



General  
Osteopathic  
Council

Continuing  
Professional  
Development

## **Guidance on verification and assurance of the CPD scheme**

## Contents

Introduction	3
About the GOsC's CPD scheme	4
How the GOsC checks that osteopaths are meeting the requirements of the scheme	4
What information you need to record during the CPD cycle	5
What information osteopaths need to provide annually	6
What might be considered as evidence for CPD records?	7
How will I know if the GOsC wants to verify any of my CPD activities?	12
Further information	12

## Introduction

The definition of continuing professional development (CPD) is very broad and can include any activity that maintains, enhances and develops osteopathic professional practice. CPD can include any learning undertaken by an osteopath, for example:

- discussion of CPD and practice with a colleague
- courses, seminars or practical sessions
- elearning
- reading, research or individual study
- Peer Discussion Review (PDR)
- mentoring
- any other activities that can advance practice

Doing CPD is an ongoing aspect of professional practice. Standard B3 of the Osteopathic Practice Standards (OPS) states that osteopaths 'must keep professional knowledge and skills up to date'. To achieve this, osteopaths must be professionally engaged, undertaking professional development activities and keeping up to date with factors relevant to ongoing practice, including in relation to the wider healthcare environment. You should reflect on the CPD you do, and you must keep a record of it.

The [full CPD Guidance](#) sets out the plans for verification and assurance of the scheme. The aim of this document is to provide more detail and to help osteopaths understand how to provide evidence of their CPD and how their CPD might be verified and assured.

The CPD requirements send an important message to patients, the public and other health professionals, providing assurance that all osteopaths on the Register practise in accordance with published standards and requirements. You can also [read more about this](#) in the CPD Guidance.

The GOsC will be contacting a random sample of up to 10% of all osteopaths at the end of each year of the CPD scheme to ask for more information about the types of CPD activities that they have declared. In addition, we will be contacting up to 10% of osteopaths at the end of their three-year cycle.

## About the GOsC's CPD scheme

Over a three-year cycle the scheme requires osteopaths to do at least 90 hours of CPD that covers the four themes of the OPS, including at least one objective activity, and one CPD activity relating to communication and consent. You will need to keep a record of the CPD you do, which includes your reflections and, with a colleague, complete a PDR towards the end of your three-year cycle.

## How the GOsC checks that osteopaths are meeting the requirements of the scheme

As part of our strategy for assuring that osteopaths are completing the CPD scheme, we verify a sample of registration renewals.

The GOsC collects this information from registrants so that we can:

- be assured that osteopaths are meeting the requirements of the new CPD scheme
- support osteopaths to meet the requirement of the CPD scheme for example, by identifying whether there are any support or resource gaps for osteopaths
- support osteopaths to meet the requirement of the CPD scheme
- provide feedback to the whole profession on how the scheme is progressing
- identify where there may be an extra need to encourage osteopaths to build learning communities

Activities that you wish to claim for CPD must be recorded. We anticipate seeking additional information from up to 10% of those eligible to be verified across a 12-month period to confirm that the CPD declared as part of their registration renewal has been recorded. This will also help us to see how osteopaths are recording the new features of the CPD scheme, (eg across all four themes of the OPS, including at least one objective activity, and one CPD activity relating to communication and consent).

We will be contacting a random sample of registrants every month, to seek information about the type of CPD activities they have declared on their registration and renewal form. This started in October 2019 after the osteopaths who joined the scheme in October 2018 submitted their first annual renewal of registration declaration.

For example, if an osteopath declares they have undertaken activities which meet theme A (communication and patient partnership) and theme C (safety and quality) we might ask to see the evidence of those activities, so we can verify they meet both themes, and to give an indication to how they are planning their hours across the three-year CPD cycle.

This helps us to provide advice and support for osteopaths whose CPD is verified, as well as providing us with additional insight to develop more general resources and support for osteopaths to help them meet the requirements of the scheme. It will also allow us to see how CPD is being recorded and whether osteopaths are making use of the reflective templates that we are providing to help them.

From October 2021 onwards, we will also audit up to 10% of the selected registrants Peer Discussion Review (PDR) forms and corresponding CPD records at the end of their first CPD cycle to ensure the minimum of 90 hours of CPD (45 hours of which must include learning with others) has been undertaken and the PDR has been completed.

It is our goal to use this process to support osteopaths to engage with the scheme and with the GOsC, with the aim of enhancing CPD and practice. We also recognise that it is a new process, and so supporting and enhancing CPD must be a key focus for us to fully realise the benefits of the new CPD scheme. While our goal is supporting registrants to engage with the CPD scheme, it is important that we are clear that in the rare instances of non-compliance, a 28-day warning of removal from the Register letter will be sent. The warning of removal from the Register letter explains what areas the osteopath needs to address within the 28-day period to avoid removal from the Register.

All CPD activities undertaken should be relevant to your professional work as an osteopath and it is a matter for your professional judgement to decide what is appropriate. While the GOsC reserves the right to challenge an osteopath's choice of activities, this is only likely to happen if an activity does not obviously meet the purpose or spirit of the CPD scheme.

The number of hours claimed for CPD activities should be reasonable and not exaggerated as this will also lead to challenge from the GOsC.

In deciding whether a CPD activity is acceptable, you should consider the resources available on the GOsC CPD website at: [cpd.osteopathy.org.uk](http://cpd.osteopathy.org.uk) and specifically those resources which have been drafted on [how to do your CPD](#)

### **What information you need to record during the CPD cycle**

You will need to keep a record of your CPD. This includes all the practical details to do with the activities you have done, namely:

- the date and location
- what you did/summary of the activity
- the type of activity
- how much of it was learning with others and/or by yourself.

You also need to keep a record of the OPS themes you have covered and your reflections on your CPD activities and how these reflections have informed your practice.

You also need to keep evidence of the activities you have completed. For example, you might want to keep notes of a group practice discussion as well as certificates from courses you have attended.

## What information osteopaths need to provide annually

Each year you will be required to complete an annual renewal of registration form. As part of this process you will need to make a declaration about the CPD activities you have undertaken in the previous 12 months (see figure 1 below for an example of an annual renewal form). For those osteopaths who were on the GOsC's previous CPD scheme, note that you will no longer need to submit an annual CPD summary form.

**Figure 1: Example of an annual renewal form**

### Example of a completed form

Here is an example of what a completed annual renewal of registration form might look like.

Confirm that you hold continuous professional indemnity insurance and give the name of your insurer

Confirm your health and fitness status

State how many of the hours you have done in the past year are 'learning with others'

Insert the number of hours of CPD you have done over the past year

#### Declarations

By completing this form I declare that all information supplied in support of my application to re-register with the GOsC is, to the best of my knowledge, accurate and true. I understand that the Registrar may take steps to verify any information supplied by me.

**Indemnity insurance**

Section 37 of the Osteopaths Act 1993 and the GOsC (Indemnity Arrangements) Rules Order of 2015 require all osteopaths to hold an adequate indemnity arrangement.

It is your responsibility to ensure that you hold continuous professional indemnity insurance cover at all times. If your practising status changes, for example to non-practising, or you return to practice, you must contact the GOsC so that your registration status can be updated on the Register. You should also contact your insurance provider to advise them of the change in your registration status so that they can arrange run-off cover insurance if you become non-practising, or reinstate full insurance cover when you return to practice.

Please click the declaration statement to confirm that you have cover. Please be aware that you may be randomly selected for an audit, where you will be required to send us proof of your insurance.

I declare that I hold an indemnity arrangement which meets the GOsC (Indemnity Arrangements) Rules Order of 2015. My insurer is:

Please Select

#### Health and fitness

Do you have any medical conditions, either physical or mental, which might jeopardise the wellbeing of patients whom you may treat or other fellow health care professionals? Do you have an ongoing medical condition, either physical or mental that requires regular medical review?

Yes  No

#### CPD

You are required, over 3 years, to undertake 90 hours CPD of which a minimum of 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 Osteopathic Practice Standards, 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 which  hours are in the category of learning with others.

**I have undertaken activities which cover:**

- Osteopathic Practice Standards Theme A
- Osteopathic Practice Standards Theme B
- Osteopathic Practice Standards Theme C
- Osteopathic Practice Standards Theme D
- Objective activity
- Communication and consent
- I have identified my peer
- I have completed and recorded my peer discussion review

Confirm your character status

Tick which OPS themes are relevant to the activities you have done in the past year (and only the past year)

Tick which of these you have done in the past year (not so far in your cycle)

Source: Your Guide to the CPD Scheme p10

- **What osteopaths need to declare on the annual renewal of registration form**

Each year you will be asked to declare:

- The number of hours of CPD you have completed.
- The number of hours of CPD you have undertaken that involved 'learning with others'.
- Which of the four themes of the Osteopathic Practice Standards (OPS) you have covered. For each year of the cycle, including year three, you only need to tick the themes you have covered, so you don't need to tick all four themes in year three, as long as you've ticked each of them at least once by year three.
- Whether or not you have completed an objective learning activity.
- Whether or not you have completed a communication and consent activity.
- Whether or not you have identified your Peer Reviewer to carry out your Peer Discussion Review (it is a good idea to identify your Peer Reviewer within the first year of the scheme if you can).
- Whether or not a final Peer Discussion Review has been fully completed: You need to complete a Peer Discussion Review towards the end of your three-year cycle. A Peer Discussion Review is a structured conversation with an osteopath or other health professional in which you confirm, and discuss how, you have completed all the elements of the scheme.

### **What might be considered as evidence for CPD records?**

You will need to continue to keep a record of your activities, including evidence of the activities that you have undertaken (see Table 1 for examples).

Evidence should also include a statement for each CPD activity, known as a reflective record, outlining what the activity entailed and the impact it had on your practice. This could be the write-up from your online CPD Diary in the **o** zone, if you have chosen to use that method, or some other record. For example, you may wish to use the activity reflection templates available in our dedicated [Keeping CPD records workbook, see page 19](#). The method you choose to maintain your record will be your choice. A completed example of a reflective record template is outlined in Figure 2 on page 8).

For examples of CPD activities and the supporting evidence needed, please see Table 1. This is not intended as an exhaustive list.

The term reflective record used in Table 1 refers to recording:

- a. What was the impact or significance of the CPD activity?
- b. How has the CPD activity contributed to your practice?

You may find it useful to look at the completed CPD activity record template in the [Keeping CPD records workbook, see page 15](#).

**Figure 2: example of a CPD activity record statement**

<b>Activity:</b> Lecture/workshop and subsequent study	<b>Date:</b> 9.1.19
<b>Subject:</b> Review of orthopaedic testing of the shoulder and upper limb and an overview of current surgical interventions for common orthopaedic conditions.	
<b>Learning with others:</b> 2 hours	<b>Learning by oneself:</b> 2 hours
<b>Location:</b> The Anywhere Hotel, and subsequently my home.	

## Relevance to practice

### What was the activity?

This was a lecture and workshop from two local orthopaedic surgeons who presented on common conditions of the shoulder and upper limb, clinical testing of these and how they might be addressed surgically. Subsequently, I reviewed the anatomy of these areas using my anatomy app and reviewed further orthopaedic testing.

### What was the impact/significance of the activity?

This was a helpful overview and revision of orthopaedic testing of the shoulder and upper limb. It's now some years since I studied this formally, and it was good to see the tests carried out by another professional, and their interpretation of these. It was useful, too, to hear how surgical interventions have developed over the past 10 years, and the relative risks and benefits of these from a surgeon's perspective. During the workshop element there was a chance to discuss clinical cases with other professionals (GPs and physiotherapists, as well as osteopaths), and it was reassuring to hear how others approach patients with these conditions and manage the uncertainty within clinical practice.

### How has/will the activity contribute to your practice?

Having been inspired by the presentation, I further reviewed the anatomy of the shoulder and upper limb, researched orthopaedic conditions, looking at a number of patient information resources available online, for example: [www.ouh.nhs.uk/shoulderandelbow/information/documents/JRFinal2010poster.pdf](http://www.ouh.nhs.uk/shoulderandelbow/information/documents/JRFinal2010poster.pdf) and <https://modalitypartnership.nhs.uk/self-help/conditions/articles/shoulderpain/treatment>. This has ensured that I am able to discuss treatment options fully with patients and ensured that the advice I give is consistent with current thinking. It has also helped me to appreciate where my own interventions fit within the broader choices available to patients.

**Source:** Keeping CPD records workbook p19



**Table 1: Examples of CPD activities/evidence**

<b>CPD activity</b>	<b>Description</b>	<b>Learning category</b>	<b>Examples of evidence for your CPD records</b>
Objective activity eg case-based discussion, patient feedback, peer observation, clinical audit, Patient Reported Outcome Measures (PROMs)	An objective activity is where you seek external objective feedback about your practice and then analyse and reflect on this to show how it has informed your practice or CPD	Learning with others or by oneself	<p>Reflective record on learning, on how the CPD activity informed practice</p> <p>Copies of relevant documents, for example:</p> <ul style="list-style-type: none"> <li>• Objective activity reflection sheet</li> <li>• Case-based discussion template</li> <li>• Clinical audit spreadsheet</li> <li>• Clinical audit report template</li> <li>• Patient feedback questionnaire information sheet</li> <li>• Patient feedback questionnaire</li> <li>• Patient feedback input sheet</li> <li>• Patient feedback analysis template</li> <li>• Peer observation template</li> <li>• PROMs NCOR Report</li> <li>• PROMs report template</li> </ul>
Communication and Consent	Main focus/partial focus (eg this could be CPD solely focused on communication and consent or CPD that may have featured communication and consent as part of the activity)	Learning with others or by oneself	<p>Reflective record on learning, on how the CPD activity informed your practice</p> <p>May include certificate of attendance or CPD Reflection form</p>

Peer Review Discussion (PDR)	A structured conversation with your Peer Reviewer who could be an osteopath or other health professional in which you confirm, and discuss how, you have completed all the elements of the scheme.	Learning with others	Reflective record on PDR <a href="#">Completed PDR template form in CPD record,</a>
Structured osteopathic training courses	Osteopathic training that benefits your professional practice	Learning with others	Reflective record on learning, on how the CPD activity informed practice Certificate or other proof of attendance, study notes
Structured non-osteopathic training courses	Training in non-osteopathic subjects that will advance your professional work as an osteopath	Learning with others	Reflective record on learning, on how the CPD activity informed practice Certificate or other proof of attendance, study notes
Lectures	Attending lectures related to your professional work as an osteopath	Learning with others	Reflective record on learning, on how the CPD activity informed practice Proof of attendance, lecture notes
Group or practice meetings	Discussion focused on a specific area of practice	Learning with others	Reflective record on learning, on how the CPD activity informed practice Signed declaration of attendance or meeting notes
Higher Education	Further qualifications such as BSc, MSc, PhD or Post-graduate Diploma.	Learning with others or by oneself	You need to indicate how specific sections of your course of study advance your professional work as an osteopath Study notes, research and other material produced in relation to this course should be included in your CPD records

Teaching/ mentoring/ tutorials	Production of educational materials, such as lesson plans and lecture notes, which have advanced your own professional work as an osteopath; group discussions	Learning with others or by oneself	Reflective record on learning, on how the CPD activity informed practice Copy of educational materials produced Record of discussions
Publishing	Production of a publication in relation to your professional work as an osteopath	Learning with others or by oneself	Reflective record on learning, on how the CPD activity informed practice Copy of article, paper, journal, book
Distance learning	Learning delivered using means such as correspondence, television, telephone, email, etc	Learning with others or by oneself	Reflective record on learning, on how the CPD activity informed practice Certificate or other proof of completion, study notes
Reading and reviewing publications	Reading and reviewing articles, papers, journals and books in relation to your professional work as an osteopath	By oneself	Reflective record on learning, on how the CPD activity informed practice Review of text, summary notes or evidence of practical application
Internet research	Research conducted via the Internet in relation to your professional work as an osteopath	By oneself	Reflective record on learning, on how the CPD activity informed practice Review of text, summary notes or evidence of practical application

### **How will I know if the GOsC wants to verify any of my CPD activities?**

If you have been randomly selected as part of the verification and assurance sample, the GOsC will contact you in writing (most likely by email) setting out what information is required in order to verify your CPD activities. The GOsC will ask you to provide evidence, to help us verify the activities that you have undertaken. The evidence you have can be submitted electronically or by post.

If we require additional information, we will set out what this is in writing to you. When we are satisfied that the activities recorded meet the requirements of the scheme, we will write to you again to confirm that you have met the requirements of the CPD scheme

### **Further information**

Visit the CPD website at: [cpd.osteopathy.org.uk](http://cpd.osteopathy.org.uk). If you have any queries about this guidance or CPD in general, please get in touch.

### **Contact us**

[newcpd@osteopathy.org.uk](mailto:newcpd@osteopathy.org.uk)

+44 (0)20 7357 6655