

## Responsibilities of Federation CPD Advisers

### Main Responsibilities of CPD Advisers

1. Using the current Federation CPD Live Event and Distance Learning (interactive e-learning) approval criteria, to assess applications for external (category 1) CPD approval in order to maintain the standards of CPD activities<sup>1</sup>
2. To participate in periodic quality assurance of approval decision-making exercises

### Auxiliary Responsibilities

3. To provide advice to the CPD Management and Policy (MaP) Board of the Federation of Royal Colleges of Physicians of the United Kingdom ('The Federation')
4. To support the work of the Federation, in relation to CPD, and promote the Federation CPD diary scheme, including Federation CPD app, to physicians in the UK
5. To advise CPD activity organisers, in their specialty, on the content and structure of CPD educational events
6. To encourage and support high quality approved education for consultants and non-consultant career grade physicians in their specialty
7. To provide a source of advice to career grade physicians in their specialty on CPD, including its relationship to appraisal and revalidation
8. To provide a source of advice to the Federation on CPD issues, including feeding back the views of physicians in their specialty.
9. To attend an annual meeting of the Federation CPD Advisers (Approvers)

### Organisation of the CPD Advisers

- The Group meets formally twice a year and CPD advisers are requested to attend one of the two meetings. The purposes of these meetings are:
  - To provide an update on recent CPD developments and policies
  - To explore and develop new policy issues
  - To train advisers on the on-line CPD approval system
  - To provide a networking opportunity
  - To answer any relevant queries
  - To quality assure approval decisions
- The group is supported by the Federation CPD Offices, which also provide a focal point for communication between CPD Advisers

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<sup>1</sup> The CPD office tries, as far as possible, to ask the appropriate specialty adviser to consider specialty events but other general non-clinical and clinical events may also require consideration.

## COMPOSITION

The composition of the CPD Advisers' group is:

- Federation CPD Director (Chair)
- Edinburgh, Glasgow and London College CPD Directors and deputy directors
- Federation CPD Manager and CPD event approval coordinator
- CPD Advisers related to each core physician specialty, distributed across the regions of the UK and drawn from the three Federation Colleges. Each specialty may have one or two advisers
- CPD Regional Advisers (see Appendix, page 4)

## Selection for the Role

Because the CPD scheme is a Federation activity, CPD advisers should be able to take a UK-wide perspective for their specialty. Advisers may be nominated **either** by their specialist association, **or** by a joint specialty committee of one of the three physician Colleges, where there will be representation from the specialist association. The nominations should be forwarded to the Federation CPD Office as soon as possible after it is known that a vacancy will occur. The nomination will be subject to approval by the Federation CPD Director. In order to ensure broad representation across the UK, CPD advisers may also be recruited on a regional basis, as determined by the Federation CPD Director.

## Tenure

The CPD adviser will usually serve in that role for a maximum of 4 years (extendable by mutual agreement), subject to continued support by the specialty and to continued engagement with the responsibilities of the position. The CPD adviser must be in active clinical practice and in good standing with the GMC.

## Further Information

The CPD diary scheme guidelines, including annual requirements, CPD live event approval guidelines and CPD distance learning (interactive e-learning) guidelines are accessible from the three Colleges' websites:

Edinburgh College: [www.rcpe.ac.uk](http://www.rcpe.ac.uk)

<http://www.rcpe.ac.uk/events-cpd/continuing-professional-development> (CPD diary scheme)

<http://www.rcpe.ac.uk/events-cpd/cpd-approval> (CPD approval)

Glasgow College: [www.rcpsg.ac.uk](http://www.rcpsg.ac.uk)

or go directly to 'Physicians CPD' (CPD scheme)

London College: [www.rcplondon.ac.uk](http://www.rcplondon.ac.uk)

<https://www.rcplondon.ac.uk/education-practice/advice/guidelines-cpd-diary> (CPD diary scheme)

<https://www.rcplondon.ac.uk/about-rcp/work-rcp/provide-cpd-event> (CPD approval)

Federation CPD scheme: <https://cpd.rcplondon.ac.uk>

Contact email address: [cpdapproval@rcplondon.ac.uk](mailto:cpdapproval@rcplondon.ac.uk)

## Appendix (modified June 2019)

### Regional CPD Advisers

In order to ensure broad representation across the UK with expertise in local matters, CPD advisers with an appropriate specialty interest may be recruited on a regional basis, as determined by the Federation CPD Director. They will review CPD applications in their specialty but will provide a regional perspective when this is deemed necessary by the CPD office.