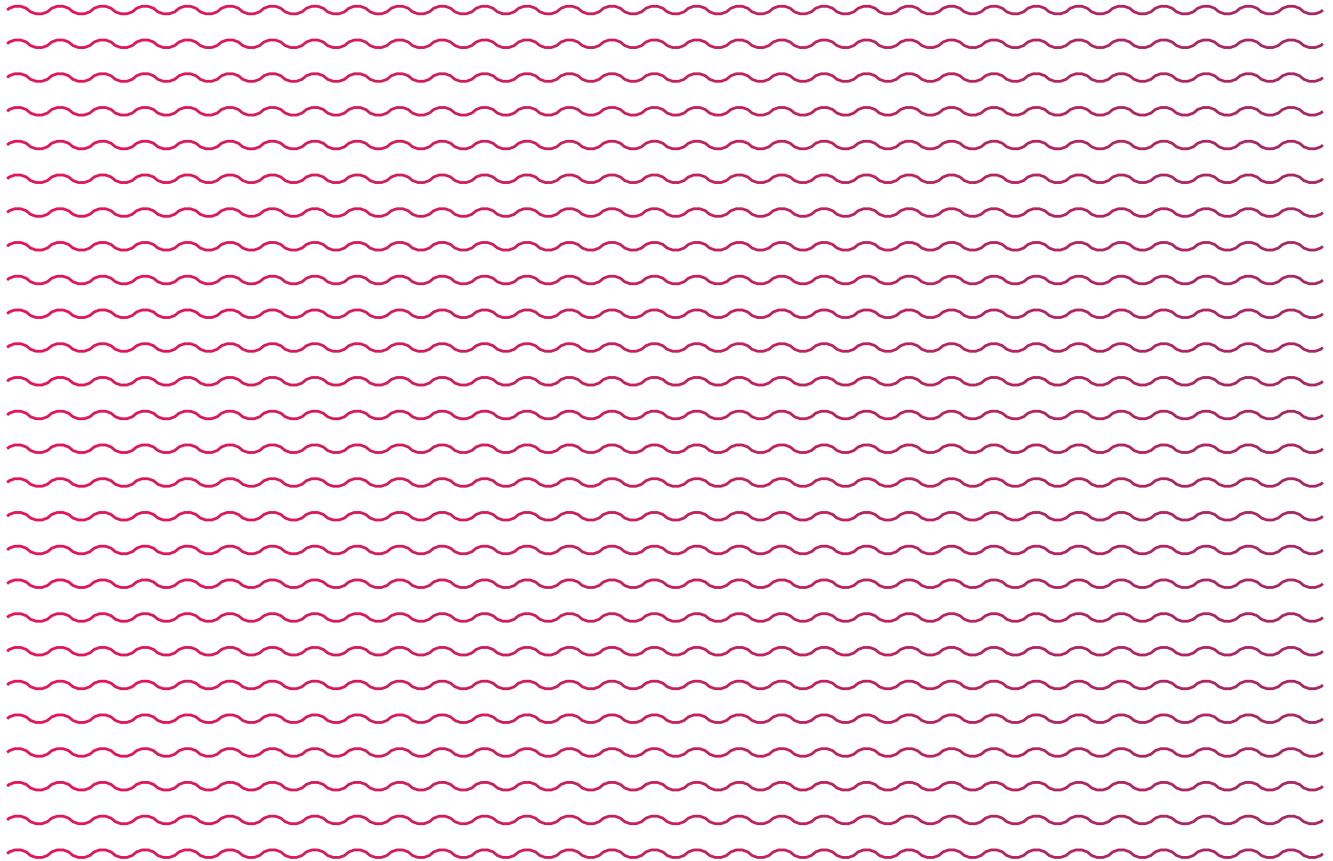


Continuing Professional Development:

proposals for assuring the continuing fitness
to practise of osteopaths



DRAFT

CPD Guidelines



General
Osteopathic
Council

February 2015

Acknowledgements

We gratefully acknowledge the help, support and advice from the following osteopathic groups that greatly contributed to the CPD Guidelines and the case studies:

Belfast Pathfinder Group – Kathryn De Fleury (lead), Ben Jarvie (lead), Deborah Jarvie, Ralph McCutcheon, Maeve McGowan Kennedy, Paul McQuade, Donal O'Reilly, Neil Perkes and Ronan Tiffney.

Carlisle Pathfinder Group – Navin Arora (lead), Stephen Bolger, Lucy Crow, Adam Hill, Anna Lang, Julian Leask, Richard Lloyd, Alison Munford and Margaret Towson.

London Pathfinder Group – Mark Andrews, Janet Bell, Manmohan Birdi, Jeremy Buck, Jane Langer, James Martin, John Miller, Steve Morris, Martin Pendry, Keith Sparling, Paul Teale and Caroline Weber.

Lymm Pathfinder Group – Suzette Pulman (lead), Bernie Cordwell, Jason Gaskill, Neil Harrison, Stuart Hale, Darren Hayward, Anita Hewett and Ian Trotter.

We are grateful to the Council of Osteopathic Educational Institutions, the Institute of Osteopathy, the Osteopathic Alliance and the Regional Communication Network leads across the UK for helping to shape these proposals.

We are grateful also to the patients who took part in dedicated focus groups to help us to test out and challenge our thinking about how best to ensure that osteopaths demonstrate they are up to date and fit to practise.

Our thanks to the members of the revalidation inter-regulatory group and the Professional Standards Authority for their support, questions and advice.

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Introduction

This guidance supports osteopaths in meeting the General Osteopathic Council (GOsC) Continuing Professional Development (CPD) scheme requirements. The CPD scheme provides assurance of continuing fitness to practise for every osteopath on the statutory Register, by encouraging osteopaths to develop their practice as members of a community of learning.

Culture

HELPING YOU EXPLORE YOUR OSTEOPATHY WITHIN A SUPPORTIVE COMMUNITY

The CPD scheme is designed to promote engagement, discussion and 'learning communities' within osteopathy, putting patients at the heart of osteopathy, thereby ensuring high quality patient care and patient safety.

This approach requires osteopaths to participate fully and show interest in CPD activities, helping colleagues to feel valued and promoting discussion about practice. It relies on:

- a respectful environment where colleagues can share details of their practice with honesty
- the skills to give and receive constructive feedback
- demonstrating attitudes of curiosity and the ability to learn from every encounter with colleagues
- valuing the new knowledge and insights that colleagues and patients can bring.

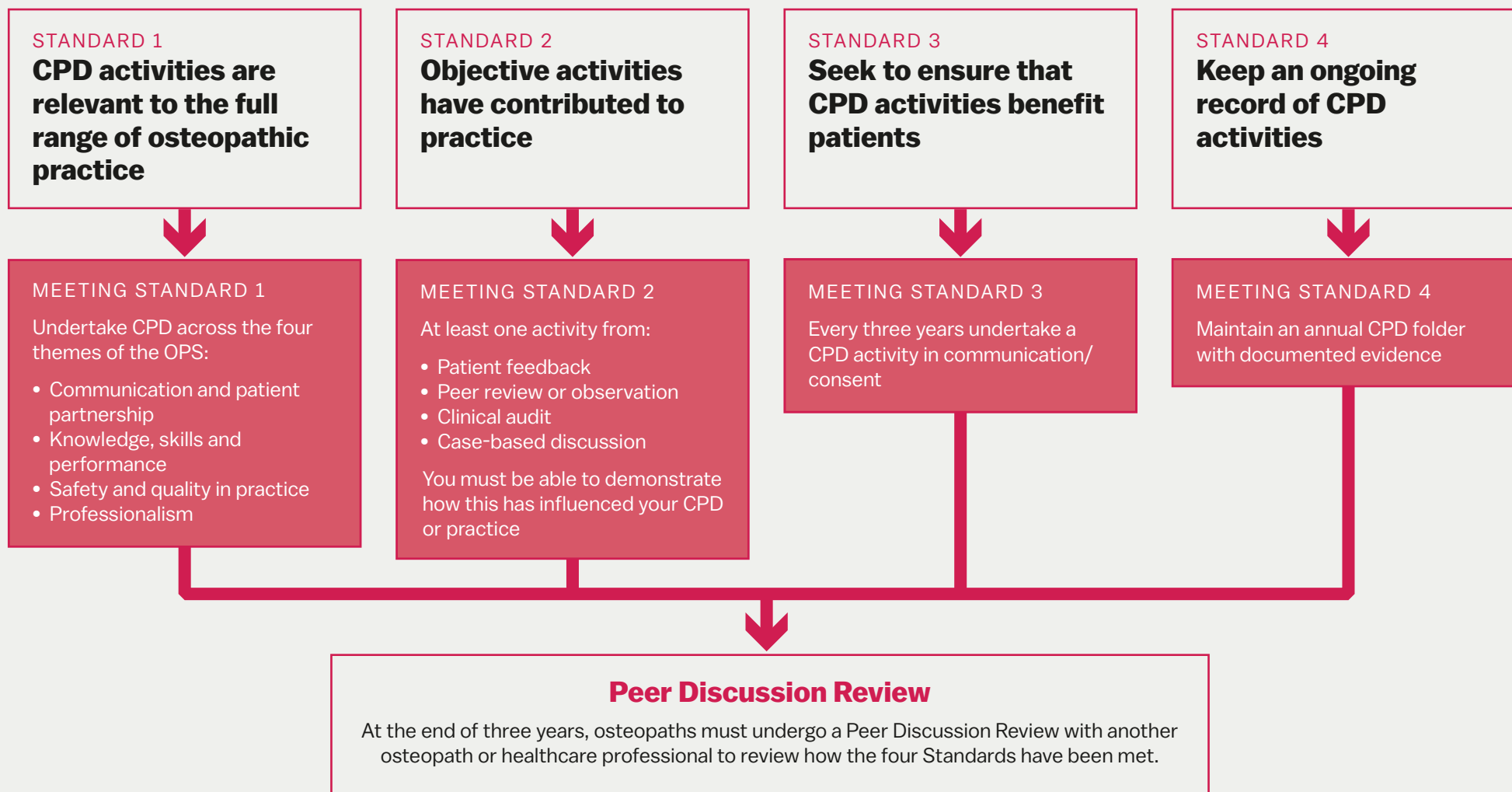
We want to create a culture where osteopaths are empowered to:

- inspire and influence others through the shared aim of creating benefits for patients, practitioners and colleagues both within and outside the osteopathic profession
- be alert to changes in society and other health practices, and in the delivery of healthcare, and ensure that the services osteopaths deliver are meeting ever-changing expectations, supporting effective collaboration and putting patients at the heart of care
- develop and maintain excellent interpersonal skills and understand the impact on others of the practitioner's emotions and behaviours.

Figure 1

Structure of
the CPD Scheme

Osteopaths should meet four CPD standards within a total of 90 hours CPD over three years (30 hours each year).
Of the 90 hours, at least 45 must be 'learning with others'.



What is the CPD scheme?

The CPD scheme for osteopaths is illustrated in **Figure 1**.

In order to provide assurance of continuing fitness to practise, the CPD scheme requires:

- a. A three-year cycle of 90 hours of CPD, which is primarily self-directed. This must comprise a minimum of 45 hours of CPD ‘learning with others’¹ (equivalent to an annual requirement of 30 hours of CPD, including 15 hours learning with others).
- b. CPD must include:
 - at least one objective activity that informs the overall CPD process – such as peer observation, patient feedback, clinical audit or case-based discussion
 - at least one CPD activity in the areas of communication and consent
 - CPD activities in each of the areas of the *Osteopathic Practice Standards* – communication and patient partnership; knowledge, skills and performance; safety and quality; and professionalism
 - a Peer Discussion Review towards the end of the three-year cycle, which provides an opportunity to discuss practice and CPD and to confirm that all the scheme’s required elements have been completed and CPD Standards (see below) have been achieved.

Compliance with the requirements of the three-year cycle will mean an osteopath has demonstrated the necessary CPD standards and can move into the next three-year cycle.

Table 1
The CPD Standards

CPD Standard 1 Range of practice	Demonstrate that CPD activities are relevant to the full range of osteopathic practice.
CPD Standard 2 Quality of care	Demonstrate that objective activities have contributed to practice and the quality of care.
CPD Standard 3 Patients	Demonstrate that the registrant has sought to ensure that CPD benefits patients.
CPD Standard 4 Folder	Maintain a continuing record of CPD.

1 Learning with others: any relevant activity that involves interaction with other osteopaths, healthcare practitioners or other professionals.

What constitutes CPD?

CPD is any activity that maintains, enhances and develops osteopathic professional practice. CPD includes any learning undertaken by an osteopath and can include courses, seminars, practical sessions, e-learning, reading, research, individual study and any other activities that can advance practice. Undertaking CPD is an ongoing aspect of professional practice.

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. So, 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 a three-year period, osteopaths with management responsibilities should be able to demonstrate balanced CPD in this area.

The CPD process – submitting information to the GOsC

Each year, as part of the re-registration process, osteopaths will submit a self-declaration which confirms the number of hours of CPD undertaken and reports which of the mandatory activities have been covered. The Example CPD Cycle provided in **Table 2** offers guidance on how the scheme can be undertaken and the feedback that the GOsC will provide throughout the cycle.

It is important that all osteopaths should aim to undertake the appropriate amount and balance of CPD for each year of the cycle.

It is only necessary that **all** the requirements are completed by the **end of each three-year cycle** in order to move into the next cycle.

The example in **Table 2** illustrates how someone might choose to spread the mandatory requirements across the whole of the three-year cycle, as part of their usual self-directed activities. Some osteopaths may choose to undertake all their mandatory activities in Year 1.

Osteopaths should take steps to ensure that they meet all the requirements by the end of Year 3. If it becomes apparent that exceptional circumstances will prevent an osteopath complying, the GOsC should be notified by the osteopath as soon as possible during the CPD cycle, along with documentary evidence and an application to extend the endpoint of the CPD cycle.

Table 2

Example of a CPD Cycle

Cycle 1	CPD hours	Required activities	Annual feedback from GOSc
Year 1	30 hours of CPD (15 hours learning with others).	Objective activity, analysis and reflection, plus other self-directed activities	<p>If all activities have been completed, osteopaths will receive positive confirmation from the GOSc.</p> <p>If all activities have not been completed, osteopaths will receive a notification and an indication of the percentage of osteopaths who have complied.</p>
Year 2	30 hours of CPD (15 hours learning with others).	CPD in consent and communication, plus other activities	<p>If all activities have been completed, osteopaths will receive positive confirmation from the GOSc.</p> <p>If all activities have not been completed, osteopaths will receive a notification and an indication of the percentage of osteopaths who have complied. Osteopaths will also receive a warning that if they do not comply with the scheme by the end of Year 3, they are at risk of being removed from the Register for non-compliance (as is the case in the current scheme).</p>
Year 3	30 hours of CPD (15 hours learning with others). CPD in all themes of the OPS.	Peer Discussion Review completed, plus other activities.	<p>If all activities have been completed, osteopaths will receive positive confirmation from the GOSc that they have successfully completed CPD cycle 1 and have moved into CPD cycle 2.</p> <p>If all activities have not been completed, osteopaths will receive a warning that if they do not comply with the scheme within 28 days, they are at risk of being removed from the Register (as is the case in the current CPD scheme).</p>

The Peer Discussion Review

Towards the end of the CPD cycle (normally during Year 3), all osteopaths must undertake a Peer Discussion Review in order to complete the CPD cycle and move into their next CPD Cycle.

A Peer Discussion Review is a structured formal conversation with a colleague or other health professional, either locally or through arrangements put in place by educational institutions, regional groups or advanced practice societies, a member of the Osteopathic Alliance, or with the GOSc.

During the conversation, the osteopath will discuss their osteopathic professional practice and their CPD activities to demonstrate that they have complied with the CPD scheme requirements and therefore meet the CPD Standards. The Peer Discussion Review should take around an hour to an hour-and-a-half to complete.

The Peer Discussion Review provides the opportunity for a respectful and supportive conversation about practice.

Separate guidelines supporting the Peer Discussion Review process is available. The *Peer Discussion Review Guidelines* contain:

- information about how the Peer Discussion Review works
- frequently asked questions
- a structured template to guide the discussion.

The IT system

It is likely that online submissions will be fully automated to facilitate the provision of appropriate feedback and quality assurance for all.

GOSc audit

Audit is likely to take place as follows:

- at the end of each year, the GOSc IT system will provide automated feedback to osteopaths, advising them whether or not they are on track for their three-year CPD cycle.
- the GOSc system will automatically audit submissions at the end of the CPD cycle to ensure that a minimum of 90 hours of CPD (including 45 hours of learning with others) has been undertaken and a Peer Discussion Review has been satisfactorily completed. Only then can an osteopath move into the next CPD cycle.
- a sample of CPD folders and Peer Discussion Review forms will be audited. This is likely to comprise a percentage of Peer Discussion Reviews undertaken by individuals and a percentage of Peer Discussion Reviews conducted under the auspices of organisations such as regional groups, educational institutions, advanced practice organisations, members of the Osteopathic Alliance or other CPD providers.

Quality assurance

Audit provides a level of quality assurance by checking compliance with the CPD scheme.

Resources to support the quality of the Peer Discussion Review process is also available. These include online training for conducting Peer Discussion Reviews. The templates to be completed as part of the Peer Discussion Review process have been designed so that they enable the participants to 'walk through' the process, with the same questions being discussed and the same guidance being applied by all.

Organisations may put in place their own mechanisms of training and quality assurance.

Osteopaths will need to retain in their folders any documentation relating to incomplete Peer Discussion Reviews.

Supplementary resources

These resources provide additional guidance and examples of how osteopaths might undertake the mandatory elements of the CPD scheme. They are available at: <http://cpd.osteopathy.org.uk>, and include:

