meet the criteria for retention in the annual register. Rule 10 (2) (a) of **The Medical Practitioners and Dentists (Inspections and Licensing) Rules, 2022** stipulates this requirement as a minimum of fifty (50) CPD points in a given CPD calendar year*

2.4. Minimum Standards

The CPD activities should:

- contribute to learning and improve quality of care, and
- adhere to a basic minimum standard of quality.

The CPD Providers should:

- set their short term and long term objectives;
- implement a structured learning plan, and
- maintain records of what the Practitioners are learning and the progress that they make in order to keep track of the skills and knowledge that they provide.

2.5. Types of CPD Activities

CPD activities are defined as those learning experiences that, when undertaken by practitioners, lead to continuing professional development. CPD activities that earn CPD points can be categorised into:

a) Formal Education and Training

This includes structured training programmes such as face-to-face education, distance learning, short courses and formal on the job training. Such activities include:

- Offline and online training programmes;
- Learning-focused seminars and conferences, workshops and events;
- Lectures, and
- Formal internship or fellowship training.

b) Informal Learning

Also known as self-directed learning, the Practitioners carry out professional development activities of their own choice and without a structured syllabus.

Such activities include:

- Studying publications written by experts;
- Perusing relevant case studies and articles;
- Studying and revising for professional accreditation examinations, etc.

c) Conferences, Seminars, Workshops and Meetings**d) Presentations and Papers****e) Invited or external lecturing and examining****f) Supervising under- and postgraduate students' research projects****g) Development and review of curricula and course content****h) Media engagement on matters pertaining to health****i) Participation as Experts in regulatory activities organised by the Council**



Activities that do not earn CPD points

Whether structured or informal, the following activities, DO NOT earn CPD points:

- Routine ward rounds;
- Class lectures;
- Written assignments;
- Staff and/or administrative meetings;
- Benchmarking tours;
- Viewing of exhibits and technological demonstrations;
- Product promotional meetings, and
- Any activities that are undertaken as part of the Practitioners' job description or their expected day-to-day performance.



2.6. Guidelines for allocation of CPD points

CPD ACTIVITIES	ACTIVITY DESCRIPTION	ACTIVITY EVIDENCE	ALLOCATED CPD POINTS
Conferences, Seminars, Symposia, Workshops,	Attend a scheduled meeting to discuss a specific topic or area of interest	Certificate	3 points for half-day session
		Attendance list	
		CPD token	5 points for full-day session
			Max. 25 points per event
Hands-on/ Interactive skills workshop	Attend a scheduled meeting held to learn specific hands-on skills	Certificate	3 points for half-day session
		Attendance list	
		CPD token	5 points for full-day session
			Max. 25 points per event
Lectures (special lectures)	Attendance of a special lecture lasting at least 45 minutes	Attendance list CPD token	3 points per activity
In-person CME/ Online webinar	Attendance of an online webinar lasting at least 45 minutes	Attendance list CPD token	3 points per activity
Morbidity and mortality meetings	Meetings organised to review cases of illness or death lasting at least 30 minutes	Attendance list Minutes of meeting CPD token	3 points per activity

CPD ACTIVITIES	ACTIVITY DESCRIPTION	ACTIVITY EVIDENCE	ALLOCATED CPD POINTS
Grand rounds/ Clinical meetings	Meetings held by clinicians to discuss specific patient care lasting at least 30 minutes	Attendance list Minutes of meeting CPD token	3 points per activity
Journal club meetings	Meetings held to critically evaluate recent articles pertaining to medicine or dentistry lasting at least 30 minutes	Attendance list Minutes of meeting CPD token	3 points per activity
Presenters in conferences, symposia, workshops, grand rounds, special lectures	The person who makes a presentation lasting at least 30 minutes at the listed event	Invitation letter Presentation	5 points per activity
Trainers in interactive/ hands on skills workshop	A person who instructs learners at a skills workshop	Letter of invitation/ appointment Event programme	20 points per event Prorated by length of event
Facilitator/ Coordinator of conference, workshop, symposia, seminar	The person who provides assistance, guidance or supervision during a conference, symposium, workshop or seminar	Letter of invitation/ appointment Event programme	3 points per event
Attachment at centres of excellence	A centre that provides leadership, best practices, research, support and/or training for a focussed area	Letter of invitation Confirmation of attendance	1 point per day

CPD ACTIVITIES	ACTIVITY DESCRIPTION	ACTIVITY EVIDENCE	ALLOCATED CPD POINTS
Principal author/ Co-author of a peer reviewed publication	The main author of a peer reviewed medical/dental journal article	Publication	20 points per article
Peer reviewer of a publication	Peer reviewer of a peer reviewed medical/dental journal	Publication	20 points per publication
Editor of a peer reviewed journal	Editor of a peer reviewed medical/dental journal	Publication	20 points per publication
Short course	Formal training offered by an accredited CPD Provider, Government agency or recognised training institution lasting 1 week to 3 months	Certificate (indicating course duration) CPD token	25 points per course
Medium length course	Formal training offered by an accredited CPD Provider, Government agency or recognised training institution lasting 14 weeks to 8 months	Certificate (indicating course duration) CPD token	40 points per course
Postgraduate course	Formal postgraduate training including Masters/PhD programmes, Fellowships, Diplomas, lasting at least 6 months	Certificate (indicating course duration)	50 points per calendar year
Development of an online CPD Course	Development and review of CPD course content in medicine, dentistry or related programmes	Appointment letter Attendance list	10 points per activity

CPD ACTIVITIES	ACTIVITY DESCRIPTION	ACTIVITY EVIDENCE	ALLOCATED CPD POINTS
Course/ curriculum development and review	Development and review of course content/ curricula in medicine, dentistry or related programmes	Appointment letter Attendance list	10 points per activity
Author of a book	Principal or main author of a medical/ dental book	Publication	50 points per book
Author of a chapter in a book	Where a Practitioner is listed as a contributing author of a medical/ dental book	Publication	25 points per book
External Examiners	Participation as an external examiner for a university programme recognised by the Council	Invitation letter Confirmation of attendance	15 points
Keynote speaker/ Guest lecturer	Invited speaker at a conference, workshop or symposium who presents for at least 45 minutes and is the highlight of the event	Invitation letter Confirmation of attendance	15 points
CPD Coordinator of an accredited Provider	The designated CPD Coordinator of an active CPD Provider	Letter of appointment CPD calendar	10 points per year
Supervising a Masters/ PhD/ Fellowship candidate	Supervising candidates undertaking Masters/ PhD/ Fellowships projects	Proof of appointment as supervisor Proof of completion of project by supervised candidates	10 points per candidate per year

CPD ACTIVITIES	ACTIVITY DESCRIPTION	ACTIVITY EVIDENCE	ALLOCATED CPD POINTS
Non-profit medical-related activity for the community	Participation in free medical camps and outreaches, outside normal scope of work	Invitation letter Attendance list	2 points per activity Max. 10 points per year
Health related activities in the media	e.g. TV/ radio appearances, articles published in newspapers/ magazines/ newsletters	Publication Video/ audio clips Invitation letter	2 points per activity Max. 10 points per year
Participation in Council regulatory activities	Where a Practitioner is invited by the Council to participate in its regulatory activities including: D&EC meetings/ hearings; Peer review assessment; Fitness to practice assessment; Inspection of health and training institutions; Examinations	Letter of appointment Attendance list	3 points per day
Technical Working Groups	Selected group of experts appointed to accomplish an assigned task to completion	Letter of appointment Attendance lists Certificate	10 points per assignment
Recognition awards	Award of a national/ international awards, orders or decorations based on the practitioner's professional activities	Evidence of award e.g. gazette notice	5 points per year

Chapter Three

Guidelines For Practitioners

This chapter provides guidelines that are specific for Practitioners.

3.1. CPD Requirements for Practitioners

As stated in Section 12 (3) of Cap, 253, all Practitioners are required to satisfy the Council's requirement for CPD so as to meet the criteria for retention in the annual register. Rule 10 (2) (a) of *The Medical Practitioners and Dentists (Inspections and Licensing) Rules, 2022* stipulates this requirement as a **minimum of fifty (50) CPD points in a given CPD calendar year**.

Additional notes on CPD requirements

- In addition to meeting the Statutory requirements, the Council may in any particular year prescribe CPD activities that are cross-cadre in response to national and/or professional priorities.
- All CPD activities should be relevant to the field of medicine and dentistry.
- While participation in activities outside the country is encouraged, all such activities should be verified by the respective CPD Coordinators.



Mix of content

Practitioners are encouraged to dedicate at least 20% of their CPD activities to programmes supplementary to their medical knowledge or outside their field of practice, including:

- Financial management;
- Medical Ethics;
- Healthcare leadership, management and governance;
- Public health;
- Patient safety and quality improvement in healthcare;
- Self-care/ physician wellness;
- Health policy; and
- Research

3.2. Responsibilities of Practitioners

All Practitioners are expected to:

- Register and maintain an online CPD account as mandated by the Council;
- Attain the mandatory CPD points required for annual licensure;
- Attend designated relevant CPD activities that contribute to professional development;
- Verify and ensure regular update of CPD points;
- Keep a record of CPD activities undertaken;
- Participate in evaluating CPD activities or programmes and provide feedback to the Providers on the quality or content of CPD activities, and
- Participate in stakeholder engagement fora organised by the Council.

3.3. Exemption of Practitioners from CPD Requirements

Exemption from CPD requirements shall be subject to approval by the Council upon written application. Such a Practitioner can be exempted from penalties on the following grounds:

- proof of illness or disability hampering participation in professional activities;
- proof of a substantial reason, such as special duty or assignment, or
- as may be approved by the Council.

Exemption will be provided upon review of the evidence given.

In addition, as stipulated in Rule 18 (2) of *The Medical Practitioners and Dentists (Inspections and Licensing) Rules, 2022*, an applicant for a non-clinical practice licence shall not be required to produce proof of CPD points accumulation so as to receive their annual practice Licence.

3.4. Non-Compliance

The CPD program is an integral part of the practitioner's professional life. All Practitioners have the responsibility to demonstrate accountability in the delivery of services that safeguard the public. Failure to comply will result in suspension from the register and cancellation of their annual practice license as stipulated in Cap. 253.



The CPD program is an integral part of the practitioner's professional life. All Practitioners have the responsibility to demonstrate accountability in the delivery of services that safeguard the public

3.5. Appeals Process

A practitioner may appeal against the prescribed penalty if:

- There is an error in allocation of CPD points;
- The eligibility of an activity is in dispute;
- The Practitioner had earlier informed the Council the reason for his/her inability to adhere to the requirements and the Council found the explanation acceptable and provided additional time to comply;
- The Practitioner is denied exemption;
- The Practitioner is removed from the annual register;
- The Practitioner is not in agreement with penalty given, or
- For any other reason not outlined in these guidelines, provided that the Practitioner provides adequate proof.

The appeals process is as follows:

The Practitioner will be required to write to the CEO/ Registrar through cpd@kmpdc.go.ke accompanied with the necessary evidence.

Note:

- A practitioner must ensure that they submit their appeal and all accompanying documentation within 90 days after communication of the penalty.
- They should ensure that the Council has their updated records and provide all supporting documentation to accompany the appeal.

Upon filing of the appeal, the Council will determine the matter and respond **within 28 working days**.

Chapter Four

Guidelines For CPD Providers

A CPD Provider is any institution, organisation or entity that is accredited by the Council to facilitate delivery of CPD activities. This chapter provides guidelines that are specific to CPD Providers.

4.1. Requirements for Accreditation as a CPD Provider

Institutions wishing to be accredited as CPD Providers are required to provide evidence of their capacity to support CPD activities, including but not limited to:

a) Infrastructure and equipment such as:

- training room or resource centre;
- internet connectivity (at least 35MBps);
- online platform;
- equipment for use during practical sessions.

b) Personnel:

- Evidence of appointment, engagement, recruitment and/or retention of Trainers (who should be Specialists or have expertise in the field of practice or training);
- Evidence of appointment of a CPD Coordinator (giving full contact information).

c) Mode of assessment of participants.

d) Mechanism for soliciting and receiving feedback on the CPD activities and evaluating the CPD programme.

In addition to these, the institutions should provide the following along with their application:

- Testimonials from two referees, who must be Medical or Dental Practitioners or Community Oral Health Officers;
- Full disclosure on sponsorship and support;
- Calendar of activities;
- Official contact details of the CPD Provider;
- Details of a designated contact person (The contact person may also be the CPD Coordinator).

4.1.1. Accreditation as CPD Providers

All Applicants who wish to be accredited as CPD Providers must apply to the Council by:

- Filling in the Form XXI: Accreditation as a CPD Provider available from: https://kmpdc.go.ke/resources/CPD_APPLICATION_FOR_ACCREDITATION.pdf;
- Attaching the required documentary evidence, and
- Paying the prescribed **Application for Accreditation as a CPD Provider Fee of KSh. 15,000/-**.

Upon accreditation, newly accredited CPD Providers will apply for the Annual CPD Providers Licence as described below. Review of accredited CPD Providers is done at least once every three (3) years.

4.1.2. Application for Annual CPD Providers Licence by New CPD Providers

- The newly-accredited CPD Provider will register for an Online Service Portal (OSP) account through: <https://osp.kmpdc.go.ke/register>. Existing health facilities will access their OSP accounts.
- They will then initiate the application for Annual CPD Licence to generate an invoice and make payment of the **Annual CPD License Fee of KSh. 40,000/-**.
- They will then download the Annual CPD Licence.

4.1.3. Renewal of Annual CPD Provider Licence by Existing CPD Providers

CPD Providers are required to renew the Annual CPD Licence before 31st December of the preceding year. Late renewal shall attract a penalty as prescribed by the Council.

CPD Providers who wish to renew their Annual CPD Licence may apply as follows:

- Download the CPD Provider Retention form available at https://kmpdc.go.ke/resources/CPD_RETENTION_FORM.pdf and submit the filled form via cpd@kmpdc.go.ke along with: the calendar of activities, and evidence of payment of the Annual CPD Licence fee of KSh. 40,000/- to the Council.
- Initiate an application for renewal of Annual CPD Licence through their OSP account. They will be required to: upload the calendar of activities, generate an invoice and make payment for the **Annual Licence fee of KSh. 40,000/-**.

4.2. Non-Compliance

All approved CPD providers have the responsibility and should demonstrate accountability to ensure the quality CPD activities is maintained. CPD Providers should therefore comply with the stated eligibility requirements, failure to which they shall be deemed non-compliant.

The Council shall issue a letter of non-compliance to the CPD Provider to address the gaps identified within a period of three (3) months. If at the end of the specified period the CPD Provider has not complied, the Council shall issue a letter revoking prior accreditation and de-register the CPD Provider.

4.3. Appeals Process

The CPD Provider has the right to appeal if:

- They are not in agreement with the grounds for non-compliance as stated in Section 4.2 above.
- The Council recommends that a CPD Provider's registration be withdrawn.
- Circumstances leading to non-compliance are beyond the CPD Provider's control, such as civil unrest, court cases, disasters, illness or death.
- Prior information had been given to the Council indicating the reason why the CPD Provider was unable to comply with the requirements, and an exemption awarded.
- There is adequate proof of other legitimate reasons that may lead to non-compliance.

The CPD Provider will be required to write to the CEO/ Registrar through **cpd@kmpdc.go.ke** accompanied with the necessary evidence.

Upon filing of the appeal, the Council will determine the matter and respond accordingly within 28 working days.



The Council shall issue a letter of non-compliance to the CPD Provider to address the gaps identified within a period of three (3) months. If at the end of the specified period the CPD Provider has not complied, the Council shall issue a letter revoking prior accreditation and de-register the CPD Provider

Chapter Five

CPD Implementation Structure

This chapter details the implementation framework for CPD, including the roles and responsibilities of each party, and the dissemination, monitoring and evaluation, and review of the *CPD Guidelines*.

5.1. Integrated CPD Management System (iCPD)

The Council, in conjunction with Synergy Informatics, has operationalised an online platform for the management of CPD, the Integrated CPD Management System (iCPD), available at <https://icpdkenya.org/>.

The Council, CPD Providers and Practitioners all interact with the iCPD to register and track all CPD activities, as summarised in the figure below:



The CPD Provider

Creates an account on the platform, through which it is able to:

- Upload its calendar of CPD activities;
- Create CPD activities;
- Generate CPD tokens for participants in the CPD activity;
- Submit lists of participants at CPD activities, and
- Submit quarterly and annual returns on CPD Activities held and the participants as prescribed by the Council.

The Practitioner

Creates an account on the platform, through which they are able to:

- View the available CPD activities as uploaded by the CPD Providers;
- Upload evidence of CPD activities undertaken;
- Claim CPD points for both token-based and non-token activities;
- Keep track of the CPD activities that they have participated in, and
- Download their annual or all-time record of CPD attendance.

The Council

Through the iCPD platform, is able to:

- Create and upload CPD activities that can be undertaken by the Practitioners;
- Verify and monitor the upload of CPD activities by CPD Providers;
- Monitor the uptake of CPD activities by Practitioners;
- Verify compliance by Practitioners with the CPD requirements for annual licensure;
- Generate reports for both CPD Providers and Practitioners, and
- Conduct periodic reviews of the iCPD system to improve its functionality and efficiency.

5.2. Roles and Responsibilities

This section indicates the roles and responsibilities of each party in relation to the implementation of CPD.

5.2.1. Roles and Responsibilities of CPD Providers

The roles and responsibilities of CPD Providers in implementing CPD include:

- Comply with standards and guidelines governing CPD provision.
- Develop and update the CPD calendar of activities and submit to the Council for approval.
- Publicize and offer approved CPD activities.
- Upload CPD data (list of participants and thematic areas covered) onto the Council's database and maintain a copy of the same.
- Provide documentation of CPD activities and attendance.
- Facilitate the CPD activity logistics, content and designated trained coordinators.
- Offer appropriate partnership in resource-limited settings.
- Ensure timely renewal of accreditation.
- Notify the Council of any changes to CPD activities provided.
- Participate in Council-organised CPD Provider meetings.
- Submit CPD reports to the Council quarterly or at such other intervals as the Council may prescribe.

5.2.2. Roles and Responsibilities of Practitioners

The roles and responsibilities of Practitioners in undertaking CPD include:

- Register and maintain an online CPD account as mandated by the Council.
- Attain the mandatory CPD points required for annual licensure.
- Attend designated relevant CPD activities that contribute to professional development.
- Verify and ensure regular update of CPD points.
- Keep a record of CPD activities undertaken.
- Provide feedback to the Providers on the quality of CPD activities.
- Provide feedback to the Council on the quality and implementation of CPD Programmes.
- Participate in stakeholder fora organised by the Council.

5.2.3. Roles and Responsibilities of the Council

As part of its function of regulating in-service training, the roles and responsibilities of the Council in the implementation of CPD include:

- Conduct regular training needs assessment.
- Initiate CPD policy formulation and implementation.
- Accredite CPD Providers in line with the standards and guidelines.
- Approve the CPD activities developed by the providers.
- Approve and harmonise the CPD calendar of activities.
- Conduct quality audits on the providers of CPD activities.
- Develop and maintain a CPD activity database.
- Review and approve applications for the renewal of the CPD Providers' annual license.
- Review compliance and institute sanctions for non-compliance in line with the defined rules and regulations.
- Evaluate the impact of CPD activities on medical and dental practice in conjunction with stakeholders.
- Support practitioners and CPD Providers in resource-limited regions to enhance access.
- Define CPD activities and corresponding points to be allocated.
- Ensure authentication and validation of CPD returns.
- Ensure coordination and dissemination of information regarding CPD.
- Award CPD points to external activities (out of the country) in consultation with professional associations.
- Review online submission of CPD activities.
- Publish the list of accredited and licensed CPD Providers.



Roles and responsibilities of Practitioners include attaining the mandatory CPD points required for annual licensure by attending designated relevant CPD activities that contribute to professional development

5.2.3.1. CPD Accreditation Committee

The CEO/Registrar shall appoint a CPD Accreditation Committee whose functions shall include:

- Vetting applications submitted for accreditation as CPD Providers or approval of CPD Programmes;
- Recommending the accreditation of CPD Providers who meet the minimum requirements;
- Determining how CPD points for the CPD Activities should be awarded;
- Periodically reviewing the accreditation of CPD Providers and determine those who are non-compliant, and
- Periodically reviewing the content of CPD activities offered by the accredited CPD Providers to ensure that the programmes are relevant and add value to Practitioners.

The CPD Accreditation Committee shall ensure that CPD programmes are effective by:

- Being part of a planned process;
- Ensuring that the programmes are taught by people who have the necessary expertise, experience and skills;
- Ensuring that there is a clear perspective on the improvement required and tailored individually to each professional, and
- Ensuring that the programme reflects the current expectations and future ambitions of Practitioners.



The CEO/Registrar shall appoint a CPD Accreditation Committee whose functions shall include Periodically reviewing the content of CPD activities offered by the accredited CPD Providers to ensure that the programmes are relevant and add value to Practitioners

5.2.3.2. Accreditation and Retention of CPD Providers

The process of accreditation of CPD Providers is as follows:

1

Application for Accreditation

Applicant submits Application for Accreditation as a CPD Provider in accordance with the published requirements. Details of the requirements and the application forms are available on the Council website: www.kmpdc.go.ke

2

Review of submitted application documents

The HTICD reviews the submitted documents to confirm completion and verifies for authenticity

3

Assessment of the Application

The CPD Accrediation Committee assesses the application documents to confirm compliance with the requirements

5

Signing the Certificate

The Accreditation Certificate is signed by the CEO/Registrar and Chair, and the Council Seal applied at the same sitting

4

Decision for accreditation

A decision on the accreditation is made and the applicant is informed of the decision

6

Issuance of Certificate

The signed and sealed Accreditation Certificate is issued to the successful institution

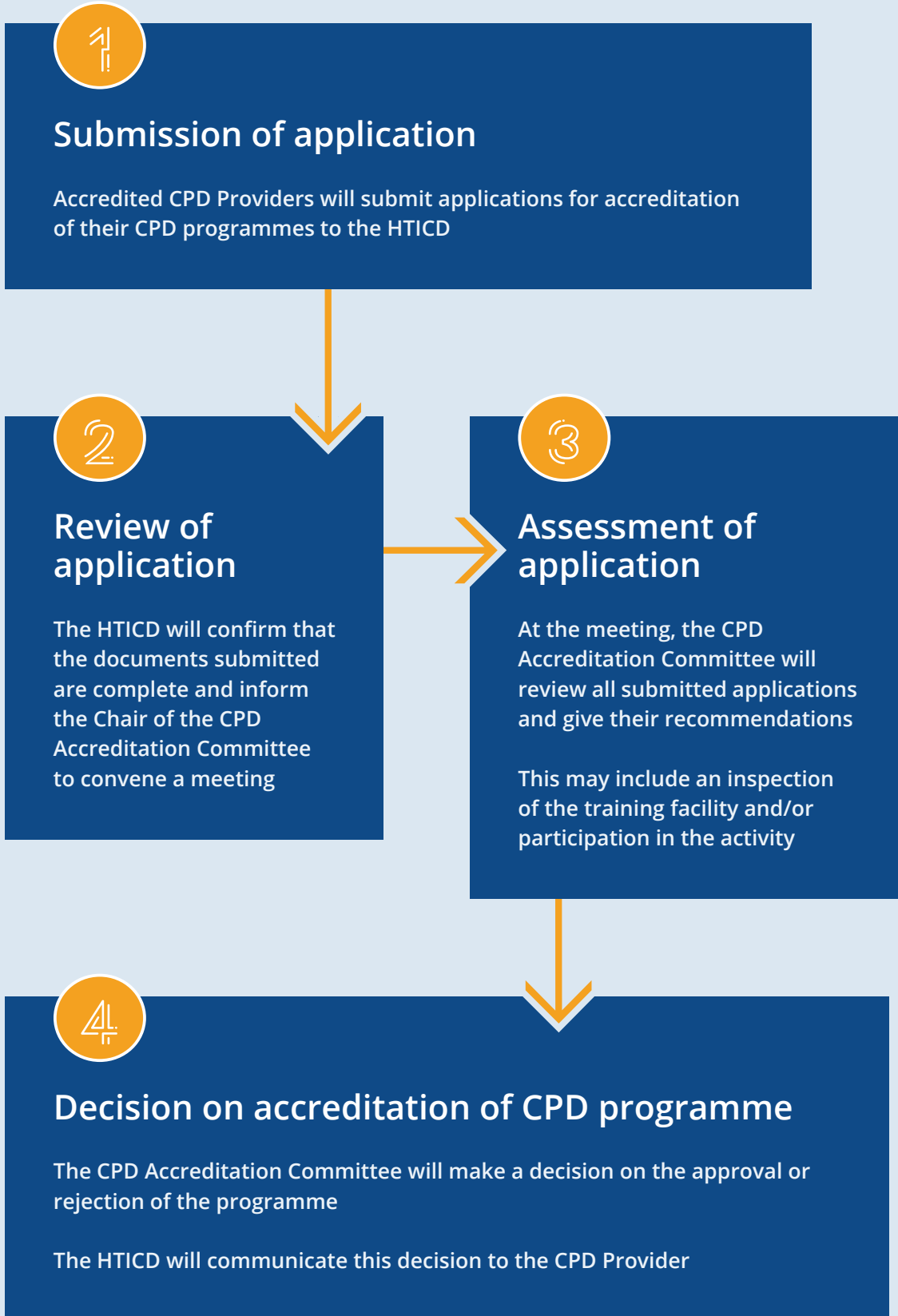
7

Issuance and Renewal of Annual Licence

The institution will apply for the Annual CPD Provider Licence and submit the required dosuments through the OSP

5.2.3.3. Approval of CPD Programmes

The process of approval of CPD Programmes is as summarised below:



5.3. Monitoring, Evaluation, Reporting and Learning

The Council will generate mid-year and end-year reports on the uptake of CPD activities, usage of the iCPD system, and feedback from the system users.

As a learning organisation, the Council will endeavour to internalise the monitoring and evaluation reports with a view to enhance professional performance and the quality of service delivery through relevant CPD.

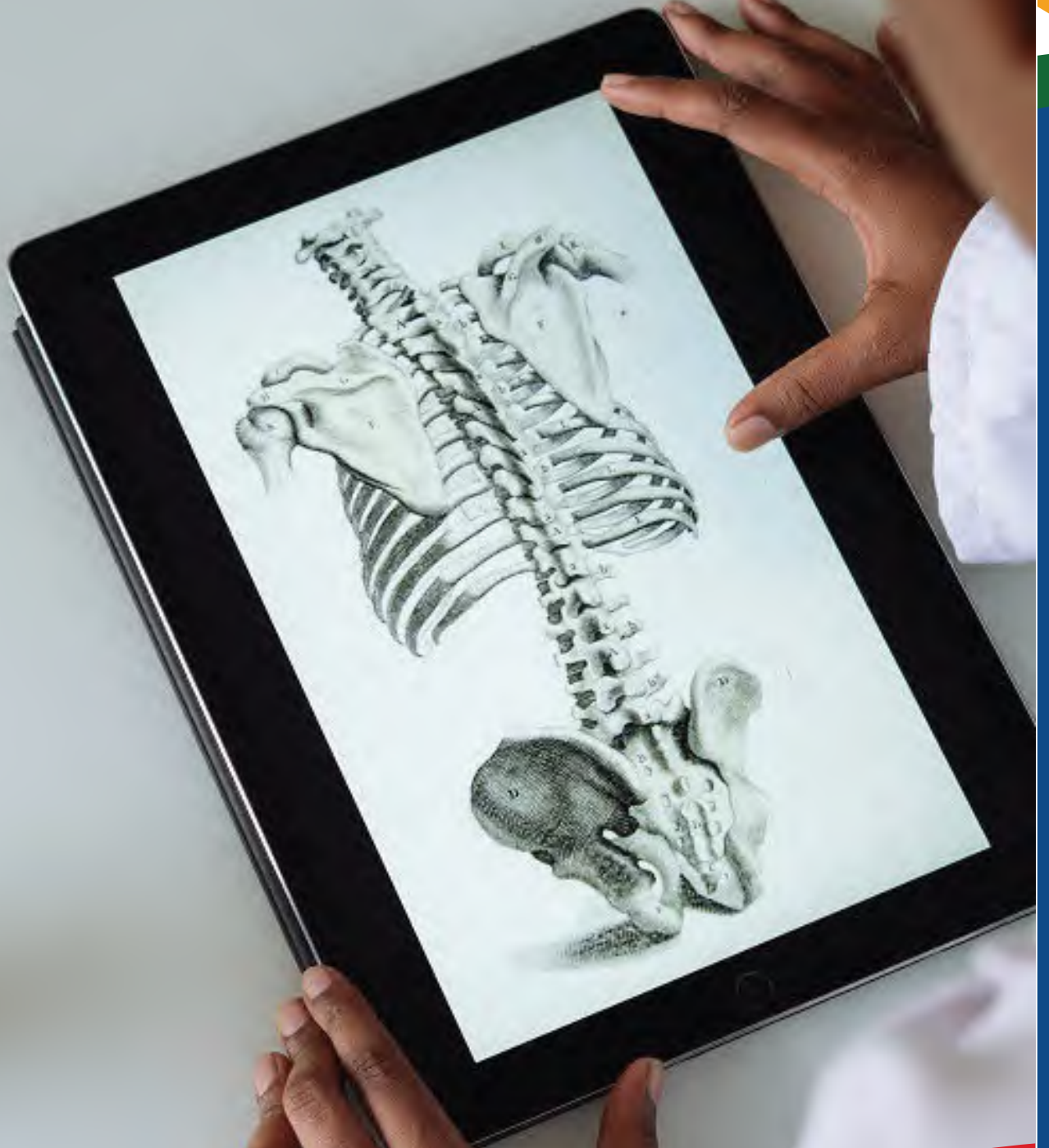
5.4. Dissemination of the CPD Guidelines

The *CPD Guidelines* will be published in print and digital format. The *CPD Guidelines* will be available for download on the Council website at www.kmpdc.go.ke.

The link will be disseminated internally to the Council Members and staff, and externally to all registered Practitioners, health facilities, CPD Providers, professional associations, and training institutions via bulk SMS and the Council's social media platforms.

5.5. Review of CPD Guidelines

Review of the *CPD Guidelines* will be undertaken **at least once every five (5) years** or when need arises.



Annexes

Annex 1: Application Forms

Application Form for Accreditation as a CPD Provider

https://kmpdc.go.ke/resources/CPD_APPLICATION_FOR_ACCREDITATION.pdf

Application for Renewal of Annual CPD Licence

https://kmpdc.go.ke/resources/CPD_RETENTION_FORM.pdf

Annex 2: User manual for iCPD Portal – Practitioners

The user guide for the iCPD Portal for Practitioners is available at:

https://kmpdc.go.ke/resources/guides/Merged_CPD_Guides_2023-1-21_compressed.pdf

It is divided into three sections:

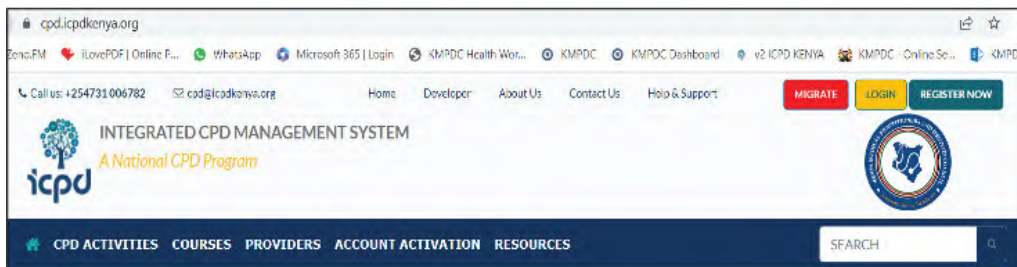
- Creating a new CPD online account
- Migrating to the new CPD platform
- Claiming CPD points on the new CPD platform

Annex 2.1: Creating a new CPD online account

Step 1

Visit <https://cpd.icpdkenya.org/>

Click on the green button on the top right side of the screen written “**Register Now**”.



Fill in the requested details, i.e. name, e-mail address and password.

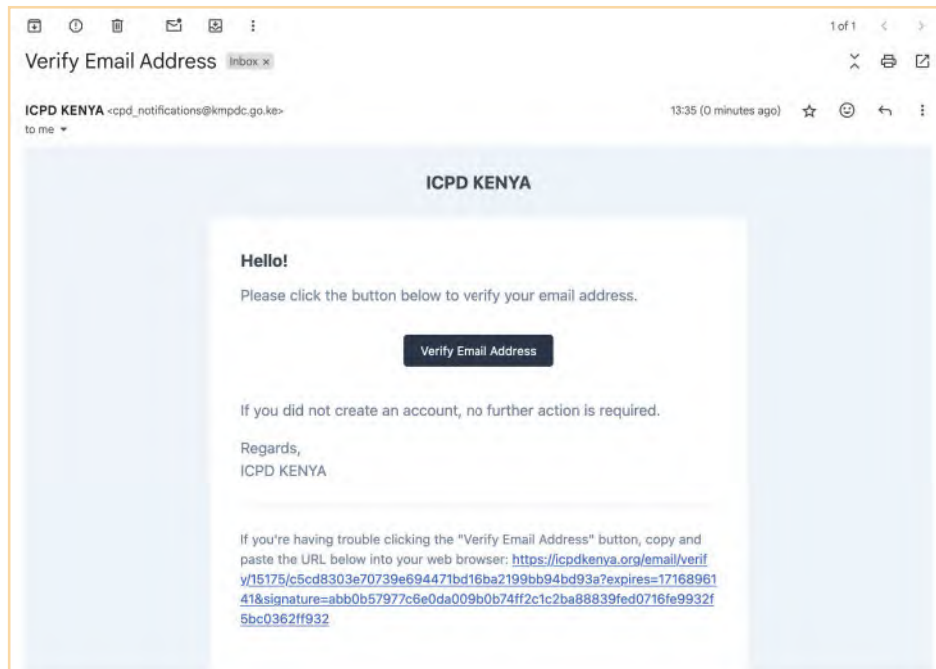
Then click the “**Register**” button.

A link to verify your e-mail shall be sent to the e-mail address provided.

The screenshot shows the iCPD Kenya website interface. At the top, there is a header with contact information (Call: +254727666444, Email: cpd@kmpdc.or.ke) and navigation links (Home, Developer, About Us, Contact Us, Help & Support). The main navigation bar includes links for CPD ACTIVITIES, COURSES, PROVIDERS, ACCOUNT ACTIVATION, and RESOURCES, along with a search bar. The central content area is split into two columns: 'Login' and 'Create Account'. The 'Login' section has fields for 'Email Address' and 'Password', a 'Sign In' button, and a 'Forgot Password?' link. The 'Create Account' section has fields for 'Name', 'Email Address', 'Password', and 'Confirm Password', with 'Clear' and 'Register' buttons. The footer contains logos for iCPD, KMPDC, and Synergy Informatics, along with links for 'ABOUT', 'KMPDC', 'SYNERGY INFORMATICS', and 'FOR SPONSORS'. A copyright notice at the bottom states: 'All material on this website is protected by copyright. ICPD Copyright © 2023 by Synergy Informatics Ltd. This Website also contains material copyrighted by 3rd parties.'

Step 2

You should have received an e-mail to verify your account sent from “iCPD Kenya cpd@synergyinformatics.co.ke”. It will appear as such when opened:



Click on the “**Verify Email Address**” button which takes you to the iCPD portal to proceed to the next step.

- If the e-mail is not in your Inbox, please check the Junk or Spam folder.
- Should you not receive the e-mail within one hour, kindly contact us via e-mail cpd@kmpdc.go.ke and cpd@icpdkenya.org providing your registration number and the e-mail address that you used.

Step 3

Click on the green “**Proceed to create your profile**” button so as to proceed to the next step.

Step 4

You will then be taken to the edit practitioner’s details page, as in the figure below.

Ensure that all sections of your profile are filled in by clicking the tabs presented.

The sections to be filled in include:

- Profile details
- Photo
- Academics
- Specialisation
- Workplace

→ **Failure to fill in ALL the sections completely will invalidate any attempts to proceed further to complete the account set up process.**

Registration of Practitioner
Isaya Mailinator - D1000980

Home / Profile

Profile Details Photo Academics Specialization Workplace Preview and Submit

Profile Details

*Mandatory Fields

Registration Number *
D1000980

Physical Address *
Enter physical address

Title *
Dr.

First Name *
Isaya

Postal Address
Enter postal address

Middle Name
Enter Middle name

Last name *
Mailinator

Postal Code
Enter postal code

City *
Muranga

ID/Passport *
1231313414

Telephone *
+254 76353535

E-mail *
isahcpd@mailinator.com

Nationality *
Select

Country of residence *
Kenya

Submit & Continue

Step 5

After filling in ALL the sections as required in the previous step, click on the Preview and Submit tab.

Review the details input to ensure their accuracy.

Once satisfied with the entries, click on the **'SUBMIT DETAILS'** button to submit your details for verification.

Registration of Practitioner
Isaya Mailinator - D1000980

Home / Profile

Profile Details Photo Academics Specialization Workplace Preview and Submit

PERSONAL DETAILS

Name: Isaya Mailinator

Registration Number: D1000980

REF: - R10031

Submit Details

Change Photo

CONTACT DETAILS

Email: isahcpd@mailinator.com

Physical Address: Nairobi

Phone: +254 76353535

Country of Residence: Kenya

EDUCATION

Highest Academic: PhD

Year Qualified: 2024

Awarding Institution: UON

SPECIALIZATION

Specialization: Anaesthesia

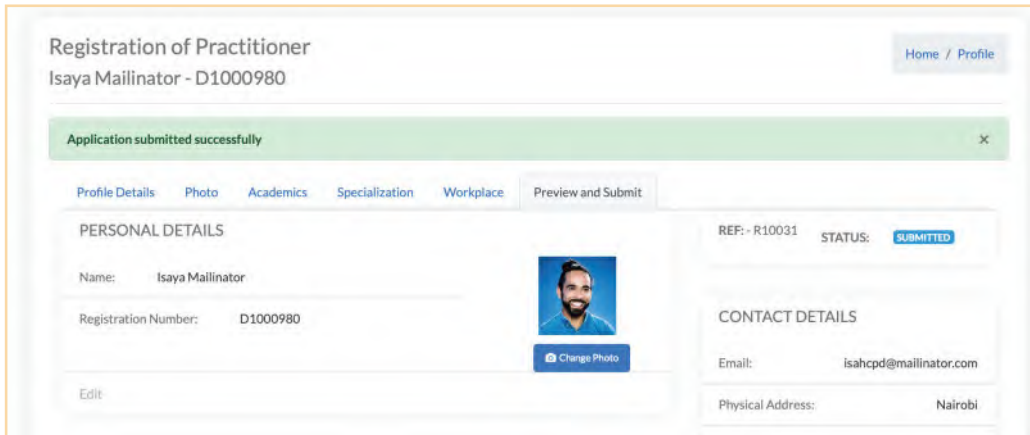
WORK PLACE

Country: Kenya

Organization/Institution: KKKO

Step 6

If details are submitted successfully, it will be indicated **‘SUBMITTED’** as indicated below.



Thereafter, CPD Team shall verify the account and approve it within 72 hours.

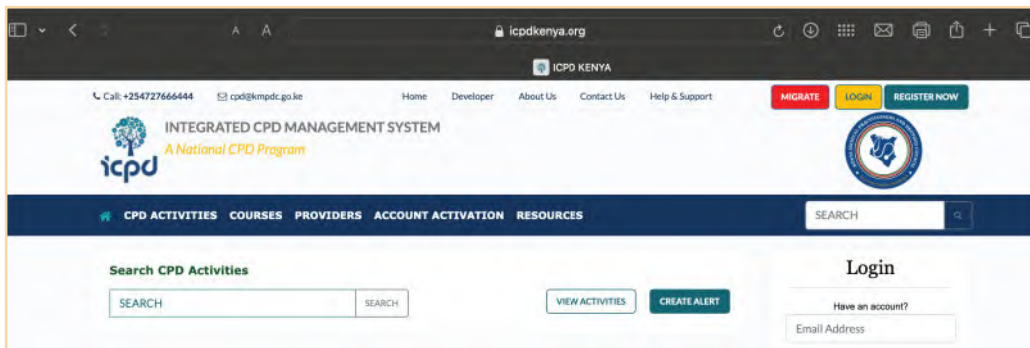
You will then be able to log in and claim your points once this approval is done.

Annex 2.2: Migrating to the new CPD platform

Step 1

Visit <https://cpd.icpdkenya.org/>

Click on the red **“Migrate”** button the top right of the page.



The page shown below will appear.

Call: +254727666444 | cpd@kmpdc.go.ke | Home | Developer | About Us | Contact Us | Help & Support | **MIGRATE** | **LOGIN** | **REGISTER NOW**

INTEGRATED CPD MANAGEMENT SYSTEM
A National CPD Program

CPD ACTIVITIES | **COURSES** | **PROVIDERS** | **ACCOUNT ACTIVATION** | **RESOURCES** | SEARCH

STEPS TO MIGRATE (FOR EXISTING USERS)

1. Provide the Email Address and the Password you have been using in the current ICPD System.
2. Once you Login, you will be migrated to the new system and blocked from accessing the old system.
3. A confirmation email will be sent to you.
4. In the subsequent login go to: <https://cpd.icpdkenya.org/login> and use the same credentials unless you have changed them when you migrated.

Kindly note that All your existing Data is intact.

MIGRATE FROM THE OLD SYSTEM

E-Mail Address/Registration Number *

Password *

Migrate | Proceed to Login

Input the e-mail address and password that you used for your existing iCPD account.

Click on the “**Migrate**” button.

Step 2

A verification e-mail will be sent to the e-mail address provided.

Your details will be moved from the old system to your new account.

You may then log in to your account using the credentials provided.

Call: +254727666444 | cpd@kmpdc.go.ke | Home | Developer | About Us | Contact Us | Help & Support | Isaya21 | **Log Out**

INTEGRATED CPD MANAGEMENT SYSTEM
A National CPD Program

CPD ACTIVITIES | **COURSES** | **PROVIDERS** | **RESOURCES** | SEARCH

VERIFICATION EMAIL

Thanks for signing up! Before getting started, could you verify your email address by clicking on the link we just emailed to you? If you didn't receive the email, we will gladly send you another.

Resend Verification Email

Logout

ABOUT
About ICPD
Contact Us
Careers
Privacy Policy
Terms of Use

KMPDC
About KMPDC
About CPD Activities
Retention Register
Contact Us

SYNERGY INFORMATICS
About Us
Our Services
Our Products
Contact Us

FOR SPONSORS
Advertise with Us
Advertising Policy
Sponsor Policy

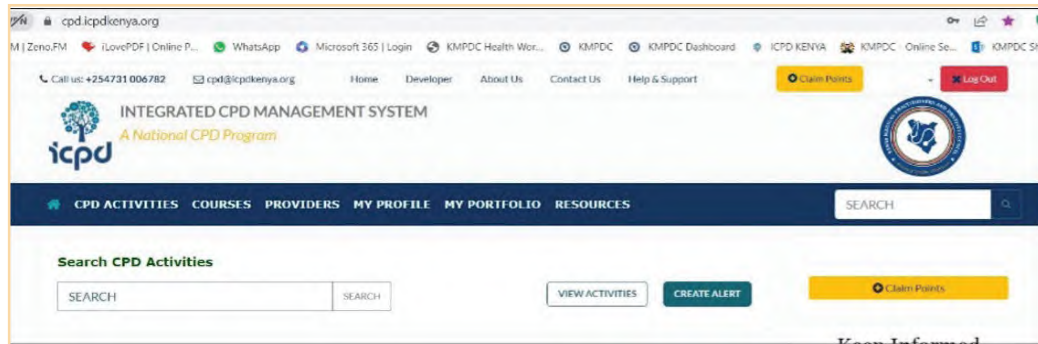
→ Should you not receive the e-mail, click the “**Resend Verification Email**” button.

→ Should the problem persist contact us via e-mail on cpd@kmpdc.go.ke and cpd@icpdkenya.org noting your registration number and the e-mail address you provided.

Annex 2.3: Claiming CPD points on the new CPD platform

Step 1

Log in to your account on <https://cpd.icpdkenya.org/>. You should see a screen like this:



Click on the “Claim points” button. You should see a screen like this:

Choose either the “Token-Based Claims” or “Non-Token Claims”.

Step 2: For token-based claims

Fill in the CPD token number in the provided slot and click “**Submit**”.

- You will see either a **green prompt if the submission is successful** or a **pink prompt if the submission is unsuccessful**
- Successful claims are reflected in your CPD portfolio immediately
- A submission may be unsuccessful if the token number inserted is wrong or when the token has expired
- If the token has expired, please contact your CPD Coordinator for assistance

Step 3: For non-token claims

Select the activity type from the drop-down list provided.

NON TOKEN CLAIMS

Activity type *

Activity type *
▾

- D&EC Meeting Attendance
- D&EC Meetings Attendance
- Medical/Dental Internship Program
- AMCOA Health Worker Migration
- Attachment in centres of excellence
- Author of a book
- Author of book chapter
- Co-author of a peer reviewed publication
- Conferences
- CPD coordinator of an accredited provider
- Development of an online CPD course
- External examiners
- Facilitator/ Coordinator/ Organizer in conferences and symposia
- Grand rounds/ Clinical meetings
- Hands on and interactive skills workshops
- Health related activities in the media
- Journal clubs
- Key note speaker or guest lectures
- Lectures

Upload
Select file

Formats allowed: PDF | Max Size: 2MB

SUBMIT
RESET

















Fill in the required details, i.e. activity title, description, start and end dates, and venue.

- The start and end dates **MUST** fall within the CPD calendar year, i.e. 1st January to 31st December.
- Where an activity ran beyond the CPD calendar year (e.g. a postgraduate training running for four years), please choose dates that are within the current CPD calendar year.

Upload the evidence of the CPD activity. The uploaded file should be in **pdf format and not larger than 2MB** in size.

After the file has been attached, click **“Submit”**.

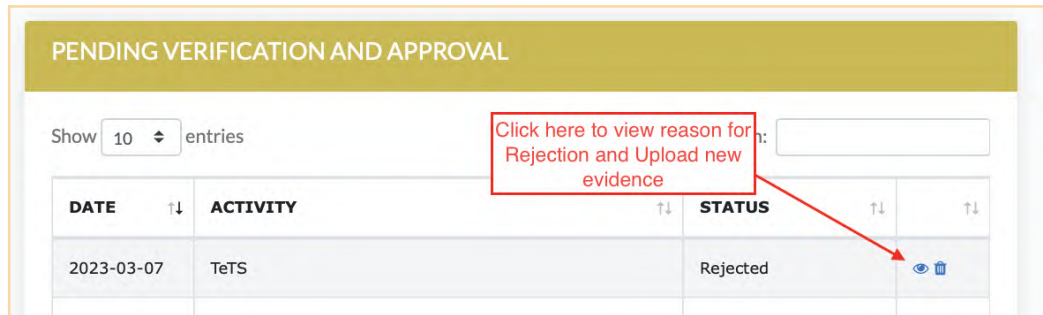
Submitted claims pending approval will appear at the bottom of your CPD portfolio in the **“Pending verification and approval”** tab as shown below.

PENDING VERIFICATION AND APPROVAL			
Show	10	entries	Search: <input type="text"/>
DATE	ACTIVITY	STATUS	
2023-03-07	TeTS	Rejected	 
2023-03-07	test	Rejected	 
2023-03-07	TESHT	Rejected	 
2021-02-15	WALANT Hand Surgery Workshop	Rejected	 
2021-02-10	Test file 2	Rejected	 
2021-02-10	test File	Rejected	 
2020-11-17	Test New server	Rejected	 
2020-10-21	Test	Rejected	 

Showing 1 to 8 of 8 entries

Previous **1** Next

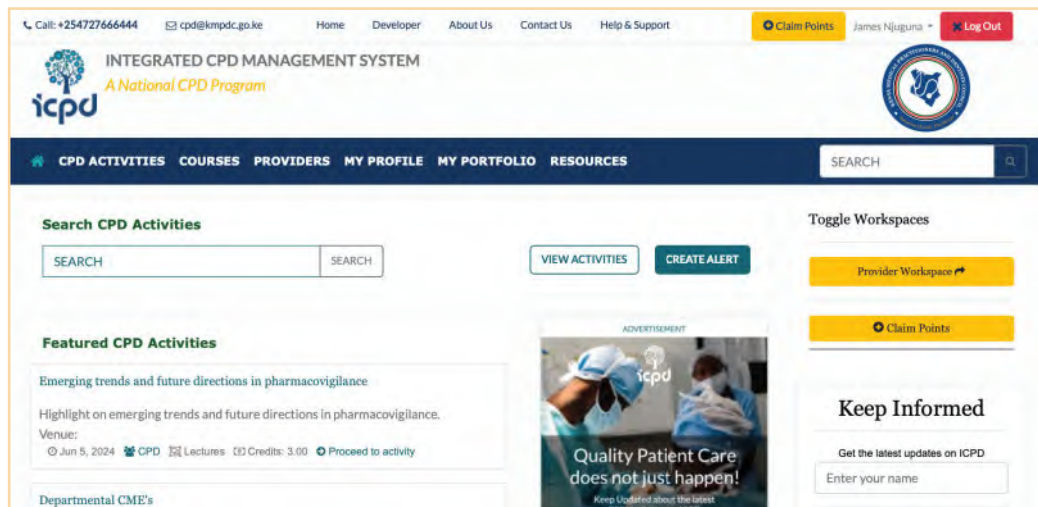
- You will receive a response as to whether the claim has been accepted or rejected within three working days.
- Where a claim has been accepted, it will be added to your CPD portfolio.
- Where a claim has been rejected, it will remain in the “Pending verification/ approval” tab and a reason for the rejection will be provided.



Annex 2.4: Other available functions

View available CPD activities as submitted by the CPD Providers on the main tab/screen of your iCPD profile.

The activities can be filtered by Specialty or CPD Provider, and be sorted from newest or oldest available.



View your CPD performance for the current or previous years, through your CPD Portfolio. You can filter activities to be viewed by the year undertaken.

INTEGRATED CPD MANAGEMENT SYSTEM
A National CPD Program

CPD ACTIVITIES COURSES PROVIDERS MY PROFILE MY PORTFOLIO RESOURCES

SEARCH

My Portfolio

Home / Portfolio

MY DIARY Select Year

[Claim Points](#) [Print Diary](#)

Show 10 entries Search:

DATE	ACTIVITY	POINTS	Year
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

MY PERFORMANCE

Year	2024
Total CPD Points	0 Points (Minimum Required 50 Points)
My	

Print your CPD diary for the current or previous years through your CPD portfolio. You can filter activities to be printed by the year undertaken.

INTEGRATED CPD MANAGEMENT SYSTEM
A National CPD Program

CPD ACTIVITIES COURSES PROVIDERS MY PROFILE MY PORTFOLIO RESOURCES

SEARCH

Print Diary

Home / My Portfolio / CPD Diary

YEAR

PREVIEW SELECT CALENDAR YEAR TO PREVIEW AND PRINT

Select Year

- ✓ 2023
- 2022
- 2021
- 2020
- 2019

Annex 3: User manual for iCPD Portal – CPD Providers/ Coordinators

The user guide for the iCPD Portal for CPD Providers and CPD Coordinators is available at:

https://kmpdc.go.ke/resources/presentations/cpd_presentations/CPDProvider_UserManual_2.0.1.pdf

It is divided into three sections:

- Creating a CPD Provider account
- Creating CPD activities and tokens
- Awarding CPD points to attendees

Annex 3.1: Creating a CPD Provider account

Once an organisation has been accredited as a CPD Provider by the Council, the designated CPD Coordinator is assigned the Providers’ Workspace managed roles on the iCPD portal.

Step 1: Create CPD Provider account

Visit <https://cpd.icpdkenya.org/register>.

Fill in the requested details using the organisation’s e-mail address, then click “**Register**”.

A confirmation e-mail will be sent to that e-mail address sent from “**iCPD Kenya cpd@synergyinformatics.co.ke**”.

Click on the “**Verify Email Address**” button which takes you to the iCPD portal to proceed to the next step.

- If the e-mail is not in your Inbox, please check the Junk or Spam folder.
- Should you not receive the e-mail within one hour, kindly contact us via e-mail cpd@kmpdc.go.ke and cpd@icpdkenya.org providing your registration number and the e-mail address that you used.

You should be able to sign in using the login credentials provided.

Additional steps

This is required if the CPD Coordinator is a Medical or Dental Practitioner

- After logging into the account, click on “**My profile**” menu.
- The import form will be loaded.
- Fill in the gaps and click “**Import**”.
- A confirmation e-mail will be sent to your e-mail address.
- Click on “**Verify**” to complete the process.

Step 2: Login

Visit <https://cpd.icpdkenya.org/>.

In the “**Login**” section, key in the e-mail address and password that you used during registration and click the “**Login**” button.

You should be able to see the home page below:

The screenshot shows the ICPD Integrated CPD Management System home page. At the top, there is a navigation bar with contact information (Call: +254727666444, Email: cpd@kmpdc.go.ke) and menu items (Home, Developer, About Us, Contact Us, Help & Support). The user is logged in as James Njuguna, with options for Claim Points and Log Out. The main header includes the ICPD logo and the text 'INTEGRATED CPD MANAGEMENT SYSTEM A National CPD Program'. Below the header is a dark navigation bar with menu items: CPD ACTIVITIES, COURSES, PROVIDERS, MY PROFILE, MY PORTFOLIO, RESOURCES, and a search bar. The main content area is divided into several sections: 'Search CPD Activities' with a search input and 'VIEW ACTIVITIES' and 'CREATE ALERT' buttons; 'Featured CPD Activities' with two activity listings; an advertisement for 'Quality Patient Care does not just happen!'; 'Toggle Workspaces' with 'Provider Workspace' and 'Claim Points' buttons; and a 'Keep Informed' section with a subscription form (Name, Email, SUBSCRIBE button). At the bottom, there is a 'Resources' section and a 'Connect With Us' link.

Step 3: Update profile

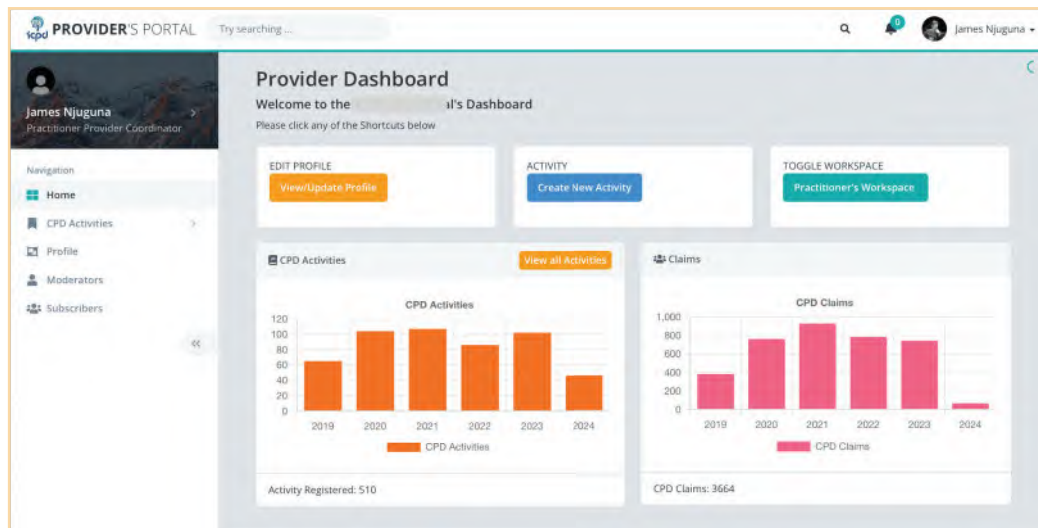
Click “**My Profile**” on the menu and then click “**Edit profile**”.

Fill in all the required details to update the profile then click “**Submit**”.

Step 4: The Provider Workspace

From the landing page, under “**Toggle Workspace**”, click on “**Provider Workspace**”.

You should be able to see the Provider’s Dashboard as shown below:



From the Dashboard, you can view the user profile, CPD activities, claimed tokens and toggle Workspaces.

Annex 3.2: Create CPD activities and tokens

Step 1: View CPD activities

Click on “**CPD Activities**” tab.

You should be able to view a list of all the CPD activities created, whether published or unpublished. The list columns are Activity number, Title, Type, Status, End date and Action (View/edit or Delete).

#	Activity Title	Activity Type	Status	End Date	Action
30678	Gestation Trophoblastic disease	Grand rounds/ Clinical meetings	Published	21-09-2023	
30677	Cardiothoracic Trauma II	Lectures	Published	21-09-2023	
30628	Florida Sleeve Technique	Lectures	Published	21-09-2023	
30605	Ovarian Cancer Treatment and Management	Lectures	Published	18-09-2023	
30462	Thoracic Endovascular repair (TEVR)	Lectures	Published	14-09-2023	
30460	VIA & VIL/ Screening	Lectures	Published	11-09-2023	
30454	Overview of MCH Protocols	Grand rounds/ Clinical meetings	Published	07-09-2023	
30356	Trial of labor after cesarean (TOLAC)	Lectures	Published	04-09-2023	
30180	Operative Vaginal Delivery	Lectures	Published	28-08-2023	
30179	Monitoring of labor using a Partograph	Grand rounds/ Clinical meetings	Published	24-08-2023	

Step 2: Create new CPD activity

From the Dashboard, click on “**Create new activity**”.

OR From the CPD Activities List, click on “**Add new activity**”.

OR From the CPD activities tab, click on “**Create**”.

You should see the screen below:

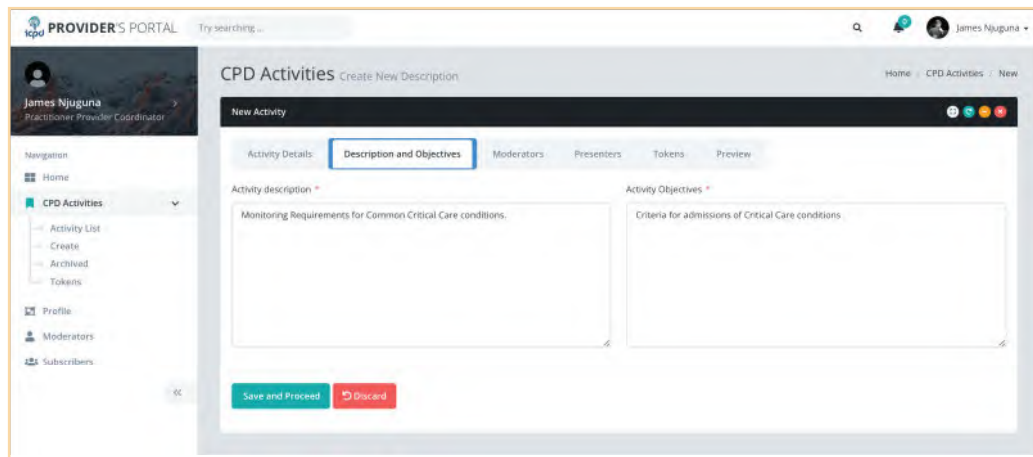
Under the “**Activity details**” tab:

- ➔ Select the “**Activity type**” from the drop-down list.
- ➔ Fill in the “**Activity title**” i.e. the name of the activity.
- ➔ Select the “**Delivery mode**” from the drop-down list, i.e. Physical, Online/Virtual or Hybrid.

- Insert the number of **“Sessions”** i.e. the number of days that the activity will be held.
- Select the **“Target Specialties”** from the drop-down list. If the target audience belongs to multiple specialty fields, select **“not specialist”**.
- For activities where the delivery mode selected is **“Online/Virtual”**, fill in the **“Online meeting details”**.
- For activities where the delivery mode selected is **“Physical”**, fill in the **“Venue”** details and **“City/Town”**.
- For activities where the delivery mode selected is **“Hybrid”**, fill in the **“Online meeting details”**, **“Venue”** details and **“City/Town”**.
- Select the **“Start date”** and time, and the **“End date”** and time from the drop-down calendar.
- Click **“Save and Proceed”** to save the information and move to the next tab.

Under the **“Description and Objectives”** tab:

- Fill in the **“Activity details”** and **“Activity objectives”**.
- Click **“Save and Proceed”** to save the information and move to the next tab.



Under the **“Moderators”** tab:

- Fill in the details of the activity moderators (i.e. Registration number, Title, First, Middle and Last name, and Portfolio/ designation), one at a time.
- Then click **“Save and Proceed”** to be able to add more moderators.
- You should be able to see the list of Moderators as added.

CPD Activities Create New Description

Home / CPD Activities / New

New Activity

Activity Details Description and Objectives **Moderators** Presenters Tokens Preview

Moderators information updated successful

Registration No. A0000 Abcdet Uvwxyz Medical Officer

Registration No. Registration No.

Title * First Name *
Select First Name

Middle Name Last Name *
Middle Name Last Name

Portfolio *

Save and Proceed Discard

Click on the “**Presenters**” tab.

- Fill in the details of the activity presenters (i.e. Registration number, Title, First, Middle and Last name, Topic, Portfolio/ designation and Affiliation), one at a time
- Then click “**Save and Proceed**” to be able to add more presenters.
- You should be able to see the list of presenters added.
- Click “**Next**” to move to the next tab.

New Activity

Activity Details Description and Objectives Moderators **Presenters** Tokens Preview

Registration No. Registration No.

Title * First Name *
Select First Name

Middle Name Last Name *
Middle Name Last Name

Topic *
Presenter Topic

Portfolio

Affiliation
Presenter Affiliation

Save and Proceed Discard

Next >>

Under the “**Tokens**” tab.

- Select the “**Session**” from the drop-down list (required even if there is only one session).
- Fill in the number of tokens to be processed for each session.

- Select the **“Validity period”**. The tokens can be valid from the date of the activity to the end of the calendar year.
- Click on **“Save and proceed”** to be able to create tokens for subsequent sessions.
- Under the **“Token summary”**, you should be able to see the number of tokens created as **“unclaimed tokens”** and **“total tokens”**.

After creating all the tokens, click on the **“Preview”** tab. You should be able to see the details of the activity that you have created.

For online or hybrid activities, the mode of delivery automatically reverts to “Physical”. To correct this:

- Click on **“Edit”** to go back to the **“Activity details”** tab.
- Select the **CORRECT** delivery mode and fill in the required details.

- Then click **“Save and Proceed”**.
- Then, click **“Preview”** to see the updated activity details.

Step 3: Publish CPD activity

Under the **“Preview”** tab, there are three options: to **“Publish”**, **“Edit”** or **“Discard”** the CPD activity. By default, the activity is unpublished, meaning that the CPD tokens/points cannot be claimed.

Confirm that all the details are correct, then click **“Publish”**.

- You are required to confirm this action on the pop-up that appears.
- If not confirmed, the activity will remain unpublished.
- After confirmation, the published activity will appear as below.

The screenshot displays the 'CPD Activities Details' page for activity #32978: 'Prevention of cervical cancer'. The page is divided into several sections:

- Activity Details:** Shows the activity title, a 'Draft' status, and key information:
 - Starting on: 2024-09-12 08:00:00
 - Ending on: 2024-09-12 10:00:00
 - Moderator: 1. Abdul Livingz, Medical Officer
 - Venue: Virtual: Zoom, Physical: Happy Hospital
 - Delivery Mode: HYBRID
 - Credits: Sessions: 1, Min Credits: 2, Max Credits: 2
- Presenters:** 1. Gujki Ojpral, Obstetrician and Gynaecologist, Happy Hospital
- Description:** Weekly hospital CPD session
- Objectives:** To educate participants on the available modalities for prevention of cervical cancer in the country.
- Summary:** Type: Lectures, Importance of a concise lecture lasting at least 45 minutes.
- Statistics:** Total Tokens, Claimed Tokens, Unclaimed Tokens, Spoken/Clicks.
- Action Buttons:** Un-Publish, Approve List, Discard.

If you wish to change any details of the activity created, click **“Edit”** before the activity is published. This takes you back to the **“Activity details”** tab and you can amend the details. Proceed as in Step 2 above.

Should you wish to make any changes after the activity is published, click on **“Unpublish”** to reactivate the **“Edit”** button and proceed as above.

If you wish to delete the activity created, click **“Discard”**.

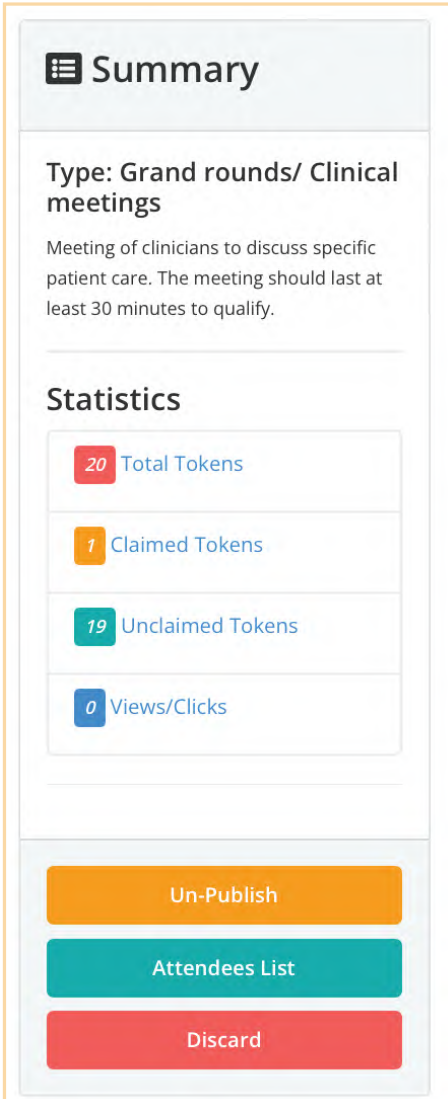
Annex 3.3: Awarding CPD points to attendees

There are two ways of awarding CPD points to the attendees, as follows:

- By issuing tokens for the participants to make a token claim through their individual accounts and receive their CPD points, or
- By uploading the list of participants so that the points are automatically recorded on the participants' CPD account.

Issuing CPD tokens

On the same “CPD Activity Details” page, under the “**Summary**” section, click on “**Total tokens**”.



The screenshot displays a 'Summary' section for a CPD activity. It includes a description of the activity type, a statistics table, and three action buttons at the bottom.

Summary	
Type: Grand rounds/ Clinical meetings	
Meeting of clinicians to discuss specific patient care. The meeting should last at least 30 minutes to qualify.	
Statistics	
20	Total Tokens
1	Claimed Tokens
19	Unclaimed Tokens
0	Views/Clicks

Un-Publish

Attendees List

Discard

You should be able to see the “Preview tokens” page as below:

CPD Activities Preview Tokens Home / CPD Activity List / Activity#:9948 / Tokens

Preview Tokens

9948::Prostrate Cancer

Show 10 entries Search:

Token #	Batch#	Session#	Valid From	Expiry Date	Status	Action
1 9948788106	9948559484	1	2019-04-04	2019-05-03	UnClaimed	[Edit] [Delete]
2 9948434224	9948559484	1	2019-04-04	2019-05-03	UnClaimed	[Edit] [Delete]
3 9948067248	9948559484	1	2019-04-04	2019-05-03	Claimed	[Eye]
4 9948663145	9948559484	1	2019-04-04	2019-05-03	UnClaimed	[Edit] [Delete]
5 9948663690	9948559484	1	2019-04-04	2019-05-03	Claimed	[Eye]
6 9948387619	9948559484	1	2019-04-04	2019-05-03	UnClaimed	[Edit] [Delete]
7 9948027536	9948559484	1	2019-04-04	2019-05-03	Claimed	[Eye]
8 9948292028	9948559484	1	2019-04-04	2019-05-03	UnClaimed	[Edit] [Delete]
9 9948590635	9948559484	1	2019-04-04	2019-05-03	Claimed	[Eye]
10 9948590635	9948559484	1	2019-04-04	2019-05-03	Claimed	[Eye]

Showing 1 to 10 of 20 entries

Previous 1 2 Next

Summary

Total Tokens	Unclaimed
20	12

Sessions Actions

Session *

- Choose Session -

Download Edit Delete

Batches Actions

Batch *

- Choose Batches -

You can either copy the “Token numbers” and send them to the attendees. OR

You can “Download” and print the tokens to issue them to attendees.

View Activity Tokens

CPD CLAIM CARD 3.00 Points

NATIONAL CPD PROGRAM

Prostrate Cancer (1)

9948788106

Batch | Batch Expiry Date
9948559484 | 2019-05-03

CPD CLAIM CARD 3.00 Points

NATIONAL CPD PROGRAM

Prostrate Cancer (1)

9948434224

Batch | Batch Expiry Date
9948559484 | 2019-05-03

CPD CLAIM CARD 3.00 Points

NATIONAL CPD PROGRAM

Prostrate Cancer (1)

9948663145

Batch | Batch Expiry Date
9948559484 | 2019-05-03

CPD CLAIM CARD 3.00 Points

NATIONAL CPD PROGRAM

Prostrate Cancer (1)

9948387619

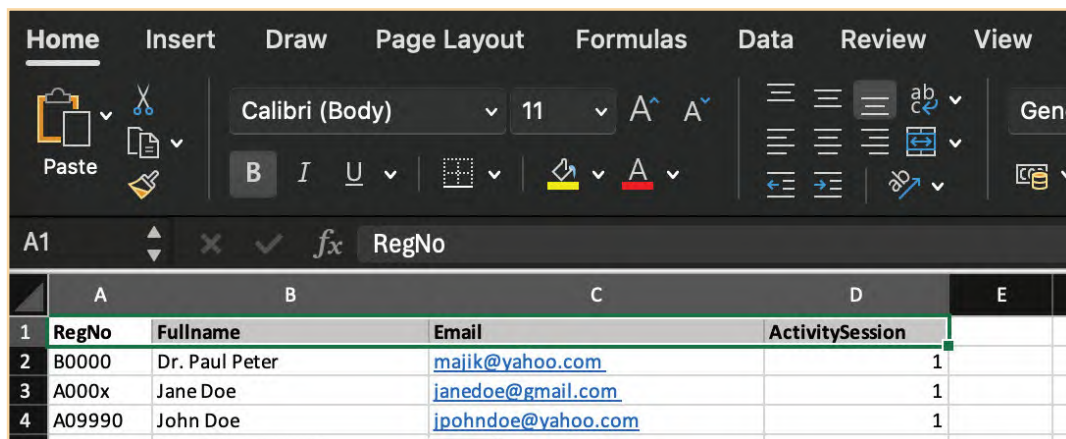
Batch | Batch Expiry Date
9948559484 | 2019-05-03

- Each attendee is allowed to claim only one CPD token per session attended. For CPD activities with multiple sessions, ensure that each attendee receives one CPD Token for each session attended with no overlap.

The attendees can then claim the tokens as shown in Step 2 under Annex 2.3 above.

Uploading list of attendees

Create the list of attendees using a Microsoft Excel workbook using the columns: RegNo, Fullname, Email, ActivitySession, as follows:



	A	B	C	D	E
1	RegNo	Fullname	Email	ActivitySession	
2	B0000	Dr. Paul Peter	majik@yahoo.com	1	
3	A000x	Jane Doe	janedoe@gmail.com	1	
4	A09990	John Doe	jpohndoe@yahoo.com	1	

- The column titles must be as indicated in the picture above. Any deviation will lead to errors and failure to upload.
- A new entry is required for each session that the participant attended.
- Indicate the session number under the “ActivitySession” column.

When the list is done, save the workbook as a .xlsx or .xls file.

Login to the iCPD portal and go back to the “CPD Activity Details” page.

Click on “Attendees List” to open the page below:

Import Attendee List ✕

File

Browse

Upload xlsx or xls

Use this table formart

RegNo	Fullname	Email	ActivitySession
Axxxx	Dr. John Doe	john.doe@example.com	1

Ensure all column names are same as this sample.

Close
Save

Click on “**Upload new attendees**” to open this tab:

Click “**Browse**” to find the attendance list that you saved earlier, then click “**Save**” to upload the list.

→ The system will only upload the contents of the file if it is the correct format.

Once the list has been uploaded, click “**Process all**” to allocate the points to each attendee.

→ Points will only be awarded to attendees who have iCPD accounts and the details have been entered correctly.

→ When the points have been awarded successfully, the list will show the number of points awarded to each attendee as below:

Activity Attendees^{LIST} Home / Activity / Attendees

ACTIVITY DETAILS: Activity Test Creation

Starting on: 2022-03-01 00:00:00 Ending on: 2022-12-03 00:00:00
 Venue: Test Max Credits: 15

Activity Attendees [44] Upload New Attendees Uploaded Attendees

Show 10 entries Search:

Reg No.	Name	Email	Claim Method	Points	Action
[REDACTED]	[REDACTED]	[REDACTED]	attendance	5.00	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	attendance	5.00	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	attendance	5.00	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	attendance	5.00	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	attendance	5.00	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	attendance	5.00	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	attendance	5.00	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	attendance	5.00	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	attendance	5.00	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	attendance	5.00	[REDACTED]

Showing 1 to 10 of 43 entries (filtered from 44 total entries) Previous 1 2 3 4 5 Next

Click on **“Uploaded attendees”** to check if all attendees have been awarded the CPD points.

You should see the screen below, which will show **“processed”** for those awarded points and **“failed”** for those not awarded points. In the **“Comment”** column, it will state the comment on each action taken.

Imported Activity Attendees^{LIST} Home / Activity / Attendees

ACTIVITY DETAILS: Activity Test Creation

Starting on: 2022-03-01 00:00:00 Ending on: 2022-12-03 00:00:00
 Venue: Test Max Credits: 15

Imported Activity Attendees [7] Upload New Attendees Process All

Show 10 entries Search:

Reg No.	Name	Email	Session	Status	Comment	Date	Action
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	failed	Not Found	2023-03-24 17:58:00	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	failed	Not Found	2023-03-24 17:58:00	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	failed	Not Found	2023-03-24 17:58:00	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	failed	Not Found	2023-03-24 17:58:00	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	failed	Not Found	2023-03-24 17:58:00	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	failed	Not Found	2023-03-24 17:58:00	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	failed	Not Found	2023-03-24 17:58:00	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	processed	Points awarded!	2023-03-17 12:17:00	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	processed	Points awarded!	2023-03-17 12:17:00	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	processed	Points awarded!	2023-03-17 12:17:00	[REDACTED]

Showing 1 to 10 of 49 entries Previous 1 2 3 4 5 Next

Annex 4: Technical Working Group for the review of the CPD Guidelines

The CEO/Registrar of the Council appointed a Technical Working Group (TWG) to spearhead the process of reviewing the *CPD Guidelines (2014)* comprised of the following:

Dr Abdi Mohamed	Ms. Anne Wanjugu
Dr Linus Ndegwa	Mr. Jerry Wamulla
Dr Margaret Mbugua	Ms. Sarah Were
Mr. Simon Kiraithe	Mr. Tonny Lugalia
Dr Wangechi King'ori	Ms. Gathoni Mwangi
Adv. Eunice Muriithi	Mr. Peter Wauna
Mr. Duncan Mwai	Ms. Beverlyne Khakusuma
Dr Stella Kanja	Ms. Elmer Ochieng
Adv. Esther Mutheu	Ms. Evelyn Gikunda

The Council acknowledges the invaluable efforts of the team that spearheaded the development of the *CPD Guidelines (2014)*, which formed a basis for this review, comprising of:

Dr Tom J. Ochola	Dr Jane Kabutu
Dr Josephine Omondi	Ms. Jeane Mathenge
Prof. Zipporah Ngumi	Mr. Duncan Mwai
Dr Samson Wanjala	Ms. Rose Wafukho
Dr Mahendra Pancholi	Ms. Sarah Were
Dr Elly Nyaim Opot	

Annex 5: List of Contributors

The Council appreciates the valuable input and feedback that it received from the following in the course of reviewing these *CPD Guidelines*.

5.1: CPD Providers

Bomu Hospital
Consolata Hospital Mathari
Daktari Media Africa
EnnoialQ Company Limited
International Cancer Institute (ICI)
Joint Medical Services (United Nations Office in Nairobi)
Karatina Sub-County Hospital
Kenya Association of Muslim Medical Professionals (KAMMP)
Kenya Hospices and Palliative Care Association (KEHPCA)
Kisii Level 5 Hospital
Ophthalmological Society of Kenya (OSK)
Siloam Hospital
Tech-Care For All

5.2: Practitioners

Dr Aida Kenseko	Dr Aisha Ndungu
Dr Alex Muturi	Dr Alice Nafula
Dr Arthur Mugu Karanja	Dr Audrey Chepkemoi
Dr Benard O. Odoyo	Dr Benjamin Chemwolo
Dr Benson Gakinya	Dr Beryl Ganda
Dr Caroline Jeptoo	Dr Carolyne Lusweti
Dr Cathy Muendo	Dr Charles Amuyunzu
Dr Diana Menya	Dr Elistone Muuo
Dr Eric Ngetich	Dr Evelyynn Chege
Dr Frank Ntondwe	Dr Freda Odera
Dr Geoffrey Omondi	Dr Gichemi Alice
Dr Grace Wandia	Dr Jackline Mmochi
Dr Jecinter Modi-Juma	Dr Jepchumba Kapigen
Dr John Kalama Fondo	Dr Joseph Kipsang
Dr Kamande Simon	Dr Kennedy K. Imbaya

Dr Kenneth Okemwa	Dr Kosgei Patrick
Dr Leah Moriasi	Dr Liza Chelule
Dr Loice Sitienei	Dr Maria Muthoka
Dr Mary Njuguna	Dr Mohammed Taiyebali
Dr Mohamed A. Omar	Dr Mwanaidi Muhavi
Dr Naftaly Munene	Dr Namisi Rodgers
Dr Naomi Gudu Osembo	Dr Neford Ongaro
Dr Nyakundi Obegi	Dr Pauline Buya
Dr Peter Ochungo	Dr Phinehas Ahoya
Dr Pirirei Sankei	Dr Richard Heri Manyuru
Dr Rumesa Akmal	Dr Salim Hussein
Dr Samuel Ng'arng'ar	Dr Sara Harun
Dr Sarah Standa	Dr Stella Kisoi
Dr Taha Yusufali	Dr Victor Ombeka
Dr Vivian Cheboiwo	Dr Winfred Kimani
Dr Zachary Losialima	

Annex 6: List of participants at Stakeholders Workshops

The Council appreciates the presence and contributions of the following participants at the CPD Providers and Stakeholders Workshop held on 27th July 2022 at the Windsor Golf Hotel and Country Club in Nairobi:

NAME	ORGANISATION/ AFFILIATION
Hetal Hariya	3rd Park Hospital / Kenya Society for Endoscopic Specialities (KESES)
Dr Anastasia Mpungu	AAR Healthcare
Dr Lynnette Karanja	AAR Healthcare
Dr Emmanuel Mbaruk	Aga Khan Hospital, Kisumu
Francis Namisi	AMREF International University
Dr Edwin Rono	Association of Oral and Maxillofacial Surgeons of Kenya (AOMSK)
Dr Njathika	Avenue Hospital
Dr Simon Langat	Bioethics Society of Kenya (BSK)
Dr Wilson Libutsi	Bungoma County
Dr Idha Salim	Care Hospital
Nilam Abdallah	Care Hospital
Winnie Halwonda	Care Hospital
Duncan Rwenyo	Clinical Officers Council (COC)
Josiah Onyango	College of Ophthalmologists of East, Central and Southern Africa (COECSA)

NAME	ORGANISATION/ AFFILIATION
Danson Warui	Coptic Hospital
Cynthia Nyarioro	Daktari Africa International Clinic
John Mwangi	Daktari Online
Nyambura Muroki	Daktari Online
Dr Tonnie K. Mulli	Dental Tune Centre
Dr Samson Owinga	East African Arthroscopy Association (EAAA)
Dr Tracey John	East African Association Neurological Society (EAANS)
Dennis Bagine	Emergency Care Trainers (ECT)
Frederick Kimemia	Health Systems Management Association (HeSMA)
Dr Meshach Onguti	Help A Child Face Tomorrow (HCFT)
Dr Serah Kaggia	Jomo Kenyatta University of Agriculture and Technology (JKUAT)
Dr Peris Thamaini	Kenya Association of Clinical Pathologists (KACP)
Dr Hafsa Hassan	Kenya Association of Muslim Medical Professionals (KAMMP)
Dr Nasser Mohamud	KAMMP
Nuru Amin	KAMMP
Dr Tim Theuri	Kenya Dental Association (KDA)
Dr Douglas Oramis	KDA
Zipporah Ngotho	Kenya Diabetes Study Group (KDSG)
Dr Ian Macharia	Kenya Ear, Nose and Throat Society (KENTS)

NAME	ORGANISATION/ AFFILIATION
Dr Simon Kigundu	Kenya Medical Association (KMA)
Maulida Salim	Kenya Obstetrical and Gynaecological Society (KOGS)
Osore W. Tyson	KOGS
Jennifer Mutune	Kenya Society of Plastic, Reconstructive and Aesthetic Surgeons (KSPRAS)
Dr Robert B. Ouko	Kenyatta University Teaching, Referral and Research Hospital (KUTRRH)
Lorine Chepkorir	KUTRRH
Dr Gordon Ogweno	Kisii University/
Kisii Level 5 Hospital	
Dr Kirui Weldon	Longisa County Referral Hospital
Dr Warda Qureshi	M. P. Shah Hospital
Dr David Kasanga	Makueni County
Rosemary Kinyua	Medics Management Services (MMS)
Dr Mbira	Mount Kenya University (MKU)
Dr S. N. Mucheru	Murang'a County Referral Hospital
Dr Asaph Kinyanjui	Nairobi Hospice
Dr Kioko George	North Kinangop Catholic Hospital
Oliver Walukana	North Star Alliance
Evans A. Nyariro	Ophthalmological Society of Kenya (OSK)
Dr Doris Kaaria	Our Lady of Loudes Hospital, Mwea

NAME	ORGANISATION/ AFFILIATION
Anne Mburu	PCEA Chogoria Hospital
Dr Michael Kavanu	PCEA Kikuyu Hospital
Dr Patrick Kimpiator	PCEA Kikuyu Hospital
Dr Njagi Joesph Nyaga	PCEA Tumutumu Hospital
Agnes Wachira	Plainsview Hospital
Mike Ndegwa	Plainsview Hospital
Dr Samuel Njihia	Pumwani Maternity Hospital
Dr Mwanaidi M. Ayumba	Pwani University
Dr Victor Ng'ani	RFH Healthcare
Dr Onyango Vonwicks	St. Joseph Rift Valley Hospital
Dr Christine Kangangi	St. Mary's Mission Hospital
Dr Kennedy Bussi	St. Teresa Mission Hospital, Kiirua
Isaya Opondo	Synergy Informatics
Dr Salwa Hirji	The Dental Centre
Andrew Karani	The Karen Hospital
Dr Bajinder S. Mathami	TIA Institute
Debra Amondi	TIA Institute
Eddah Irungu	TIA Institute
Dr Douglas Ochieng	United Nations Medical Service
Prof. Moses Obimbo	University of Nairobi
Dr Yusuf Hemed	Vital Strategies

NAME	ORGANISATION/ AFFILIATION
Jane Mworia	Vital Strategies
Terry Kigundu	Women Lift Health
Violet Grace	Women Lift Health
Dr Eva Njenga, MBS	Kenya Medical Practitioners and Dentists Council (KMPDC)
Dr Abdi Mohamed	KMPDC
Dr Jacqueline Kitulu, OGW	KMPDC
Dr Juliet Gathara	KMPDC
Dr Linus Ndegwa	KMPDC
Daniel M. Yumbya, EBS	KMPDC
Dr Margaret Mbugua	KMPDC
Simon Kiraithe	KMPDC
Jeane Mathenge	KMPDC
Dr John Otieno	KMPDC
Dr Wangechi King'ori	KMPDC
Duncan Mwai	KMPDC
Mohamed-Qadar Ahmed	KMPDC
Dr Stella Kanja	KMPDC
Agnes Jacob	KMPDC
Anne Wanjugu	KMPDC
Sarah Were	KMPDC

NAME	ORGANISATION/ AFFILIATION
Gathoni Mwangi	KMPDC
Tom Ondimu	KMPDC
Harun Liluma	KMPDC
Beverlyne Khakusuma	KMPDC
Elmer Ochieng	KMPDC
Evelyn Gikunda	KMPDC

The Council further appreciates the presence and contributions of the following participants at the CPD Providers Workshop held on 12th September 2023 at the Swiss Lenana Mount Hotel, Nairobi, where the CPD Coordinators were onboarded into and trained on the upgraded iCPD Management System:

NAME	ORGANISATION/ AFFILIATION
Hetal Hariya	3rd Park Hospital
Erick Ogwang	ACINO
Dr Yuri Oketch	Africa Healthcare Network
Elizabeth Mwaluma	Africare Ltd
Dr Angela Ondeyo	Aga Khan Hospital, Kisumu
Dr Faraha Mohamed Suleiman	Aga Khan Hospital, Mombasa
Shelmith Macharia	Aga Khan University Hospital
Arthur Kiana	AIC Cure International
Sylvia Mandu	AIC Kijabe Hospital
Dr Boaz Niyinyumva	AIC Litein Hospital

NAME	ORGANISATION/ AFFILIATION
Dr Faith Muhonja	AMREF International University
Dr Aabid A. Ahmed	Bomu Hospital
Dr Eric Wanyoike	Brain and Spine Rehabilitation Hospital
Dr Patience Koka	Bungoma County Referral Hospital
Dr M. W. Wanjiru-Korir	Coast General Teaching and Referral Hospital
Alloys Tuzinde	College of Ophthalmologists of East, Central and Southern Africa (COECSA)
Dr Juma Naskai	Consolata Hospital Mathari
Dr Mary Nderitu	Coptic Hospital
John Mwangi	Daktari Online
Lily Wairimu	Daktari Online
Peter Njau	Daktari Online
Dr Edward Wasike	Defence Forces Memorial Hospital
Dr K. Rekhi	Diani Beach Hospital
Dr Soita Chitiavi	East Africa Association of Neurological Surgeons (EAANS)
Juliet Kimani	East African Arthroscopy Association (EAAA) Kenya Association of Clinical Pathologists (KACP) Kenya Association of Dermatologists (KAD) Kenya Association of Radiologists (KAR) Kenya Association of Urological Surgeons (KAUS) Kenya ENT Society (KENTS)

NAME	ORGANISATION/ AFFILIATION
Dr Jackton Onyango	Escape Forensics Africa
Prof. Koigi Kamau	Fertility and Andrology Society of Kenya (FASK)
Dr Wangui Kamau	Gatundu Level 5 Hospital
Dr Njeri Karianjahi	Gertrude's Children's Hospital
Truphena Awuor Otinyo	Gertrude's Children's Hospital
Antony Odulloh	HCG CCK Cancer Centre
Dr Martin Makau	HealthX Africa
Dr Julius Ondigo	Homa Bay County Teaching and Referral Hospital
Edith Kabure	Institute of Family Medicine (INFA-MED) Kenya Association of Family Physicians (KAFFP)
Emily Ochiel	International Committee of the Red Cross (ICRC)
Freddy Aruni Ombeni	International Committee of the Red Cross (ICRC)
Dr George O. Rae	Jaramogi Oginga Odinga Teaching and Referral Hospital (JOOTRH)
Dr Joy Muyonga	Jaramogi Oginga Odinga Teaching and Referral Hospital (JOOTRH)
Judy Jerono	Kabarnet County Referral Hospital
Dr Kohe Alexandre	Kakamega County General Teaching and Referral Hospital
Dr Simon Kapchanga	Kapenguria County Referral Hospital
Dr Nabila Amin	Kenya Association of Muslim Medical Professionals (KAMMP)

NAME	ORGANISATION/ AFFILIATION
Dr Nasser Mohamed	Kenya Association of Muslim Medical Professionals (KAMMP)
Dr Jeremiah Kaula Kamwetu	Kenya Association of Paediatric Surgeons (KAPS)
Husna Zakia	Kenya Cardiac Society
Agnes Akinyi Aduo	Kenya Dental Association (KDA)
Zippy Ngotho	Kenya Diabetes Study Group (KDSG) Kenya Association of Physicians (KAP)
Dr Muinga Esther	Kenya Hospices and Palliative Care Association (KEHPCA)
Adol Edwin	Kenya Hospital Association (KHA)
Peter Ogeto	Kenya Medical Association (KMA)
Dr Christine Sadia	Kenya Medical Women's Association (KMWA)
Maulida Salim	Kenya Obstetrical and Gynaecological Society (KOGS)
Tyson Wanjala	Kenya Obstetrical and Gynaecological Society (KOGS)
Kamau Thibitie	Kenya Paediatric Association
Benter Otieno	Kenya Paediatric Research Consortium (Keprecon)
Chris Okwako	Kenya Psychiatric Association (KPA)
Philip Shelinda Ochieng	Kenya Renal Association (KRA)
Audrey Charlotte	Kenya Society of Anaesthesiologists (KSA)
Dr Gordon Ogwen	Kenya Society on Thrombosis and Haemostasis (KSTH)

NAME	ORGANISATION/ AFFILIATION
Jacinta Ngao	Kenyatta National Hospital
Dr Daniel Muvengei	Kisii Teaching and Referral Hospital
Dr Priscilla Makau	Kitui County Referral Hospital
Dr Lily Kinja	Maua Methodist Hospital
Dr Watau Ndung'u	Mbagathi Hospital
Esther Thuo	Medics Management Services (MMS)
Dr Kagona Gitau	Medscope Africa
Dr Leah Moriasi	Meru Teaching and Referral Hospital
Dr Edwin Rono	Moi Teaching and Referral Hospital (MTRH)
Dr Jonathan Sieley	Moi Teaching and Referral Hospital (MTRH)
Milcah Chepkwony	Moi Teaching and Referral Hospital (MTRH)
Dr W. K. Irari	Moi University
Dr Mbira Ngunju	Mount Kenya University (MKU)
Dr Lawrence Wambugu	Mukurweini Sub-County Hospital
Dr Stephen K. Ngigi	Murang'a County Referral Hospital
Dr Samuel Wanjara	Nakuru County Teaching and Referral Hospital
Dr Jackline Ndung'u	Narok County Referral Hospital
Dr James Nyabanda	Nazareth Hospital
Hesbon Mbaka	Negus Med
Kiko George M.	North Kinangop Hospital

NAME	ORGANISATION/ AFFILIATION
Dr Jared Oeba	Nyamira County Referral Hospital
Duncan Kipng'eno	Oak Tree Centre
Dinah Luke	Ophthalmological Society of Kenya (OSK)
Carey Ogutu	Pathologists Lancet Kenya
Dr Anne Mburu	PCEA Chogoria Hospital
Dr Michael Karani	PCEA Kikuyu Hospital
Dr Sapiri Patricia	PCEA Tumutumu Hospital
Dr Somane Hassan	Pumwani Maternity Hospital
Dr Mwanaidi Ayumba	Pwani University
Dr Otieno Bramwel	Ruai Family Specialist Hospital
Howard Mutia	Siaya County Referral Hospital
Duncan Rwenyo	Siloam Hospital, Kericho
Dr Vonwicks C. Onyango	St. Joseph Rift Valley Hospital
Dr Aimable Niyuhahwe	St. Mary's Mission Hospital, Mumias
Isaya Opondo	Synergy Informatics Ltd
Brenda Makokha	Tech-Care For All (TC4A)
Duncan Lwayo	The Karen Hospital
Dr Eucabeth Kidenda	The Kenya Navy Hospital (TKNH)

NAME	ORGANISATION/ AFFILIATION
Dr Oroko Obegi	Tranquil Med Centre
Dr Kigweyi Clinton	Vihiga County Referral Hospital
Dr Eric Masaba	Webuye County Referral Hospital
Dr David G. Kariuki	Kenya Medical Practitioners and Dentists Council (KMPDC)
Dr Rose J. Kosgei	KMPDC
Dr Margaret Mbugua	KMPDC
Simon Kiraithe	KMPDC
Dr Wangechi King'ori	KMPDC
Duncan Mwai	KMPDC
Dr Stella Kanja	KMPDC
Aziza Athman	KMPDC
Wilfred Ouma	KMPDC
Jerry Wamulla	KMPDC
Anne Wanjugu	KMPDC
Sarah Were	KMPDC
Tonny Lugalia	KMPDC





© Kenya Medical Practitioners and Dentists Council (KMPDC), 2024. All rights reserved.

The development and production of the *CPD Guidelines* is a result of the joint efforts and contributions of many individuals within and external to KMPDC. Thank you to everyone who has made contributions in different ways. Your significant contributions throughout the meetings and interactive sessions are greatly appreciated.







Reach Out To Us

-  KMPDC Complex, Woodlands Road,
off Lenana Road, Hurlingham
-  +254 111 052 222 / 727 666 444
-  P. O. Box 44839 - 00100, Nairobi
-  @KmpdcOfficial
-  Kenya Medical Practitioners
and Dentists Council
-  info@kmpdc.go.ke
www.kmpdc.go.ke