

## **CPD Guidelines for Physicians**

### **The Role of the Royal Colleges of Physicians with regard to CPD**

- To define and set standards for CPD for their members and fellows
- To maintain the common agreed principles regarding CPD established by the Academy of Medical Royal Colleges.
- To encourage continued collaboration with other European countries to develop a common international currency for CPD credits.
- To continue to maintain a CPD scheme that is simple and flexible to use and will help physicians to plan, record and validate their educational and professional development activities with their own learning needs in mind.
- To maintain a CPD scheme that is verified by annual audit or other appropriate methods.
- To ensure that the Federation CPD scheme will inform appraisal and will meet the needs of re-certification and re-licensing.
- To develop quality assurance for CPD and to establish the effectiveness of CPD.

### **Eligible participants**

- Any post-training physician who subscribes to any of the Royal Colleges of Physicians in the UK as a fellow, member, or affiliate member.
- Other post-training physicians not subscribing to one of the Colleges who wish to participate. These scheme users will be liable to a scheme administration charge. This charge is currently £100 annually but is subject to change.
- Staff and Associate Specialist grade doctors whose main specialty is different from the medical specialties listed are advised to join the appropriate CPD scheme for their specialty, but are eligible to participate in any approved educational activities for physicians.

### **Scheme requirements and annual deadlines**

- The CPD year runs between April 1<sup>st</sup> and March 31<sup>st</sup>.
- CPD returns must be submitted online by the 30<sup>th</sup> June every year.
- In line with the Academy of Medical Royal Colleges, the Federation CPD Policy Committee has established a yearly minimum requirement for all participating physicians (regardless of working hours) of 50 CPD credits per CPD year (one CPD credit equals one hour of educational activity).
- Within the credit minimum of 50 total credits, 25 credits must be “External” and the other 25 can be made up of “Internal” credits, and up to 10 “Personal” credits per year (see credit category definitions below).
- It is strongly recommended that 25 “External” Credits over five years should be for ‘Non-Clinical’ (professional) activities.
- The College recommends that physicians continue to do more than the minimum requirement.

## **Credit Category Definitions**

### Approved External Activities

Royal College of Physicians CPD approved educational activities within a regional, national, or international educational context which appear on the 'Add and Remove Page' of the CPD diary. A limited number of External credits may also be gained through activities related to the MRCP(UK) Examination and through Approved Distance Learning credits.

### Unlisted External Activities

Major regional, national, or international conferences which do not appear on the approved external activities database. These may be recorded under this category in order to obtain "External" CPD credits.

### Internal educational activities

Routine local educational activity with colleagues from the same hospital or trust (recognising that the Trust may include more than one hospital).

### Personal educational activities

Individual activities where the physician determines the education benefits gained.

\* NB: Examples of each type of CPD credit category are available on the main diary page of the online CPD diary.

## **Planning Educational Activities**

When planning educational activities Physicians should take into account:

- Their current and projected job roles
- Their clinical and non-clinical roles
- The short term and long term educational objectives agreed at annual appraisal.

## **Recording Activities Online**

- Physicians have access to their online diary to record CPD activities throughout any given CPD year.
- The online diary is accessed via the Federation of Royal Colleges three websites.
- Scheme users are given three months grace to enter their activities into their online diaries from the end of the CPD year on March 31<sup>st</sup>. The online diary closes for the previous CPD year on 30 June every year.

\*NB: For detailed instructions on how to use the CPD online diary please also download the CPD online scheme guidelines from the CPD registration page.

- One of the main benefits of using the online diary system is that there is no need to forward your records to the CPD office at the end of the CPD year.

Simply complete your diary online by the 30<sup>th</sup> June deadline and our database records will be updated via the Internet automatically.

- **Please note Physicians should maintain paper evidence in their files for any unlisted external credits added to their online diary as they will be required should they be chosen for the random annual audit.**

### **Random CPD Audit**

- A random audit of 5% of all CPD scheme registrants is undertaken each year.
- In early June, physicians will be informed if their records have been selected for audit.
- When selected for audit, online scheme users are only required to provide evidence of ‘unlisted external credits’ (credits that cannot be found on the college database of approved activities). Proof of attendance should be maintained for any unlisted external activities, and forwarded to the CPD office in London.

## **Online diary support help desk**

There is a Federation CPD Help Desk in each of the three Colleges to provide general information and help to members of the CPD scheme (see last page for contact information). We are here to talk you through how to use the diary at any point during the year. We encourage you to familiarise yourself with the system as early as possible in the CPD year to avoid the last minute rush near 30<sup>th</sup> June.

## **Help desk contact details**

### **Royal College of Physicians of London**

11 St Andrews Place  
Regent's Park  
London  
NW1 4LE  
Tel: 020 7935 1174 ext 426  
Email: [cpd@rcplondon.ac.uk](mailto:cpd@rcplondon.ac.uk)

### **Royal College of Physicians of Edinburgh**

9 Queen Street  
Edinburgh  
EH2 1JQ  
Tel: 0131 225 7324  
Email: [cpd@rcpe.ac.uk](mailto:cpd@rcpe.ac.uk)

### **Royal College of Physicians and Surgeons of Glasgow**

234-242 St Vincent Street  
Glasgow  
G2 5RJ  
  
Tel: 0141 227 3238  
Email: [cpd@rcpsglasg.ac.uk](mailto:cpd@rcpsglasg.ac.uk)

## **Appendix 1**

### **Definition of CPD for Physicians**

- Is the educative means of updating, developing and enhancing how physicians apply the knowledge, skills and attitudes required in their working lives.

The principles following from the adoption of this definition are that:

- The goal of CPD is to improve all aspects of a medical practitioner's professional performance.
- As physicians may perform many roles that indirectly affect the quality of healthcare, the CPD undertaken by physicians should pertain to all of these roles including teaching, research, and management.
- The objective of CPD is the delivery of healthcare that meets requirements for safe (threshold) standards of practice, whilst seeking to attain the highest quality (aspirational) standards.

### **General principles regarding CPD in the UK**

Medical Royal Colleges, Specialty Associations, employers, and individual physicians all have important roles in contributing to the success of CPD. These roles are:

Medical Royal Colleges and Specialty Associations should adopt the principle that:

- The definition and maintenance (by regular review) of standards of competence, for both generic and specialist roles, is central to the process of defining the physician's requirements for CPD.

Employers should adopt the following principles:

- The identification of the work roles undertaken by physicians is the starting point of the process of CPD
- Appraisal should help to inform the CPD requirements of the individual
- CPD standards of education for the individual physician are distinct from service standards for the clinical team.

Individual physicians should adopt the principles that:

- CPD is the responsibility of every practicing member of the medical profession in the United Kingdom
- The types of activities undertaken should support current and future practice
- Participation needs to be externally validated
- Activities undertaken need to be critically reviewed for their educational outcomes.

## **Appendix 2**

### **General principles of CPD in relation to Europe**

The European Union has agreed that:

- CPD is supported for all physicians and within the broad policy framework all countries in the European Union are establishing CPD Schemes based on the same basic principles.

These principles are:

- Patients, professional bodies and employers are able to express their legitimate interest in CPD.
- CPD is a developmental process and is not used directly to confirm continuing fitness to practice, or for dealing with practitioners with problems.
- The types of educational activity acceptable for CPD purposes reflect the many varied ways in which practitioners can learn.
- Every medical practitioner is provided with opportunities to identify their educational needs and the appropriate resources (in the form of time, money, peer support and educational opportunities)
- The educational impact of CPD should be audited against valid indicators

### **The principles of the Federation CPD Scheme**

The desired characteristics of a CPD activity:

- A CPD activity should be learner driven
- A CPD activity should meet a physician's agreed professional development needs
- Yearly CPD activities should show a balance of activities both within and outside the employing organisation
- External CPD activities that are approved by one of the Royal Colleges should meet agreed national standards.
- Internal CPD or unlisted external CPD activities which are not scrutinised by CPD advisors for approval should be undertaken at the discretion of the individual physician with their own learning needs in mind.

Validation of evidence of compliance with CPD Scheme requirements:

- Each physician should keep a structured record of participation
- A certificate of satisfactory participation will be issued.
- The Federation CPD offices will undertake annual monitoring and random audit to verify participation and appropriateness of activities.
- If a physician is unable to provide evidence that the minimum annual requirement has been met they will be audited automatically the next year.

Consequences of failure if selected for random 5% annual audit:

- Participation in a CPD Scheme will be considered mandatory for Fellows and members normally practising in the UK to remain 'in good standing' with their College.