

CPD verification and assurance summary paper

Background

1. Continuing Professional Development (CPD) is a term used to describe activities undertaken to maintain, enhance and develop existing knowledge and skills following the completion of a professional qualification.
2. CPD includes any learning undertaken by an osteopath and can include discussion of CPD and practice with a colleague, courses, seminars, practical sessions, e-learning, reading, research, individual study, peer discussion review, mentoring and any other activities that can advance practice.
3. CPD learning with others, additionally must involve interaction (both giving and receiving information to inform learning) with osteopaths, healthcare practitioners or other professionals. Undertaking CPD is an ongoing aspect of professional practice.
4. What is professional practice? Professional practice can include clinical work, education, research or management responsibilities. Over the course of a three-year CPD period, CPD should be appropriately balanced over the whole of an individual's practice.
5. For example, an individual who only undertakes clinical work and holds no management or teaching responsibilities might confine all their CPD to clinical work. However, an osteopath who undertakes one day a week in education should undertake an appropriate proportion of their CPD in the area of education or teaching practice, in addition to their CPD in clinical practice. Over the course of the CPD cycle, osteopaths with research or management responsibilities should be able to demonstrate balanced CPD.
6. Osteopaths are required, as part of their registration with the General Osteopathic Council (GOsC), to undertake CPD.

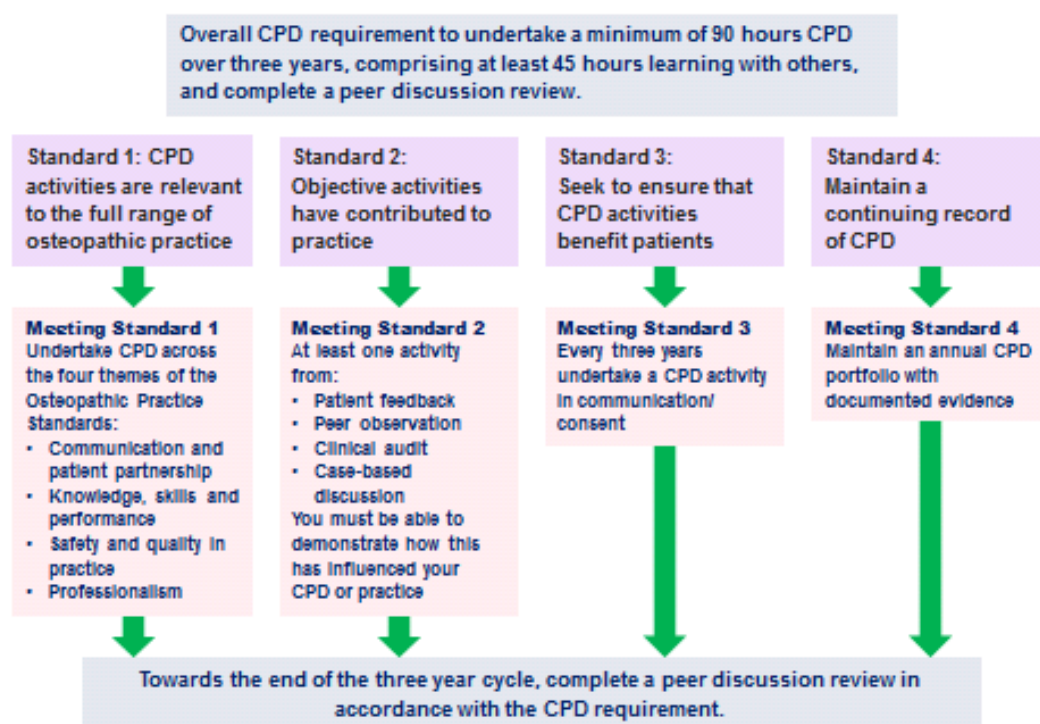
The new CPD scheme

7. The CPD scheme changes in October 2018 when new legislation comes into force. The effect of the changes is as follows:
 - The introduction of a three-year CPD period¹
 - The completion of a minimum of 90 hours CPD of which a minimum 45 hours must be in the category of learning with others over the three years²

¹ Osteopaths who are first registered on or after 1 October 2018 will commence a 2 year and 10 month CPD cycle including 85 hours of CPD and 42.5 hours of learning with others. This is because the registration renewal and CPD cycles are not co-terminous.

² See above

- Completion of CPD activities that in all four themes of the *Osteopathic Practice Standards*
 - Completion of an objective learning activity
 - Completion of a communication and consent activity
 - Completion of a peer discussion review with a colleague towards the end of the three-year CPD period.
8. It is recommended that osteopaths plan their CPD across their three-year CPD period and ensure the hours undertaken each year are balanced.



When does a registrant start their three-year CPD cycle?

9. For osteopaths already on the register, osteopaths who renew their registration in December 2018 will be the first group of existing registrants who enter the new CPD scheme as their CPD period commences after the legislation comes into force. The table below sets out when existing registrants will move into the new CPD scheme.

Renewal of registration month	Start date of first three year cycle	End date of first three year cycle	CPD cycle
December 2018	October 2018	September 2021	2018-2021
January 2019	November 2018	October 2021	2018-2021
February 2019	December 2018	November 2021	2018-2021
March 2019	January 2019	December 2021	2019-2022

April 2019	February 2019	January 2022	2019-2022
May 2019	March 2019	February 2022	2019-2022
June 2019	April 2019	March 2022	2019-2022
July 2019	May 2019	April 2022	2019-2022
August 2019	June 2019	May 2022	2019-2022
September 2019	July 2019	June 2022	2019-2022
October 2019	August 2019	July 2022	2019-2022
November 2019	September 2019	August 2022	2019-2022

10. Individuals joining the Register after the 1 October 2018 will start to undertake CPD in compliance with the first CPD cycle.

11. The first CPD cycle for those registrants who join the Register after 1 October 2018 will always be 2 years and 10 months, the equivalent of 85 hours of which a minimum 42.50 hours must be in the category of learning with others. Their cycle will commence from the date they join the Register.

Month of first registration	Start date of first CPD cycle	End date of first CPD cycle	Renewal of registration month following completion of first CPD cycle
October 2018	October 2018	July 2021	October 2021
November 2018	November 2018	August 2021	November 2021
December 2018	December 2018	September 2021	December 2021
January 2019	January 2019	October 2021	January 2022
February 2019	February 2019	November 2021	February 2022
March 2019	March 2019	December 2021	March 2022
April 2019	April 2019	January 2022	April 2022
May 2019	May 2019	February 2022	May 2022
June 2019	June 2019	March 2022	June 2022
July 2019	July 2019	April 2022	July 2022
August 2019	August 2019	May 2022	August 2022
September 2019	September 2019	June 2022	September 2022
October 2019	October 2019	July 2022	October 2022

What is submitted to GOsC annually?

12. Under the new CPD scheme, osteopaths will no longer be required to submit a CPD Annual Summary Form to the GOsC. CPD activities can be recorded in a learning diary, which will be available on the **o** zone as osteopaths enter their three-year cycle, but the activity detail does not need to be sent to GOsC on an annual summary form.
13. Osteopaths will still be required to renew their registration on an annual basis, making an expanded declaration around what CPD activities have been undertaken in the third year of the three year cycle.
14. Osteopaths will be asked to declare on an annual basis:
 - The number of hours of CPD undertaken
 - The number of hours which are in the category 'learning with others'
 - Whether any activities have been undertaken against the four themes of the *Osteopathic Practice Standards*
 - Whether an objective learning activity has been completed
 - Whether a communication and consent activity has been completed
 - Whether they have identified their peer
 - Whether the peer discussion review has been completed
15. Osteopaths must continue to maintain a record of their activities which should include the evidence underpinning the activities they have undertaken.

Verification and assurance

16. As the new CPD scheme comes into effect, the GOsC will need to collect information so that we can:
 - Identify whether there are any support/resource gaps for registrants
 - Support registrants to meet the requirements of the new CPD scheme
 - Provide feedback to the whole profession on scheme progress
 - Encourage registrants to build their learning communities
 - Provide assurance about scheme compliance.
17. In order to do this, we will contact a sample of registrants after each renewal month, to seek verification of the activities undertaken specifically around the new elements of the new CPD scheme and to understand how registrants are planning their hours consistently across the three-year CPD cycle.
18. For example, if a registrant declares on their renewal form that they have undertaken activities which meet themes A and C of the *Osteopathic Practice Standards* we may ask to see the evidence of that activity so we can verify this activity is meeting the new scheme.

19. The CPD declaration on the annual renewal of registration form will look like the following:

You are required, over 3 years, to undertake 90 hours CPD of which a minimum 45 hours must be learning with others. Over 3 years you will need to ensure you have undertaken activities across the four themes of the OPS, an objective activity, an activity focused on communication and consent and a peer discussion review towards the end of the three-year cycle.

Please declare how far you have progressed in completing these requirements by completing the declaration below.

*In the past renewal year, I have undertaken hours of CPD
of which hours are in the category of learning with others.*

<i>I have identified my peer</i>	<i>Yes</i>	<i>No</i>
<i>I have undertaken activities which cover (please tick all that apply)</i>		
<i>OPS Theme A</i>		✓
<i>OPS Theme B</i>		
<i>OPS Theme C</i>		✓
<i>OPS Theme D</i>		
<i>Objective activity</i>		✓
<i>Communication and consent activity</i>		

<i>I have completed and recorded my peer discussion review</i>	<i>Yes</i>	<i>No</i>
--	------------	-----------

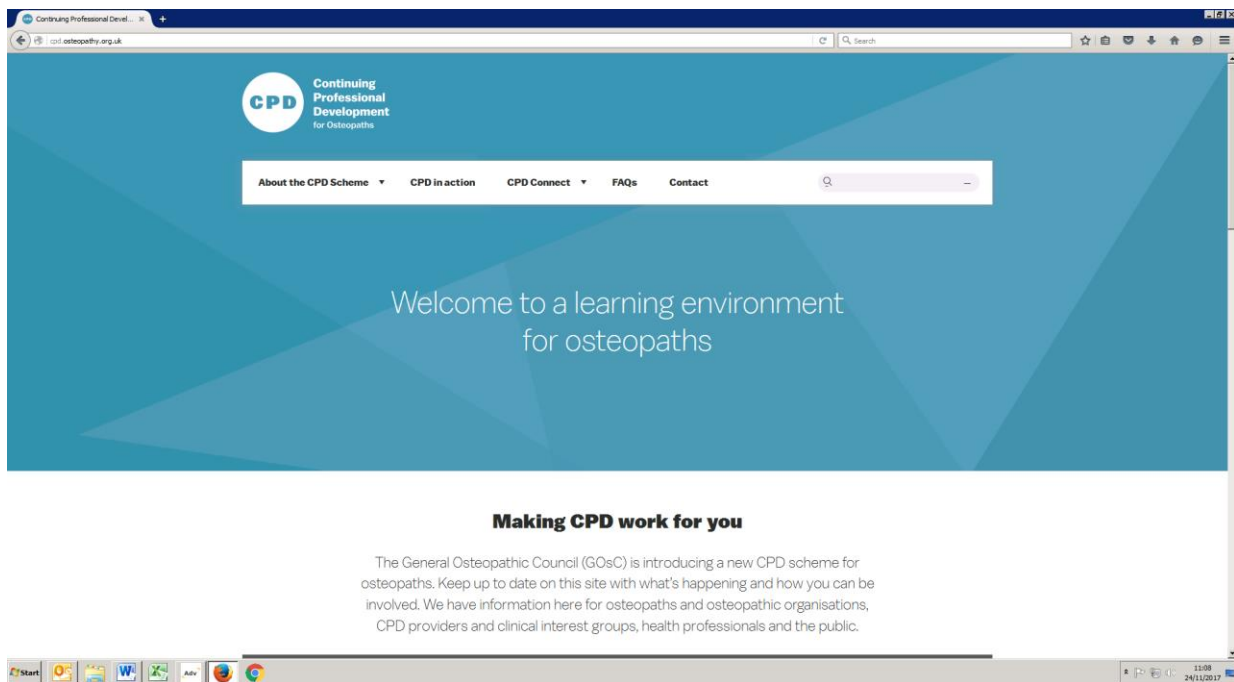
CPD resources and frequently asked questions

20. The GOsC has developed a range of online CPD resources for registrants including a bank of frequently asked questions (FAQs) which are updated on a regular basis.

GOsC CPD microsite: <http://cpd.osteopathy.org.uk>

CPD resources: <http://cpd.osteopathy.org.uk/cpd-connect>

CPD FAQs: <http://cpd.osteopathy.org.uk/faqs>



Animation – There is also the first in a series of animations explaining the CPD scheme in a simple and straightforward way.

