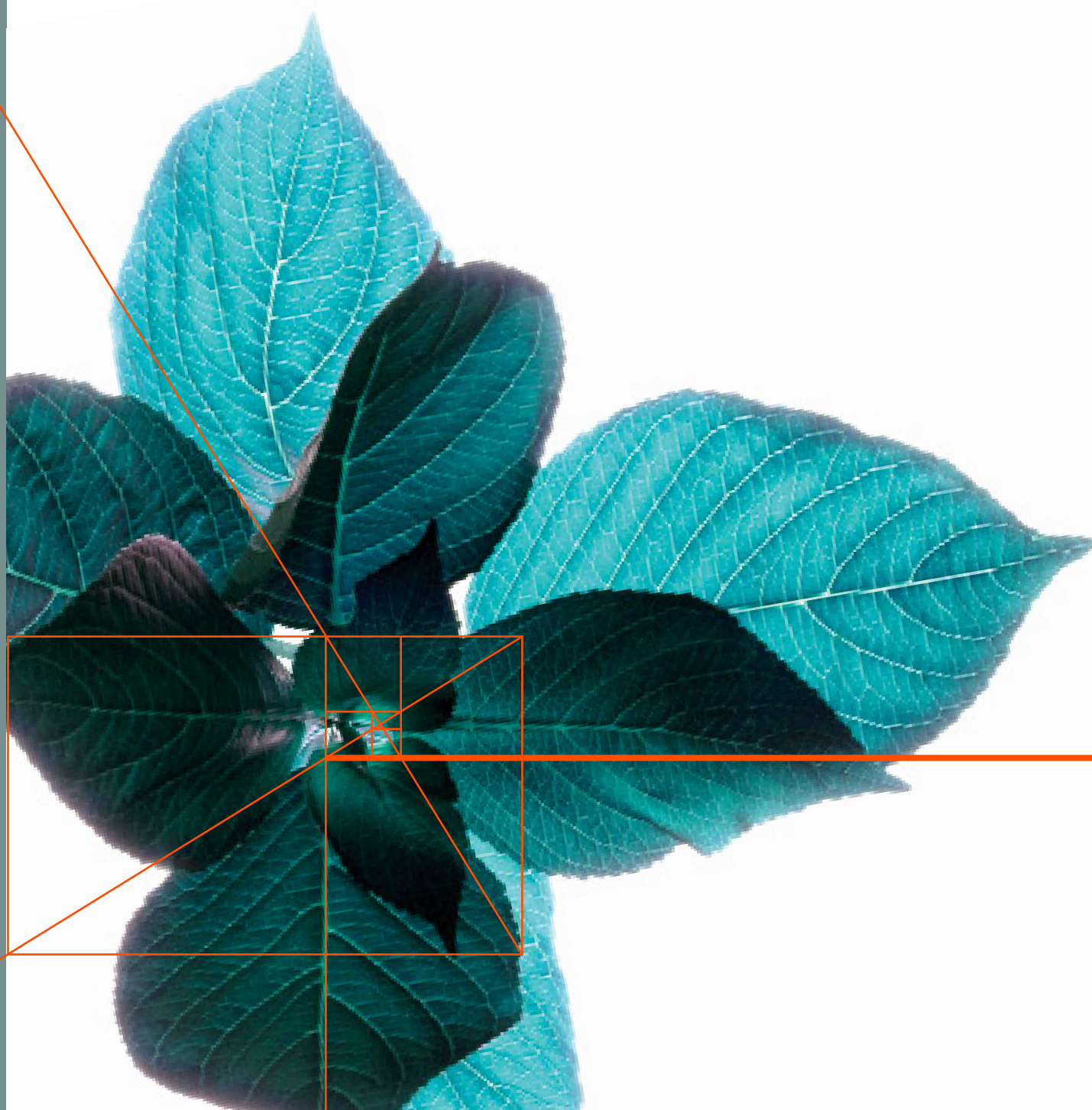




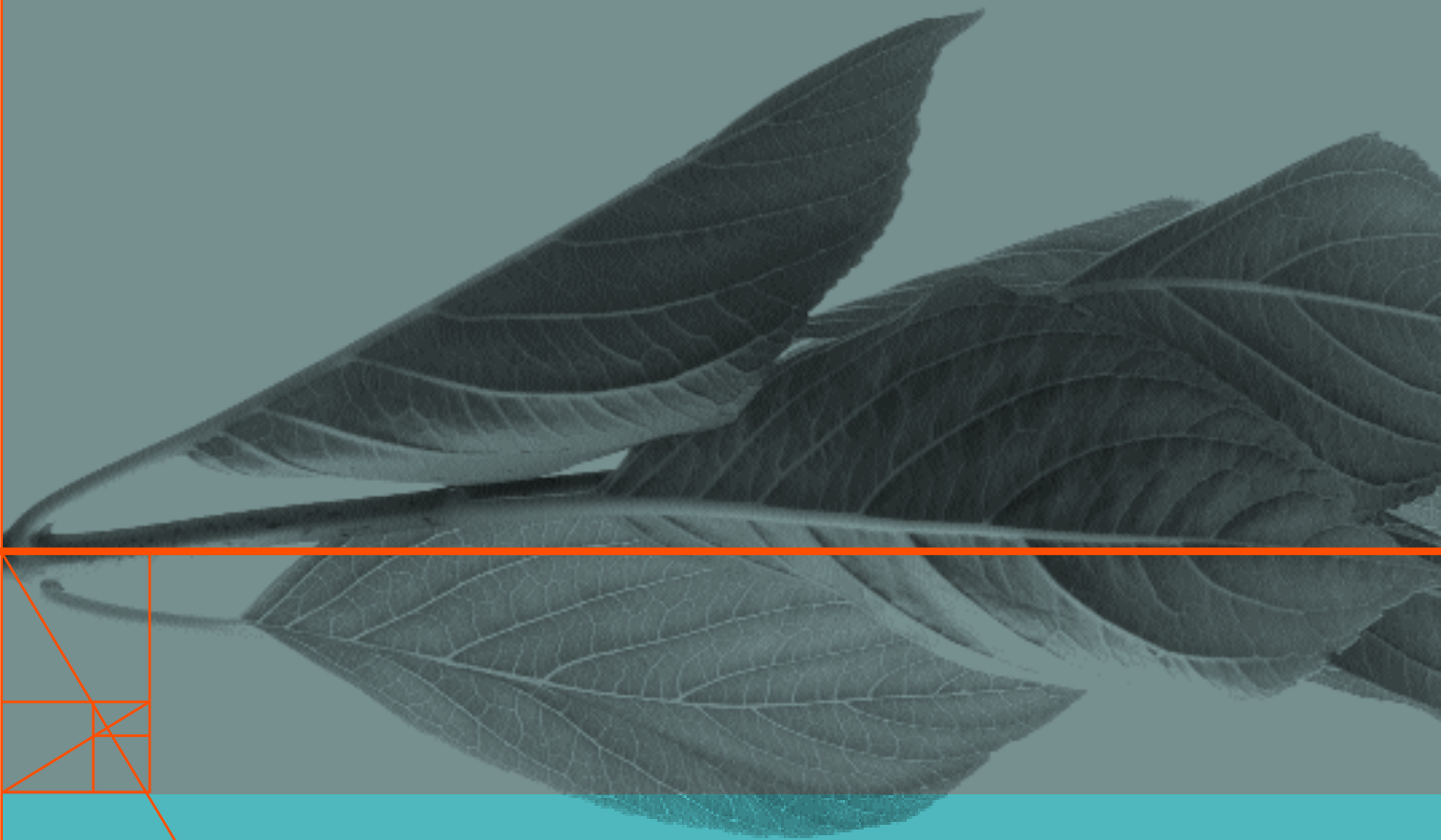
Continuing professional development


guidelines for osteopaths



Continuing Professional Development (CPD) is undertaken with the aim of maintaining and enhancing your professional work.

It is a pathway to forming knowledge, the basis of future development and career progression. Identifying strengths and weaknesses, CPD is about dedicating the time to look at where you are, where you want to be and how you are going to get there.






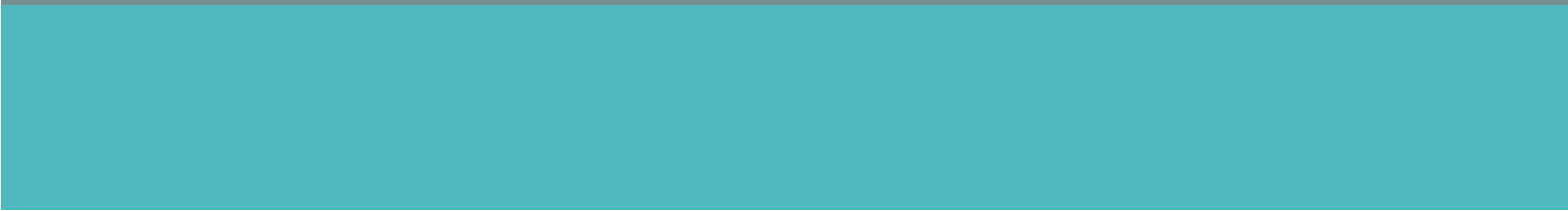
It is an important part of professional life to continue to learn and develop in order to maintain and enhance professional standards of practice. This is especially important for healthcare professionals whose actions may have direct consequences for their patients. With this in mind, the General Osteopathic Council (GOsC) has introduced mandatory Continuing Professional Development (CPD) for all osteopaths who register with the Council.

The CPD scheme for osteopaths was developed over a number of years, through extensive consultation with the profession and research into best practice in other professions, including healthcare.

Here we provide an outline of the CPD scheme and guidance on meeting the requirements. Although it is extremely difficult to produce succinct guidelines that address everyone's concerns, we hope this document will help you in making CPD an integral and valued aspect of your professional work as an osteopath.



If you have any difficulty reading this document, contact the GOsC Development Department on +44 (0)20 7357 6655 ext. 238 or email: cpd@osteopathy.org.uk for further assistance.





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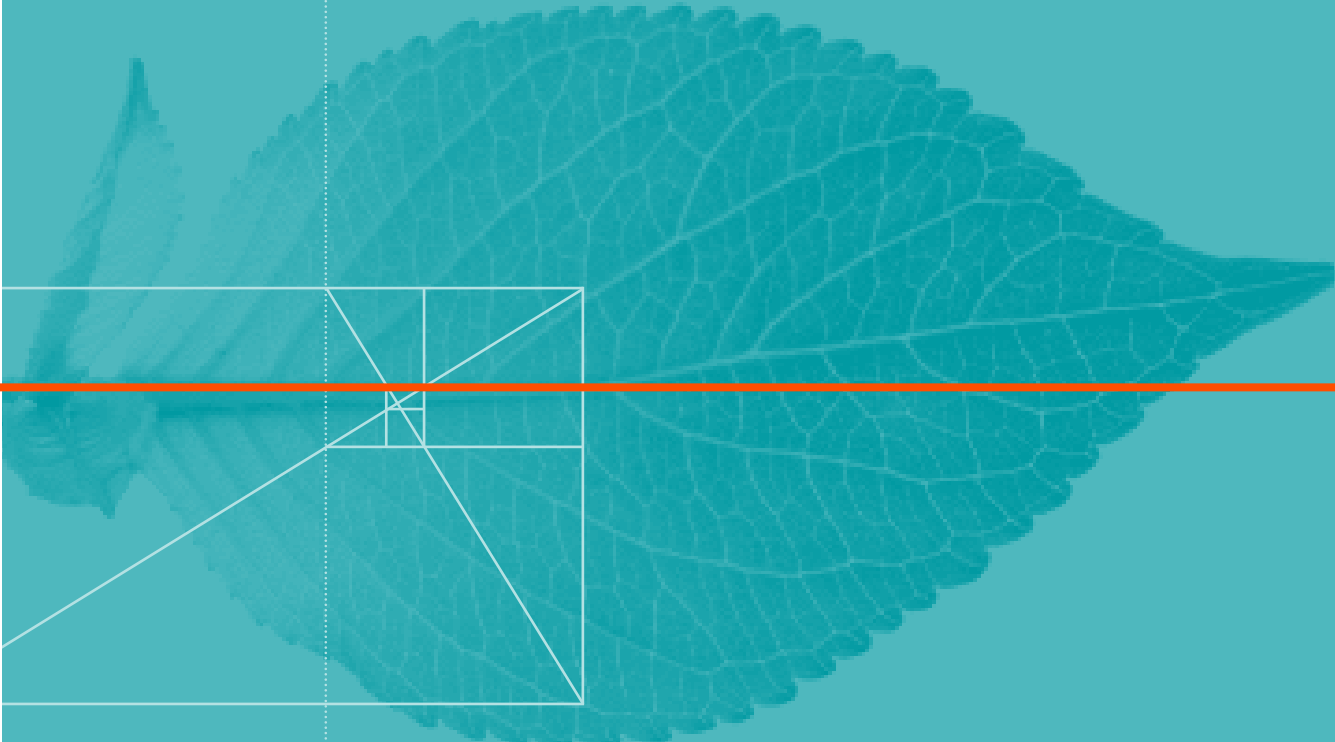
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01 What is Continuing Professional Development?





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.

For the purpose of the General Osteopathic Council (GOsC) scheme, CPD is defined as any learning undertaken by an osteopath – such as lectures, seminars, courses, practical sessions, individual study or other activities – that can reasonably be expected to advance his/her professional development or contribute to the development of osteopathy. An important aspect is that this learning should be applied to an osteopath's professional work.

We all have different backgrounds and learning experiences, and you are best placed to identify your own professional strengths and weaknesses, knowledge and skills gaps, and short- and long-term goals. You are also the best person to decide how to address these through setting your own professional aims and objectives. CPD offers an opportunity to take time to look at where you are currently in your professional life, where you want to be in the future, and how you are going to achieve this.

1.1 Why should I undertake CPD?

Benefits for patients:

- Improvement in the quality of the osteopathic care provided, arising from the continuing enhancement of the practitioner's knowledge and skills.
- Reassurance that the osteopath is keeping up to date with practice.
- Increasing confidence in the professional abilities of the osteopath, leading to improved patient/practitioner relationships.

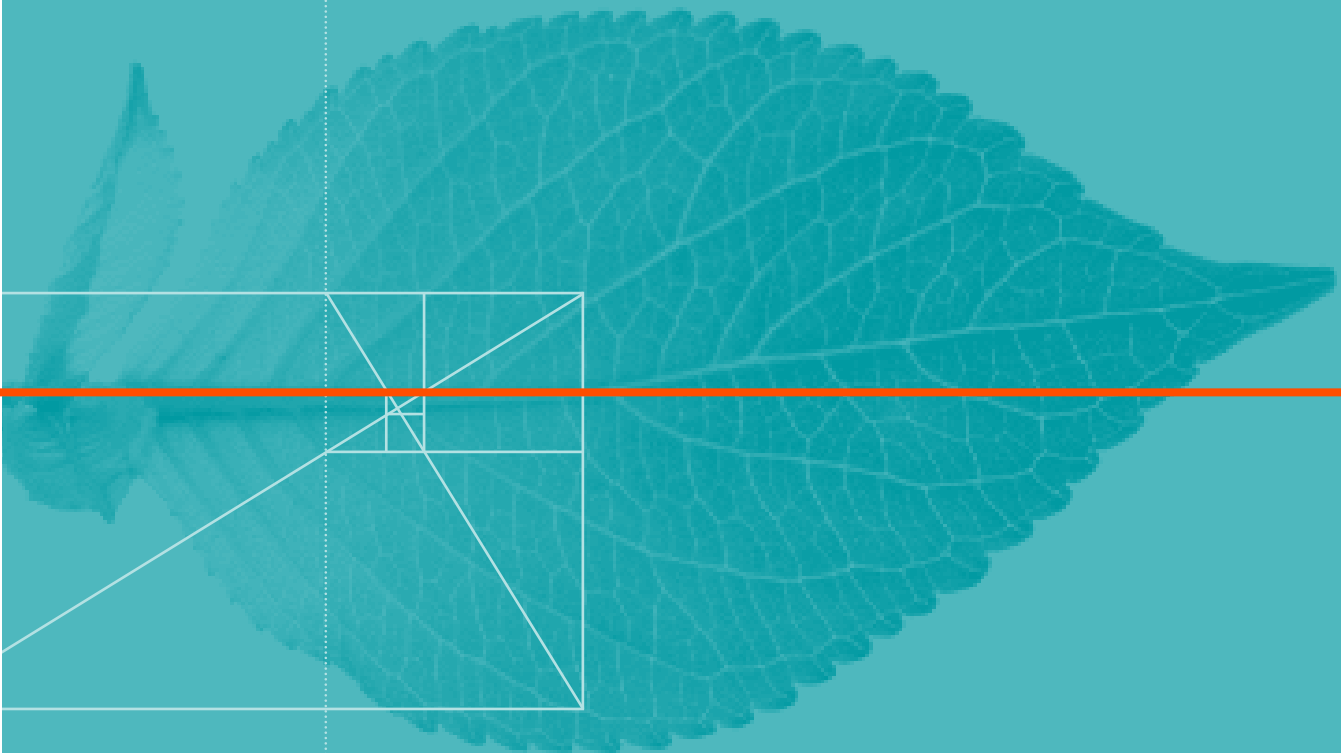
Benefits for you:

- Greater esteem for the profession in the eyes of the general public and other healthcare professionals, leading to an increase in patient numbers both directly or by referral.
- An opportunity to focus on and plan your career.
- Evidence of continuing competence and key achievements.
- Development of new knowledge and skills.
- Improved professional relationships with osteopathic colleagues and other professionals.
- Increased job satisfaction.
- Greater awareness of developments in the field of osteopathy.

Benefits for the osteopathic profession:

- Greater sense of professional awareness.
- Potential improvement in the cohesion of the profession.
- A demonstration to the public that osteopaths take seriously the enhancement of quality and safety in patient care.

> 02 CPD – the key points





The CPD process is defined by the General Osteopathic Council (Continuing Professional Development) Rules 2006. This document provides guidance on how to comply with these Rules. A brief summary of the key points of the CPD process, is provided below, with a fuller explanation given in subsequent sections.

See Section 3 The CPD Requirements, page 10 for further detailed information.

2.1 Ensure you are aware of your CPD requirements.

Within a 12-month period you are required to complete a minimum of 30 hours of CPD, of which 15 hours should be in the category *Learning with others*. Your CPD year begins and ends two months before your Renewal of Registration date. For example, if your Renewal of Registration date is in May, then your CPD period will begin on 1 March and end on the last day of February each year. Your CPD requirements for the forthcoming year will be sent to you annually along with your Renewal of Registration documentation.

See Section 3.10 The CPD Requirements – Deferral or waiver of the requirements, page 20 for further detailed information.

2.2 You must complete your CPD requirement in the specified period.

If you suspect you will be unable to meet these requirements for any good reason, you should contact the GOsC as soon as possible for advice. Any request for a reduction or waiver of CPD requirements must be submitted in writing. Such requests are considered on an individual basis and it must not be assumed that reduction or waiver is automatic.

See Section 3.9 The CPD Requirements – What evidence of CPD must I provide?, page 18 for further detailed information.

2.3 Ensure you keep a record of your CPD activities, in your CPD Record Folder.

You need to keep these records for at least five years.

See Sections 3.5, 3.9 and 3.11 of The CPD Requirements, pages 12, 18 and 20 for further detailed information.

2.4 Complete your annual declaration of compliance – the CPD Annual Summary Form – by the due date.

You may submit the form via the registrants section of the GOsC website: www.osteopathy.org.uk or a paper version may be requested from the Development Department. The due date for submission is one month after your CPD Year ends.

See Section 3.9 The CPD Requirements – What evidence of CPD must I provide?, page 18 for further detailed information.

2.5 CPD is a requirement of your registration.

Any delay in submitting your *CPD Annual Summary Form* may jeopardise the renewal of your registration and license to practise. Please note: your *CPD Annual Summary Form* is due in **one month before your Renewal of Registration date** to allow time for a review of your submission.

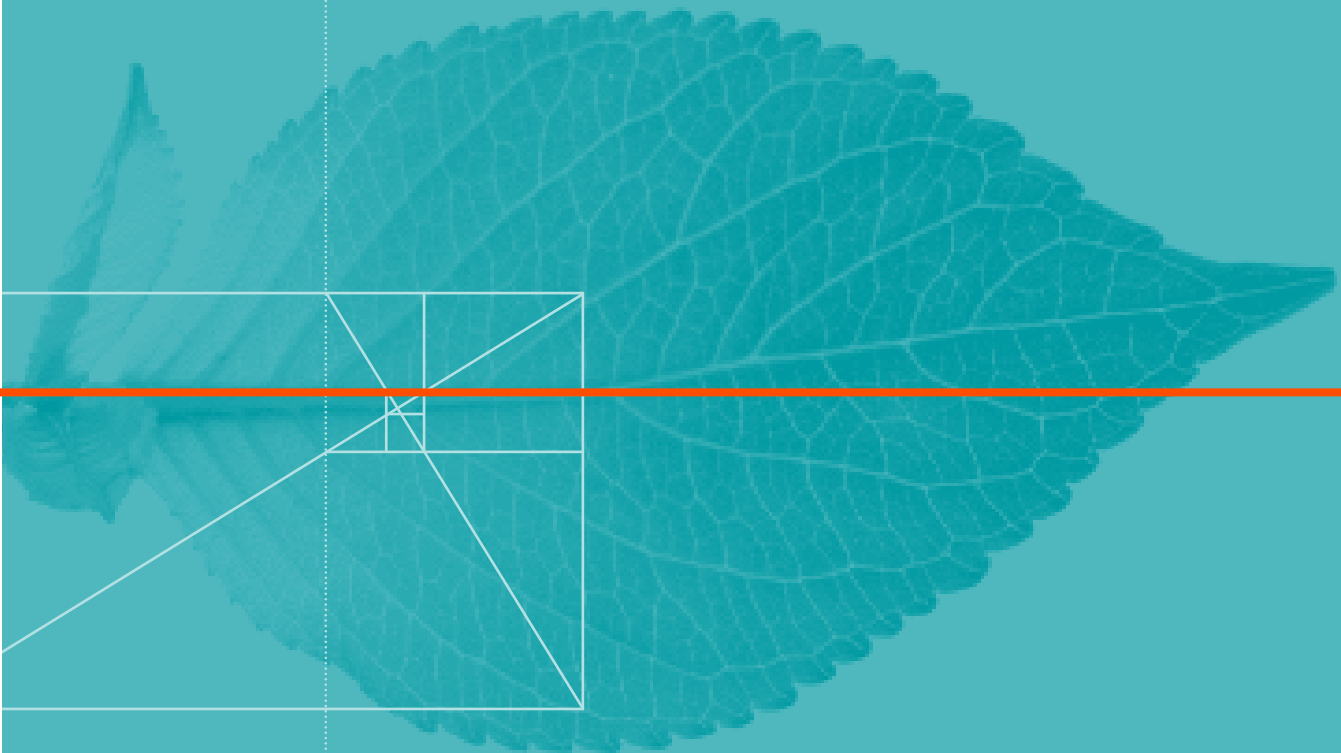
See Section 3.9 The CPD Requirements – What evidence of CPD must I provide?, page 18 for further detailed information.

2.6 You may be requested by the GOsC to submit a copy of the evidence contained in your CPD Record Folder.

This allows the GOsC to verify that the CPD claimed on your *CPD Annual Summary Form* has been completed.



03 The CPD requirements





3.1 Who is required to undertake CPD?

All osteopaths registered with the GOsC.

This includes those:

- in full-time practice
- in part-time practice
- practising overseas
- non-practising – including maternity leave, sabbatical or other circumstances.

If you are registered with the GOsC, you will be expected to meet your CPD requirements each year. It is important that you maintain and enhance your professional work as an osteopath, whether or not you are in full-time practice.

3.2 Who is exempt from the CPD Requirements?

If you have recently graduated with an osteopathic qualification.

The GOsC recognises that you have just completed an intensive course of osteopathic training, and need now to dedicate time and effort to establishing yourself in professional practice. You may also have limited financial resources, after funding course fees, repaying student loans or meeting expenses related to starting up a practice.

The GOsC does not wish to overburden you in this challenging initial stage of your career and, therefore, will waive your CPD requirements for your first ten months of registration, provided that you apply for registration within three months of gaining your qualification.

If you resign from the Register.

Only those on the GOsC Register are obliged to undertake CPD. However, if you resign from the Register with the intention of being reinstated at a later date (for example, you choose to work overseas for a few years), you are advised to continue to complete CPD during this period of absence.

This is because when you apply for reinstatement to the GOsC Register you will have to provide evidence that you have met the CPD requirement during the period you were not on the Register. In the event that you are unable to provide evidence of sufficient CPD activity, you will be required to undertake further CPD prior to reinstatement on the Register.

3.3 Restrictions on CPD activity

If you are suspended from the Register.

You are still required to undertake CPD if you are suspended from the Register, but there will be restrictions on the activities that you may undertake as CPD. During the period of your suspension you may not, without the prior agreement of the GOsC, engage in any activity that involves you in managing, treating or advising patients.

3.4 How much CPD am I required to complete?

Each year, you will need to complete a minimum of 30 hours of CPD. For the purpose of this process, CPD activities are split into two categories:

Learning by oneself – any relevant learning activity that does not involve other people.

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

A minimum of 15 hours of your CPD **must** fall within the category *Learning with others*. There is no minimum requirement for *Learning by oneself*, which means that you may choose to complete the full 30 hours with activities that fall within the category *Learning with others*.



3.5 What timescales apply?

CPD will be completed on a 12-month cycle, known as the CPD Year. Your CPD Year will commence and end two months prior to your Renewal of Registration date. It will always begin on the first day of the month in question. At the end of your CPD Year you will have a further month during which to complete and submit your *CPD Annual Summary Form* to the GOsC. Please refer to the table below for details of your CPD Year.

Table 1 – Your CPD Year

Renewal of Registration	CPD Year starts	CPD Year ends	Due date for return of <i>CPD Annual Summary Form</i>
January	1 November	31 October	30 November
February	1 December	30 November	31 December
March	1 January	31 December	31 January
April	1 February	31 January	28/29 February
May	1 March	28/29 February	31 March
June	1 April	31 March	30 April
July	1 May	30 April	31 May
August	1 June	31 May	30 June
September	1 July	30 June	31 July
October	1 August	31 July	31 August
November	1 September	31 August	30 September
December	1 October	30 September	31 October

Contact the GOsC Registration Department if you require further information about your Renewal of Registration date.

New graduates who apply for registration within three months of graduation will have their first ten months of CPD waived. The table below provides details of this waiver period. After this initial ten-month period, the timescales outlined in Table 1 apply.

Table 2 – First CPD Year for new graduates

Registration month	Start of waiver	End of waiver	Your CPD Year from then on
January	1 January	31 October	1 November – 31 October
February	1 February	30 November	1 December – 30 November
March	1 March	31 December	1 January – 31 December
April	1 April	31 January	1 February – 31 January
May	1 May	28/29 February	1 March – 28/29 February
June	1 June	31 March	1 April – 31 March
July	1 July	30 April	1 May – 30 April
August	1 August	31 May	1 June – 31 May
September	1 September	30 June	1 July – 30 June
October	1 October	31 July	1 August – 31 July
November	1 November	31 August	1 September – 31 August
December	1 December	30 September	1 October – 30 September



3.6 What activities are acceptable for CPD?

All CPD undertaken should be relevant to your professional work as an osteopath. The responsibility to choose CPD that is beneficial to your practice lies with you. Use your professional judgement to decide what is appropriate. The GOsC has the right to challenge your choice of activities, but this is only likely to occur if an activity does not obviously meet the purpose of the process, i.e. to maintain or enhance your professional work as an osteopath. You should not just randomly select activities in order to meet your CPD requirement.

To this end, you are encouraged to spend some time identifying your own aims and objectives for CPD. You may wish to address areas of relative weakness in your professional work as an osteopath, or enhance existing skills, pursue career goals or professional interests, and/or contribute to activities intended to benefit the profession as a whole. Please refer to Section 4.1 *Reviewing, reflecting and identifying your CPD learning needs*, page 23 for further details.

The CPD scheme allows flexibility to choose from a wide range of CPD activities, but it is important that these are suited to your needs. Bear in mind also that at least 15 hours of CPD must fall within the category *Learning with others*. Table 3 (opposite) offers examples of CPD activities you may wish to consider.

The CPD scheme for osteopaths is flexible, but in claiming CPD hours you should consider the following:

Hours claimed

The number of hours you claim for CPD activities should be reasonable. If the GOsC considers that the time claimed for an activity is exaggerated or unreasonable, this will be challenged. An example of this might be hours claimed for travelling to a course, or excessive hours claimed for reading a brief article.

Level of CPD activity

Consider carefully the level of a CPD activity you plan to undertake. Do not select activities that are unlikely to consolidate or enhance your existing knowledge and skills. When *Learning with others*, the knowledge level of the other person/people involved in the interaction should be appropriate for the activity being completed. For example, if you discuss anatomy with a patient who does not possess anatomical knowledge, this is likely to be a very limited learning and development opportunity for you.

Similarly, when using reference materials such as books, scientific papers, journals, websites, etc., consider the appropriateness of the level and the audience that they are aimed at.

Proportion and range of CPD activities

Consider the proportion and range of the CPD activities you undertake. Ultimately the purpose of CPD is to maintain and improve your professional ability as an osteopath. While there are a wide range of skills that help you to achieve this, the main focus of your CPD should be on osteopathy. Therefore, you should try to ensure a balance with other activities within a CPD Year and over the period of a number of years. For example, if you undertake a business course in a CPD Year, you should try to balance this with something that focuses more on an osteopathic skill.

CPD is also meant to help develop an osteopath as a whole across the range of their professional work, so continual focus on one narrow aspect of practice every year will not fulfil the purpose of the scheme.

Table 3 – Examples of CPD activities

The information below is a guide and is not intended to be a definitive list.

CPD activity	Description	Learning category	Examples of evidence for your CPD Record Folder
Structured osteopathic training courses	Osteopathic training that benefits your professional practice.	With others.	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.	With others.	Certificate or other proof of attendance, study notes.
Lectures	Attending lectures related to your professional work as an osteopath.	With others.	Proof of attendance, lecture notes.
Group or practice meetings	Discussion focused on a specific area of practise.	With others.	Signed declaration of attendance or meeting notes.
Higher Education	Further qualifications such as BSc, MSc, PhD or Post-graduate Diploma.	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 Record Folder.
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.	By oneself or with others.	Copy of educational materials produced. Record of discussions.
Publishing	Production of a publication in relation to your professional work as an osteopath.	By oneself or with others.	Copy of article, paper, journal, book.
Distance learning	Learning delivered using means such as correspondence, television, telephone, e-mail, etc.	By oneself or with others.	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.	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.	Review of text, summary notes or evidence of practical application.



3.7 How to decide whether a CPD activity is acceptable

Even with the best CPD schemes, there will be some uncertainty as to what is deemed an acceptable activity. In this section we offer some specific examples that may help you in planning your future CPD.

Delivery or enhancement of skills

If the activity simply involves the delivery of your professional knowledge and skills in your work as an osteopath, for example treating patients or delivering a lecture, this will not be acceptable for CPD purposes. If the activity is deliberately chosen to enhance or develop your professional knowledge and skills this is likely to be acceptable as CPD.

Time spent planning and recording CPD

The time you spend selecting, planning and recording your CPD does not count towards your annual requirement of 30 hours. Nor will the time spent compiling your CPD Record Folder and completing your *CPD Annual Summary Form*.

Teaching and/or research

Teaching within the osteopathic arena will not automatically count towards CPD and will depend on the type of development involved. Direct development – through discussion and debate with colleagues, the sourcing and preparation of new lecture material, teacher training programmes and involvement in research – constitutes an appropriate form of CPD.

Indirect learning – for example, the development of communication and educational skills arising from the repetitive practice of delivering lectures, tutoring and mentoring – does not fulfil the purpose of this scheme and will not be accepted as CPD.

(This type of learning can be said to arise also from osteopathic practice, where the continued and repetitive delivery of osteopathic treatment might be said to improve osteopathic skills in a similar way. Nevertheless, this form of development is not sufficient to qualify as CPD.)

It is important to be clear as to the purpose and time spent on teaching and/or research activities. Ill-defined claims for CPD hours, for example assuming that a certain percentage of your teaching hours must count towards CPD, will not be sufficient.

Long-term study

If you are currently undertaking a formal course of long-term study, for example, an MSc programme, you may count your study hours towards your CPD requirement. You must however demonstrate how your study has been beneficial to the maintenance and development of your professional work as an osteopath. When recording such activities on your *CPD Annual Summary Form*, you should identify specific areas of your study that count towards your CPD and list them separately, including the number of hours spent on each area.

Reading and research undertaken by oneself

While the scheme is flexible enough to allow the inclusion of private study, such as reading articles and research papers, these should be clearly focused activities. Ill-defined claims are not acceptable. When including reading and research activities within your programme of CPD, you are expected to explain your aim and the value of this to your professional development. The level of the activity is also important to consider. For example, *The Osteopath* magazine is not primarily a CPD journal; therefore it would not be acceptable to claim CPD hours for reading it each month, without referencing the appropriate articles that would count towards your CPD.

You should also bear in mind that some form of evidence is required for your CPD Record Folder. This could be notes taken during research, a written evaluation of reading material (using the *Evaluating your CPD activities* form, for example – see Section 8) or a list of reference material that you have read.

Promotional and business activities

You may claim CPD hours for activities related to the development of business and promotional skills relevant to your work as an osteopath. However, the act of promoting your business itself would not be considered CPD. For example, while a course on the use of advertising for small businesses could count as CPD, the time spent in designing and placing advertisements for your business would not qualify. Similarly, business activities such as staff interviews, typing up patient records, conducting staff appraisal, meetings with accountants, etc. are regarded as part of your daily work and do not qualify as CPD.

Professional or personal development?

It is sometimes difficult to distinguish between those activities undertaken for personal development and those that are primarily professional development. Ask yourself whether you are undertaking the activity *primarily* to enhance your professional development and to benefit your practice and patients – or is the link more tenuous? For example, personal exercise/fitness classes, meditation classes, driving lessons and language courses would not be considered acceptable for professional development.

Social and recreational occasions

You will need to consider very carefully whether a social/recreational occasion fulfils adequately the appropriate level of learning and development activity for CPD purposes.

If you do include such occasions, you will need to state clearly what learning you gained from the experience and claim only a reasonable number of hours. Vague claims, such as *'general discussion with osteopathic colleagues at professional association social event'* or *'observing from an osteopathic perspective my child playing football'* and similar, are not deemed acceptable for CPD purposes.

Undertaking CPD for more than one healthcare profession/osteopathic organisation

If you undertake CPD activities to meet the requirements of another healthcare profession, such as medicine, this may count towards your osteopathic CPD requirement so long as you can demonstrate that these activities are beneficial to the maintenance and development of your professional work as an osteopath. The same would apply for CPD completed for other osteopathic organisations, such as regulatory bodies in other countries.

Osteopathic treatment of animals

CPD activities undertaken in relation to the treatment of animals may be included as part of your requirement, but you must show very clearly how this has a benefit for your human patients. A statement to this effect must be made on your *CPD Annual Summary Form* for such activities to be considered acceptable.

GOsC Conditions of Practice Order

If you have been served with a Conditions of Practice Order that stipulates the participation in specific activities to enhance your practice, you will be able to count the hours spent in these towards your CPD requirement. For further guidance, please contact the GOsC Regulation Department.



3.8 Accreditation of CPD activities

The GOsC does not accredit CPD activities, such as training courses and lectures. This includes the courses listed on the GOsC's website and in the GOsC's own publication, *The Osteopath*, or in other literature, such as the British Osteopathic Association's *Osteopathy Today*. The GOsC's view is that accrediting or 'kite-marking' CPD is complex and resource-intensive and has the effect of limiting the range of available training and significantly raising attendance costs.

As a general guide when selecting CPD activities such as training courses and lectures, you might consider the following points:

- Is the activity relevant to your professional work as an osteopath?
- Does the activity have clear learning aims and objectives that meet your own requirements?
- The standards, qualifications and reputation of the training provider
- The qualifications, background and reputation of the speaker or lecturer
- The cost of the activity
- Accessibility, accommodation and facilities provided
- How is the activity quality monitored? Are you invited to provide feedback in order that the activity can be improved in the future?

3.9 What evidence of CPD must I provide?

All osteopaths will be expected to provide evidence that they have met their annual CPD requirements. This will include an annual declaration of compliance and the maintenance of a CPD Record Folder.

Declaration of compliance – the *CPD Annual Summary Form*

Each year you must make a declaration of compliance with the CPD requirements by submitting the *CPD Annual Summary Form*. This can either be completed on-line via the GOsC registrants' website: www.osteopathy.org.uk, or submitted in paper form, copies of which can be requested from the GOsC Development Department.

You will need to submit this information in order to renew your registration. To ensure that you do not jeopardise your renewal, you should submit this documentation as soon as possible after your CPD year has ended, but no later than one month before your Renewal of Registration date (refer to page 12, Table 1 for details of your submission date).

The *CPD Annual Summary Form* asks you to list the CPD activities you have undertaken during the year, how these activities relate to your professional work as an osteopath, and the number of hours spent on each activity, split between *Learning by oneself* and *Learning with others*.

The *CPD Annual Summary Form* is in a prescribed format. An example of the *CPD Annual Summary Form* is given in Appendix D. A laminated copy for your own use accompanies these guidelines as part of the GOsC Development folder contents. This form can be photocopied as required or downloaded from the GOsC registrants' website: www.osteopathy.org.uk.

Detail required

The *CPD Annual Summary Form* is a declaration that you have met the minimum requirement for CPD.

All activities included on the *CPD Annual Summary Form* must be fully described, so that the type of activity (eg. course, reading, etc.) and the subject/topic of the activity, is clearly evident to the reviewer. The GOsC will not accept generalities on the form with regard to activities. There should be a clear purpose to the activity, and the number of hours spent should be clearly specified. For example, it would not be sufficient for osteopaths to simply claim 12 hours per year for reading *The Osteopath* – the GOsC requires reference to specific articles that have helped to inform practice. Similarly, practice meetings should have a clear purpose and a reasonable number of hours for each occasion should be clearly specified on the form.

CPD must be relevant to your professional work as an osteopath, and you will need to express this clearly in the '*Relevance to professional work as an osteopath*' section of the form. Entering 'self-explanatory' in this section is not acceptable. The purpose of this section is to ascertain why an individual osteopath has chosen to undertake a particular activity, **not** the relevance of such activities to the profession as a whole. For example, undertaking a first-aid course is appropriate for osteopaths in general, but taking the same course five years in succession would require you to justify why this is necessary. As a guide to the detail required, this section should be a brief summary, of no more than 50 words.

It is not necessary to detail all of the CPD you complete during your CPD Year. Although most osteopaths will exceed the minimum requirement for CPD, the GOsC only needs a declaration that the minimum requirement has been met – 30 hours of CPD that includes at least 15 hours in the category *Learning with others*.

CPD Record Folder

This is your main record of CPD and should be maintained in a suitably organised manner, in an electronic or paper format. Records should be in chronological order and easily accessible should the GOsC wish to see them.

The CPD Record Folder must contain evidence that you have completed the CPD activities you have claimed on your CPD Annual Summary Form. Examples of evidence for different types of activities is provided in Table 3, page 15.

It is also a good idea to include any of the following information that you have completed:

- A copy of your *CPD Annual Summary Form*
- Review and planning (see Sections 4.1 and 4.2).
- Justification of your selected activities.
- Evaluation of your learning (Section 4.4).

Each year, the GOsC will sample a number of CPD Record Folders to verify that the information provided on *CPD Annual Summary Forms* is correct. If requested, you should submit either an electronic or paper copy of your folder – information on submission will be provided by the GOsC at the time. All information will be treated as strictly confidential.



The GOsC may request to view your CPD Record Folder for up to five years after completion. Therefore, you will need to retain your CPD records for a minimum of five years.

It is important that you retain detailed notes for any activity you are including in your *CPD Annual Summary Form* where verification is not straightforward, in case your folder is requested. For example:

- If you are claiming time for telephone conversations with colleagues or other healthcare professionals, you will need to produce evidence such as the contemporaneous notes of the call.
- For group/practice meetings you will need to produce the minutes/notes of the meeting or produce a certificate listing all the topics covered, signed by the attendees.

The scheme is not intended to be onerous in terms of administration. You will simply have to retain notes and evidence of CPD and submit the *CPD Annual Summary Form* once a year. Other forms included in the CPD Guidelines are there to guide you through the process from reviewing your CPD learning needs, through planning and evaluation. While it is strongly recommended that you make use of these forms, it is not compulsory. If you wish to use your own methods/documentation for recording the relevance of CPD activities then you may do so. **However, the *CPD Annual Summary Form* must be submitted in the prescribed electronic or paper format.**

3.10 Deferral or waiver of the requirements

The GOsC has the power to defer or waive CPD requirements under special circumstances. If your situation prevents you from completing your CPD requirement, you must contact the GOsC at the earliest opportunity to inform us of this. Each case will be considered on an individual basis. Bereavement, divorce and maternity leave are examples of circumstances that may prevent you from meeting your CPD requirements. However, other circumstances will be considered on their individual merit.

3.11 What happens if I do not comply with the requirements?

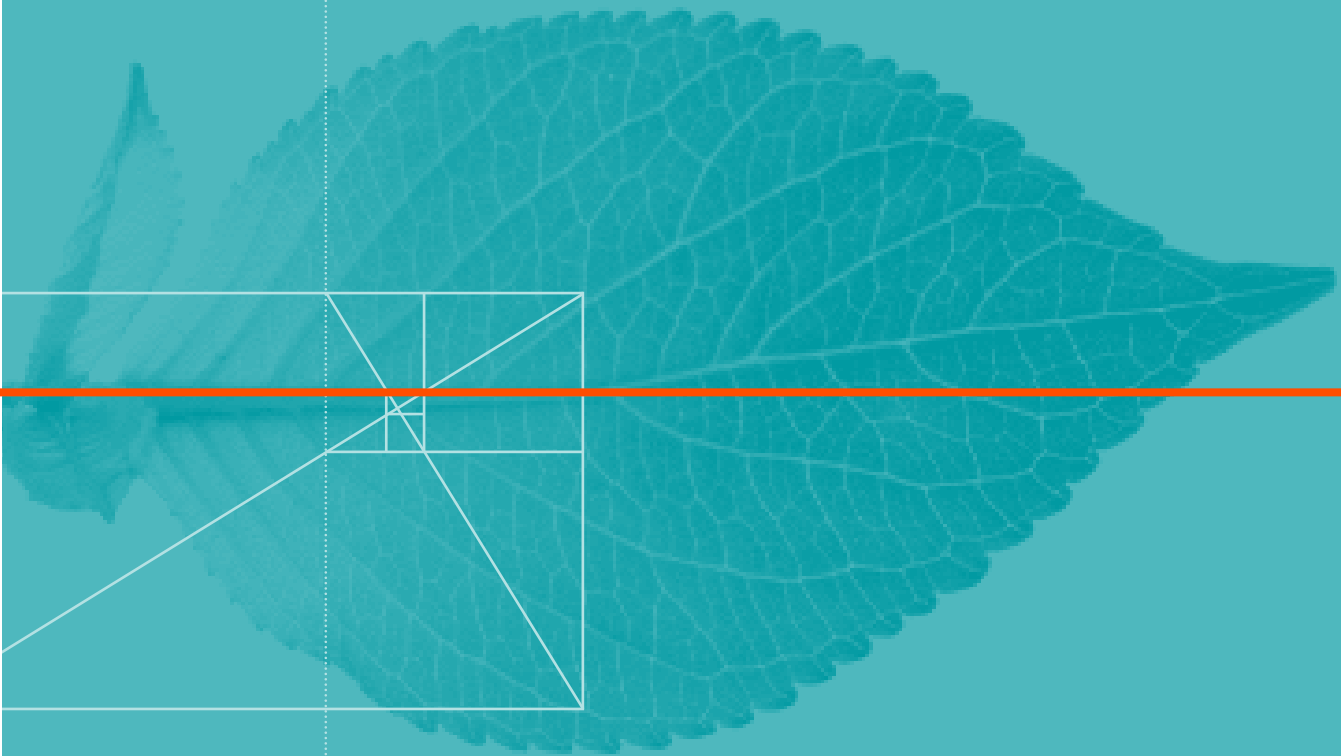
The requirements of the CPD scheme are outlined in the General Osteopathic Council (Continuing Professional Development) Rules 2006 and the GOsC will monitor compliance with these Rules. There is a responsibility on your part to demonstrate that you have met the requirements of this CPD scheme.

When renewing your registration, you are required to submit a number of forms, of which the *CPD Annual Summary Form* is one. Failure to do so may result in your removal from the Register, unless you can provide timely evidence of mitigating circumstances (see Section 3.10). You will be unable to practise legally as an osteopath until you have met all the requirements necessary to restore your registration, if considered appropriate by the Registrar. This will include complying with any outstanding CPD requirements dating from before your removal and during the period you are absent from the Register.

False or fraudulent claims may result in removal from the Register.



04 Managing your CPD





To ensure that CPD successfully contributes to effective professional learning and development, learning activities should ideally be:

- planned on the basis of an identified learning need
- prioritised
- relevant to the individual osteopath
- related to osteopathic professional standards
- realistic and achievable.

A structured approach to managing your CPD is advised, and a suggested method which may help you to achieve this is outlined below.

4.1 Reviewing, reflecting and identifying your CPD learning needs

Where am I now?

Before you embark on any CPD, take time to consider the stage you are at in your professional life. Consider the following questions:

- Where am I now in my professional life and what have I already achieved?
- What are my strengths and what areas do I need to develop further?
- What challenges in my professional work as an osteopath have I found difficult and not fully addressed?
- What development of my knowledge and skills would enhance my practice as an osteopath for the benefit of my patients?
- What learning activities are ongoing and what progress has been made?
- What previous CPD learning needs are to be reinforced or advanced?

Where do I want to be?

You should also consider your aims and objectives for the future:

- What areas of interest would I like to pursue further?
- What aspirations do I have for my career and what direction should I take?
- What areas of learning are vital for my career progression?

Ideas for answering these questions

Answering these questions will help you to identify your learning needs that can be addressed through CPD. It is important to be open and honest when reviewing and reflecting on your professional practice as an osteopath, so that the CPD you undertake is meaningful.

Some suggested ideas that may help you to answer these questions are provided below:

- **Reviewing the GOsC standards of practice:**
You should refer to the GOsC publications that guide the standards of practice for osteopaths:
 - *Standard of Proficiency*
 - *Code of Practice*
- **Experience in professional osteopathic practice:**
 - a particular clinical problem or questions presented by a patient
 - a treatment that went particularly well
 - a feeling that some osteopathic treatment techniques could be better applied
 - difficulty in communicating with a patient
 - practice audit.
- **Interaction with others:**
 - discussion with osteopathic colleagues, other healthcare practitioner colleagues, students and friends
 - participation in practice meetings, conferences or working groups
 - teaching activities
 - an appraisal from an employer
 - peer review of aspects of your professional osteopathic practice.
- **Research and learning:**
 - reading a clinical journal or textbook
 - reflection after completing a research project that generates new 'questions' you wish to explore
 - watching a television programme about a healthcare issue that would usefully be followed up with more detailed research
 - internet research into clinical problems or sources of patient advice.



- **Previous CPD activity:**

If you have previously completed CPD then you should also reflect on past activities and how successful they have been in meeting your CPD aims. This will enable you to determine what progress you have made and which learning needs might be taken forward, with any necessary modification, to the new CPD period.

These will help you to reflect on areas of professional work as an osteopath where you may need to refresh or further develop your knowledge and skills.

Further considerations

In determining your learning needs it is important to be honest with yourself and open to new challenges. You should consider particularly how your patients are likely to benefit from how you choose to enhance your knowledge and skills.

Consider also the proportion of different activities that contribute to your professional work as an osteopath. These might fall into:

- clinical osteopathic practice.
- educational activities, e.g. teaching, research, examining, publishing, mentoring.
- non-clinical activities, e.g. practice management, IT activities, committee work, representing the profession, writing, book reviews.

Identify learning needs across a range of different areas of your professional work as an osteopath. The main focus should be on osteopathy, so you need to achieve a balance with other relevant CPD.

The osteopathic profession exists to care for patients. This should be reflected in prioritising your learning needs and your choice of CPD activity. It is also worth reflecting on what factors identify you as an osteopath. This may produce many different answers but will ultimately be important for the identity of the osteopathic profession as a whole and should underpin decisions regarding your choice of CPD activity.

It may be helpful to make notes on your thoughts when reviewing your CPD learning needs. In this way you can refer to these throughout your CPD Year, and in subsequent years, to evaluate your progress towards meeting longer term goals. You may choose to use the *Reviewing your CPD learning needs* form, an example of which is provided in Appendix A. A laminated copy for your own use accompanies these guidelines as part of the GOsC Development folder contents. This form can be photocopied as required or downloaded from the GOsC registrants' website: www.osteopathy.org.uk.

4.2 Planning your CPD

If you find that you have identified several areas of practice where you feel further development would be beneficial (i.e. your learning needs), you should try to prioritise them in terms of importance. This will help you to plan whether the learning need should be addressed immediately or at some point in the future, in other CPD Years.

Setting learning objectives

You will then be ready to decide exactly what you hope to achieve, by setting learning objectives for each of your learning needs.

For example: if you have identified that you are unsure about some aspects of clinical neurological testing (a learning need), you could set a learning objective of: 'I will be able to perform a quick, relevant and complete neurological examination to evaluate patients presenting with headache'.

Your learning objectives need to be realistic and achievable. You may be familiar with the term **SMART**, an acronym which describes the key attributes for producing a successful learning objective:

Specific

What exactly do I wish to learn?

Measurable

How will I know when I have achieved my learning objective?

Achievable

Have I been realistic in terms of time, cost and support constraints?

Relevant

Is the objective really relevant to my identified learning needs to advance my professional development as an osteopath?

Timed

What deadlines should I set for achieving the objective?

You may find SMART a useful way to plan your objectives for CPD.

Prioritising learning

You can then prioritise your learning objectives. This will enable you to plan short-, medium- and long-term learning activities. For example, some CPD, such as improved case history recording, could be completed by attending a one-day seminar. Others, such as an MSc degree, may take several years. Bearing in mind that you will need to submit a *CPD Annual Summary Form* each year, you should look to break up these long-term learning needs into more manageable objectives for CPD purposes. Taking the example of the MSc degree, you could break this into smaller objectives relating to the degree's published modules, which could be completed over a shorter period and contribute to your CPD returns for a given year.

Set a time by which you should have completed each learning objective. This will help you to monitor your progress throughout the CPD year, as well as reviewing how realistic and achievable the objective is.

Selecting CPD activities

Consider what types of learning activity would best address a particular objective, as well as your personal circumstances. If you are located in a remote area, you may wish to place more emphasis on activities such as distance learning, e.g. on-line courses and e-mail correspondence with other healthcare practitioners. It is important to remember, however, that 15 hours of CPD activity must fall into the category *Learning with others*.

Refer to page 15, Table 3, for examples of CPD learning activities in each of the categories.



Focus on the quality of learning activities, not just on the quantity. The activities should inspire you, relate to your professional work as an osteopath, and meet the targets you have identified for your learning needs.

The level of the activity should be carefully considered. Activities should not be selected if they are unlikely to consolidate or enhance existing knowledge. Along similar lines, when *Learning with others*, the knowledge level of the person involved in the interaction should be appropriate for the activity being completed. For example, if an osteopath discusses anatomy with a patient who does not possess anatomical knowledge, there is likely to be a very limited learning and development opportunity for the osteopath.

Similarly, when using reference materials such as books, scientific papers, journals, websites, etc., consider the appropriateness of the level and the audience that it is aimed at.

Remember that your plan should be realistic and achievable, and compatible with the other important commitments in your life. Setting yourself unattainable goals or undertaking excessive amounts of CPD may be detrimental to your morale, your private life and your practice.

Other questions to consider:

- How will you meet the requirement that 15 hours of CPD activity should consist of *Learning with others*?
- What activities will suit the way you learn?
- What new learning activity have you not tried before?
- What resources and opportunities are available?

When planning your learning activities, you may wish to use the *Planning your CPD* form, an example of which is provided in Appendix B. A laminated copy for your own use accompanies these guidelines as part of the GOsC Development folder contents. This form can be photocopied as required or downloaded from the GOsC registrants' website: www.osteopathy.org.uk.

4.3 Undertaking your CPD

Once you have clearly identified your objectives, and have made a plan for the desired learning activities, you can put the plan into action. It will help keep CPD manageable if you try to follow the deadline you set for each objective. Keep notes and evidence of CPD activities completed, to form part of your CPD Record Folder. This will help you to reflect on what you have achieved and how successfully this addressed your original identified learning needs.

4.4 Evaluating your progress

Having implemented your plan of action, consider whether you have achieved your original learning objectives. The CPD activities may have succeeded in achieving your objectives; alternatively, you may find that only some of your aims were achieved, or that the activities did not help at all. This evaluation will allow you to re-assess your current situation and help plan for future CPD based on your experiences.

When evaluating your learning activities, you may wish to use the *Evaluating your CPD activities* form, an example of which is provided in Appendix C. A laminated copy for your own use accompanies these guidelines as part of the GOsC Development folder contents. This form can be photocopied as required or downloaded from the GOsC registrants' website: www.osteopathy.org.uk.

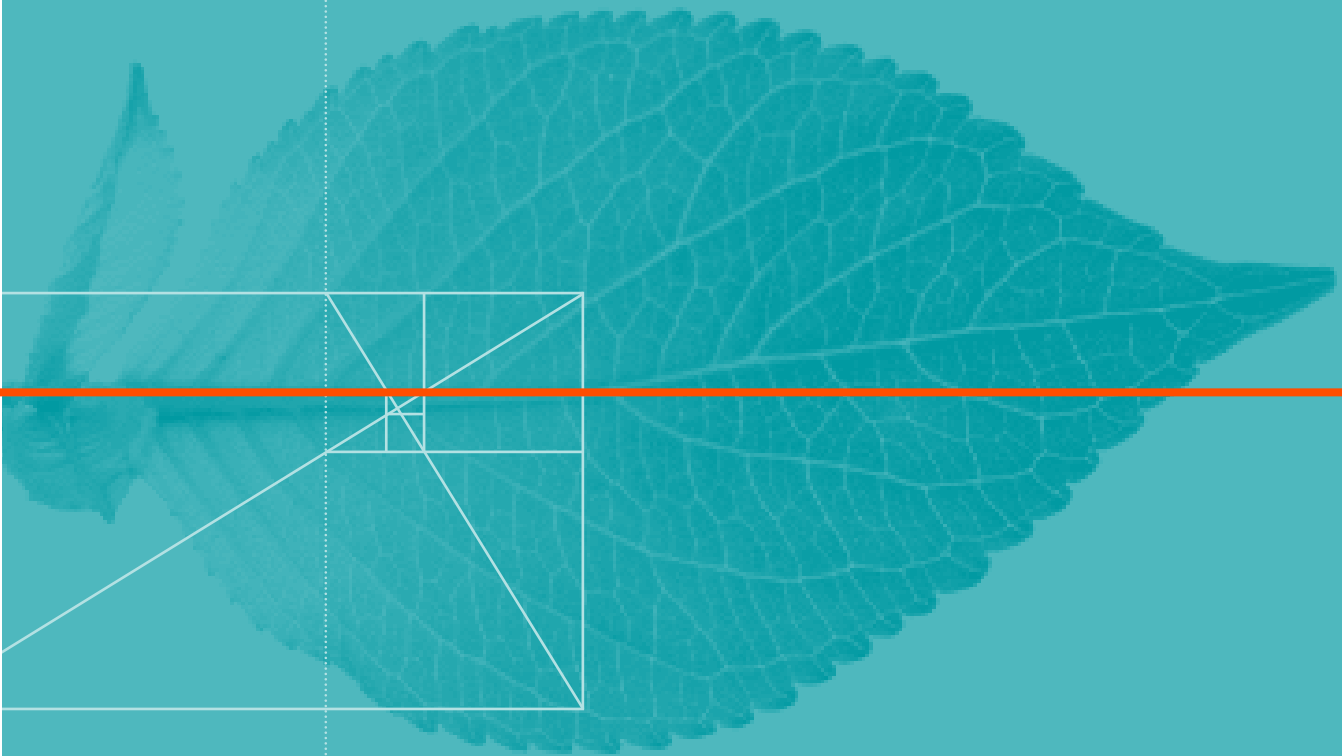
4.5 Unplanned or 'opportunistic' learning

This is learning that was not planned, but resulted from an activity that taught you a valuable lesson. For example, you attend a practice meeting or a teaching faculty meeting where you learn a new osteopathic technique that improves your treatment approach for particular patients; or you read a professional journal that enhances your understanding of a clinical scenario. You can record this activity, using the *Evaluating your CPD activities* form or in a written format of your choice.





05 CPD resources





Below are some suggested sources for information on osteopathic CPD.

5.1 The Osteopath

The Osteopath magazine provides details of courses in relation to your professional work as an osteopath. These courses are **not accredited** by the GOsC but are simply provided for information.

5.2 The GOsC registrants' website

The GOsC has developed a CPD area on the registrants' website for you to access. To do this you will need to go to the main website: www.osteopathy.org.uk and enter your registrants' log in details.

You will find details of the CPD process itself, and suggestions on how you might meet your requirements. In particular a CPD Focus section will outline those areas the GOsC has identified as being of general importance to the profession.

5.3 Regional osteopathic societies

Your regional osteopathic society often co-ordinates or has details of local CPD activities such as courses, conferences, lectures and group discussions.

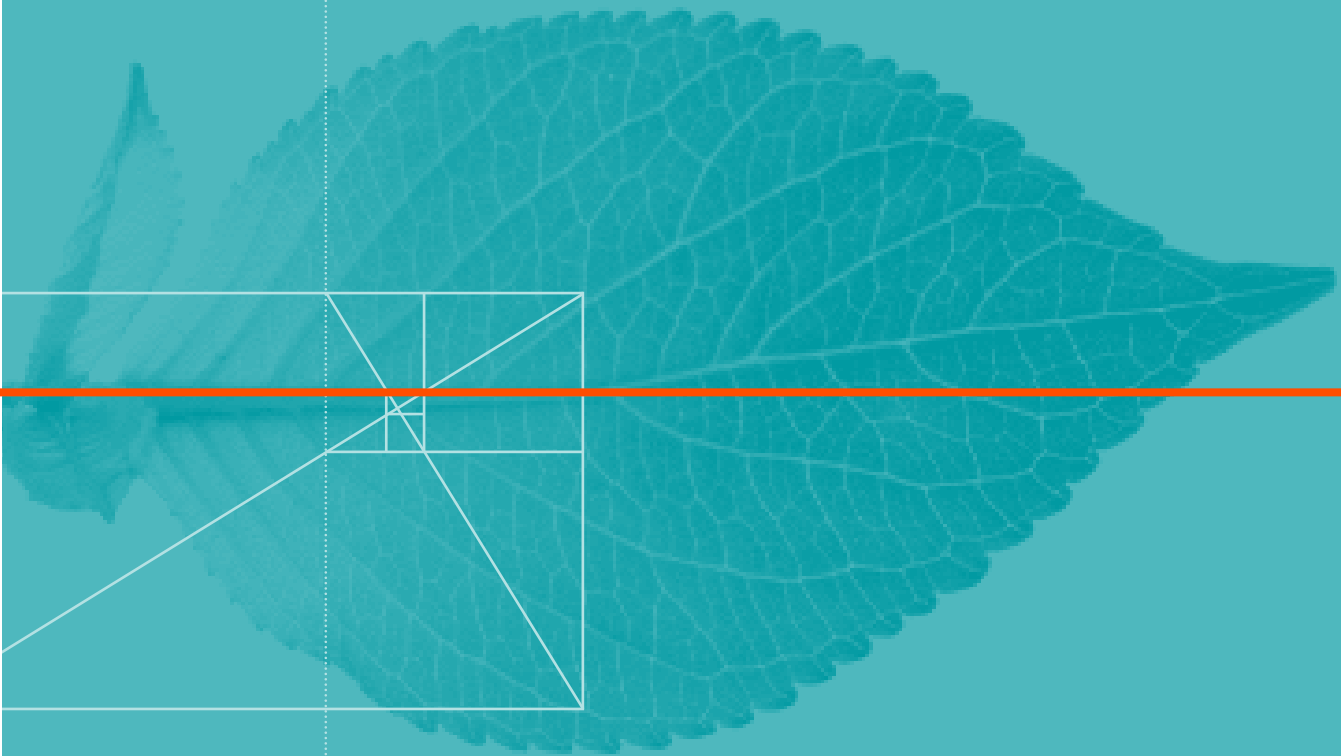
Contact the GOsC Communications Department for details of your nearest regional osteopathic society.

5.4 Osteopathic associations

Osteopathic associations such as the British Osteopathic Association provide general advice and information for members.



06 GOsC contacts





All questions in relation to your individual CPD requirements should be directed as follows:

Difficulties in accessing or reading this document

Development Department
cpd@osteopathy.org.uk
+44 (0) 20 7357 6655 ext.238

Training and educational queries

Development Department
cpd@osteopathy.org.uk
+44 (0) 20 7357 6655 ext.238

Registration queries

Registration Department
registration@osteopathy.org.uk
+44 (0) 20 7357 6655 ext.256

Details of regional societies

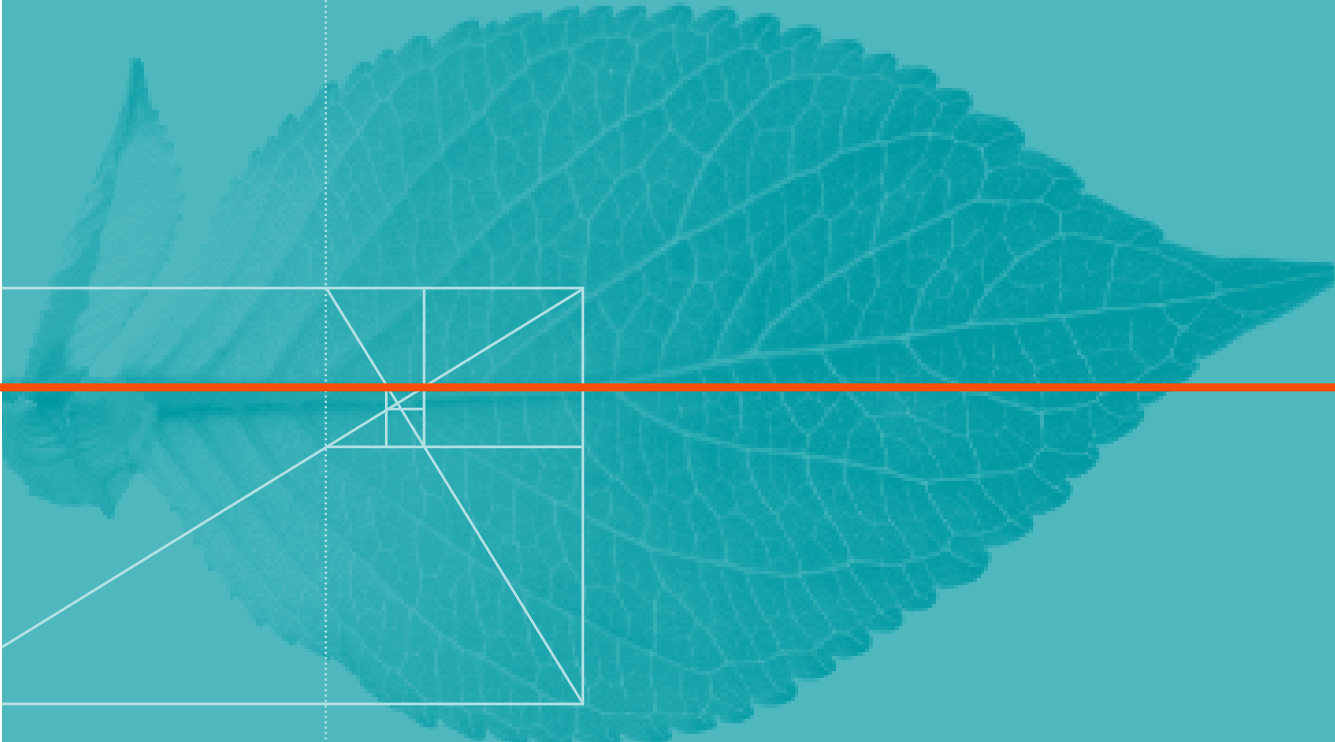
Communications Department
info@osteopathy.org.uk
+44 (0) 20 7357 6655 ext.242 or ext.222

Website queries

Technical queries in relation to the CPD area of the GOsC website will be dealt with by the website administrator. Contact details provided on the GOsC registrants' website: www.osteopathy.org.uk.



07 Feedback





It is hoped that you will find the CPD process sufficiently fair and flexible to adapt to your lifestyle and development needs. However, we realise that in practice you may encounter difficulties with the process or you may identify areas for improvement. The GOsC encourages you to send us your comments and suggestions.

You may either provide feedback through your regional representative/society, or contact the GOsC directly by post at:

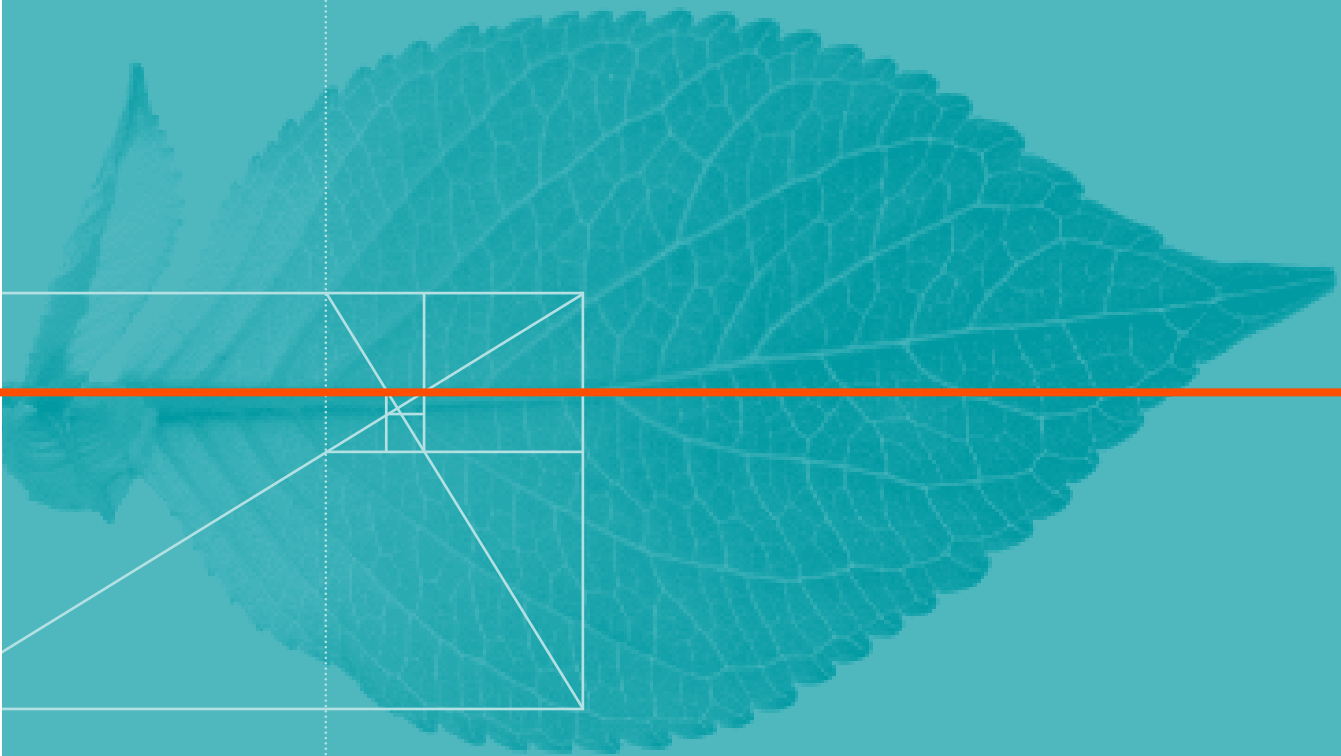
**Continuing Professional Development
General Osteopathic Council
Osteopathy House
176 Tower Bridge Road
London
United Kingdom
SE1 3LU**

or e-mail:
cpd@osteopathy.org.uk

It may not be possible to give an individual response to all feedback received, but all correspondence will be reviewed and considered by the GOsC and used, where appropriate, in the future development of the CPD process.



08 Example CPD forms





The following appendices give examples of completed CPD recording forms.

Appendix A

Reviewing your CPD learning needs form – example

Appendix B

Planning your CPD form – example

Appendix C

Evaluating your CPD activities form – example

Appendix D

CPD Annual Summary Form – example

Blank laminated copies of these forms, which can be photocopied for your own use, accompany these guidelines as part of the GOsC Development folder contents. Alternatively these forms can be downloaded from the GOsC registrants' website: www.osteopathy.org.uk.

Reviewing your CPD learning needs form – example



Name	CPD year	Registration ID	Signature	Date
Jennifer Naismith	1/4/2007 – 31/3/2008	1900	J. Naismith	18.03.07
<p>Achievements in my professional work as an osteopath are: (you may wish to summarise here and also attach your most recent Curriculum Vitae)</p> <p><i>Running a successful practice and being a good employer for other osteopaths.</i></p>				
<p><i>Clinic Tutor at the Universal College of Osteopathy</i></p>				
<p><i>External Examiner for the Midlands School of Osteopathy.</i></p>				
<p><i>Post-graduate diploma in the osteopathic care of sports injuries.</i></p>				
<p><i>Regional coordinator for the Midlands Group of Osteopaths.</i></p>				
<p>Areas of strength in my professional work as an osteopath are:</p> <p><i>Communication with and being empathetic with patients.</i></p>				
<p><i>Treatment of 'sports' injuries.</i></p>				
<p><i>Good HVT ability.</i></p>				
<p><i>Being a fair and considerate employer.</i></p>				
<p><i>Enthusiastic tutor.</i></p>				



Areas for development in my professional work as an osteopath are:
Use of computers in practice.

Research – knowledge of doing research and also in keeping up to date.

Updating knowledge for a range of problems, especially headache and spondylolisthesis.

Greater awareness of medico-legal issues affecting osteopathic practice.

What are my short-, medium- and long-term learning needs and how are these relevant to my professional work as an osteopath?
Become more computer literate – to help practice efficiency.

Improve approach to patients presenting with headache – to improve confidence in my treatment in this area.

Pursue interest in treating children with coordination difficulties – long-term interest.

Update knowledge on informed consent – needs updating.

Learn more about spondylolisthesis – seen 3 patients recently with this and want to enhance my knowledge and skills in this area.

Get more involved in research – start slowly to see how things go and then look at the possibility of getting a research degree such as an MSc.

Planning your CPD form – example



Name	CPD year	Registration ID	Signature	Date
Jennifer Naismith	1/4/2007 – 31/3/2008	1900	J.Naismith	18.03.07
Identified learning need	My learning objective	Planned learning activity	Estimated CPD hours	Target completion date
Become more computer literate	Learn to use Microsoft Word efficiently to write patients' letters quickly.	Take European Computer Driving Licence – 1st Module Microsoft Word.	Learning by oneself 7	August 2007
Improve approach to patients presenting with headache	Improve my case history taking and clinical neurological examination for patients presenting with headache so that notes are comprehensive and more efficient.	Practical Seminar at local hospital postgraduate department.	6	October 2007



Identified learning need	My learning objective	Planned learning activity	Estimated CPD hours Learning by oneself	Learning with others	Target completion date
Pursue interest in treating children with coordination difficulties	Get an introduction to the overall factors involved in practically treating children with coordination difficulties.	Observe an osteopath experienced in this work (Deborah Carter?).		3	December 2007
Update knowledge on informed consent	Learn the most recent information on informed consent particularly in relation to the treatment of children.	Online e-learning course or reading of latest information from Department of Health publications.	2-3		February 2008
Learn more about spondylolisthesis	Update my knowledge and skills in the diagnosis, clinical examination and treatment of spondylolisthesis, and for referral options.	Study group. Reading textbooks / journals.	2	2	February 2008

Evaluating your CPD activities form – example



Name	CPD year	Registration ID	Signature	Date	Venue
Jennifer Naismith	1/4/2007 – 31/3/2008	1900	J.Naismith	25.04.07	My practice
Provider	Number of CPD hours claimed for this activity				
N/A	2				

Learning activity was planned/~~unplanned~~ (delete as appropriate)

Description of activity

Local group meeting with 3 other osteopaths – Helen Dale, Craig Easton, Suneesha Sondhi. Topic – Treatment of spondylolisthesis.

Case presentations and sharing of treatment approach.

My learning objective related to this activity (n/a if activity was unplanned)

Update my knowledge and skills in the diagnosis, clinical examination and treatment of spondylolisthesis, and to have a greater knowledge of referral options.



What experience did I gain from this? (What did I get out of it? What went well? What would have improved my learning?)

Discussion with group refreshed my clinical knowledge and diagnosis, and identified sources of recent research on spondylolisthesis. One of the group had contact with a local Consultant Neurosurgeon with an interest in this area who was amenable to communicating with local osteopaths. Learned new osteopathic treatment techniques that could be applied to the lumbar spine using minimal force.

It was good to be able to share knowledge with colleagues in an open way and to be able to admit not knowing all the answers. The group aspect seemed to enhance the osteopathic practical approach that would have been lacking had I just studied this area on my own.

How have I applied this to my professional work as an osteopath?

My interest was generated by having 3 patients with spondylolisthesis in the last 4 months. This learning has helped my management of them. I have discussed one patient's problem with the local neurosurgeon. This has also helped my work as a Clinic Tutor at the Universal College of Osteopathy. Overall, I feel more confident in managing the treatment of patients with this condition.

What further learning (if any) do I need in this area?

This activity identified recent research papers on spondylolisthesis which I will obtain and read.

CPD annual summary form – example



Name	CPD period Start date	End date	Total CPD hours completed	Total CPD hours for Learning with others	Registration ID	Signature	Date
Jennifer Naismith	1/4/2007	31/3/2008	30	18	1900	J.Naismith	18.04.08

I certify that I have fulfilled my CPD requirement – 30 hours CPD with a minimum of 15 hours in the category *Learning with others* (unless otherwise agreed). If you have been unable to meet your requirement, you must submit a letter of explanation with this form. Please note that failure to complete this form will delay or prevent your Renewal of Registration. Please refer to the CPD Guidelines for further information.

Details of learning activity

Please provide information on the activity undertaken, the type of activity i.e. personal research, course, etc., along with venue details if relevant.

Completion date(s)
of activity

Number of CPD
hours claimed

Relevance to professional work as an osteopath

Please provide a very brief overview (in less than 50 words as a guide) of how this activity is relevant to your professional development as an osteopath.

Subject/topic

Treatment of spondylolisthesis.

25/4/2007

2

Discussion with group refreshed my clinical knowledge and diagnosis, and

Type of activity

Group meeting with 3 other osteopaths

identified sources of recent research on spondylolisthesis and also a local

Venue

Local practice

Consultant with an interest in this area. Learned new treatment techniques.

Subject/topic

European Computer Driving Licence

May – July 2007

7

This course helped me to improve the efficiency of my communication with

Type of activity

Distance learning via internet/CD-ROM

GPs by shortening the time taken to write letters about patients.

Venue

ICT Learning Solutions, Liverpool

Subject/topic

"Whose headache?" Neurological assessment of headache

20 – 21/9/07

12

This has improved my ability to rapidly assess my patients presenting with

Type of activity

Course

headache in terms of case history taking, clinical examination methods and in

Venue

Addenbrooke's Hospital, Cambridge

deciding when it is best to refer for further evaluation.



Details of learning activity

Please provide information on the activity undertaken, the type of activity i.e. personal research, course, etc., along with venue details if relevant

Relevance to professional work as an osteopath

Please provide a very brief overview (in less than 50 words as a guide) of how this activity is relevant to your professional development as an osteopath.

Completion date(s) of activity

Must be within date range of above CPD period

Number of CPD hours claimed

Learning by oneself
Learning with others

Subject/topic

Case presentations for patients' treatment

14/10/07

2

Learned from experience of colleagues where I was having difficulties with a

Type of activity

Practice meeting

Venue

particular patient's treatment relating to neck and arm pain. Able to share my

My practice

experience in helping colleagues with particular difficulties in treating patients.

Subject/topic

Cauda Equina and polymyalgia rheumatica

17/11/07

2

A letter in The Osteopath about cauda equina and a colleague who had

Type of activity

Reading and research

Venue

difficulty diagnosing polymyalgia rheumatica highlighted the need for me to

Medical Protection Society website: www.medicalprotection.org.uk

refresh my knowledge in both areas.

Subject/topic

Treating children with co-ordination difficulties

14/1/08

2

This is an area of practice I plan to develop further and I learned valuable case

Type of activity

'Shadowing' colleague (Deborah Carter)

Venue

history taking and practical treatment skills from Deborah who is very

Deborah Carter's practice

experienced in this field.

Subject/topic

The Value of Osteopathic Treatment in Treating Infantile Colic

18/2/08

3

Needed to review the process of critiquing scientific papers and apply to this

Type of activity

Critique of a research paper

Venue

particular paper. Has enhanced my ability to be more discriminating in seeking

My practice

a rationale for choice of treatment.



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T: 020 7357 6655 F: 020 7357 0011 www.osteopathy.org.uk

If you have any difficulty reading this document, contact the
GOsC Development Department on +44 (0)20 7357 6655 ext.238
or email cpd@osteopathy.org.uk for further assistance.