



STANDARD OPERATING PROCEDURE FOR MCQ, OCTOBER 2023

CPD accreditation
Committee



Final Version	Reason for Amendment	Effective Date
	Developed/updated and published for implementation	October 2023
	Administrative changes	March 2024

1. AIMS OF AN MCQ:

1. Assessment of learning achieved through Continuing Professional Development (CPD) activities.
2. Assessment of education from the relevant reading material.
3. **No more than 3 questionnaires to be completed at a single activity or linked to a specific activity.** If the MCQ's are part of a take home activity, the points may not be advertised together with the live event.
4. Allocating CPD, points for MCQ's may only be issued to delegates as a standalone activity. Points may not be allocated to delegates for MCQ's and live presentations. Either the level 1 activity must be accredited or the MCQ not within 24 hours.
5. Accreditation numbers are valid for the year they are accredited only.

2. SETTING AN MCQ:

1. Accompanying reading material should be of acceptable content/scientific published material, requiring approximately 1 hour of reading – 10 pages.
2. One individual should be responsible for compiling, marking and archiving questionnaires.
3. Reading material, questionnaires and curriculum vitae of Journal Editor(s) should accompany applications for accreditation.
4. Applicants may not issue points to medical professionals for Level 1 and Level 2 activities for the same learning topic within 24 hours. Level 1 applications must be separately accredited not in combination with the questionnaire.
5. 70% is required to successfully complete a questionnaire.
6. On successful completion of the accredited questionnaire, points are issued within HPCSA guidelines.
7. 'All of the above' or 'None of the above' not allowed as answers/options.

Accreditation of applications to the SA Medical Association: cpd@samedical.org

3. CONTENT OF THE MCQ QUESTIONNAIRE:

1. MCQ must be based on the accompanying reading material, which should be published evidence-based material of no older than 5 years.
2. It must contain a minimum of 5 MCQ questions.
3. Each MCQ question must contain a minimum of 4 options.
4. MCQ's may be of the 'single-correct answer' or 'multiple-correct answer' formats.
5. Should contain no commercial product promotion and satire.
6. Maximum of 20% of the questions may contain True or False answers.
7. Each questionnaire must be approved, no annual accreditation numbers.

If you have any queries, please contact:

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