

Continuing Professional Development Guidelines

2014

DRAFT 7

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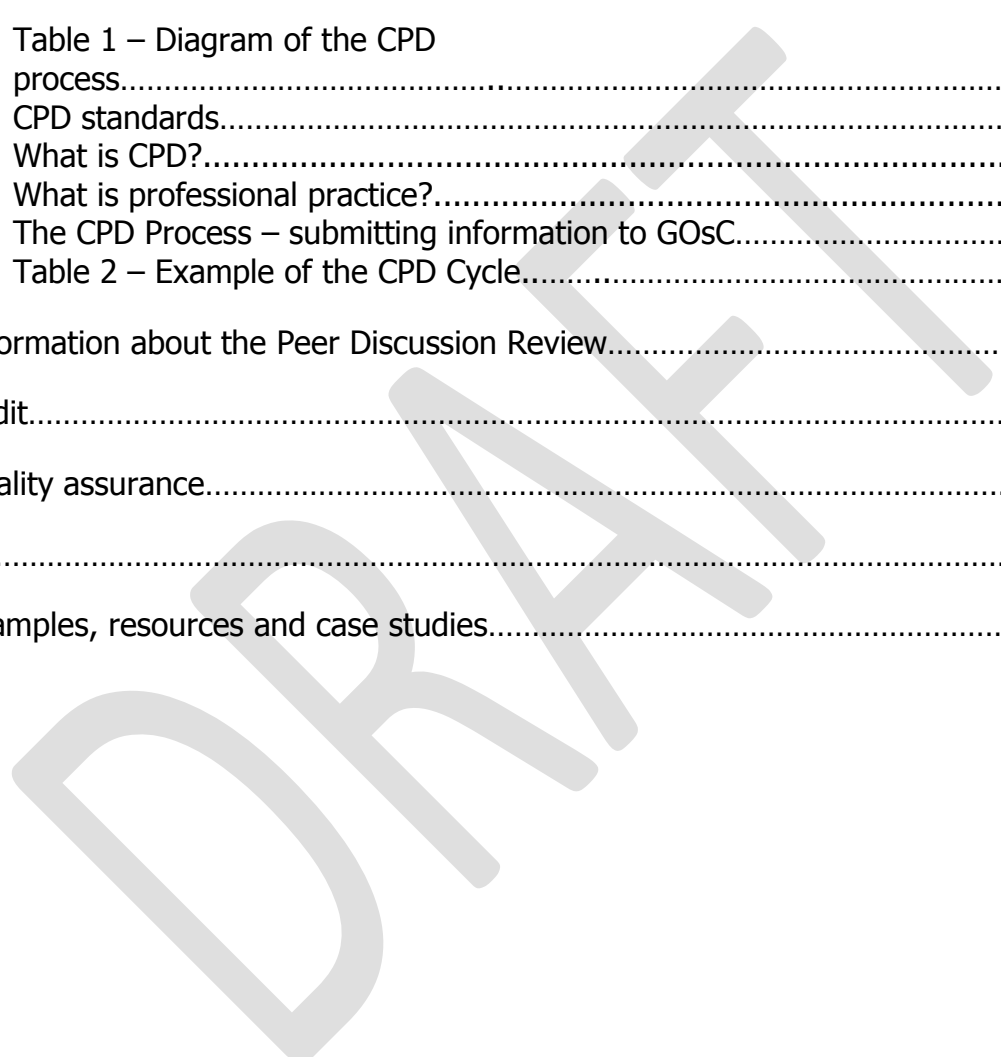
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Introduction

This guidance supports osteopaths undertaking the General Osteopathic Council Continuing Professional Development (CPD) scheme which provides assurance of continuing fitness to practise for every osteopath on the statutory Register by encouraging osteopaths to develop their practice as part 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 care in order to ensure high quality patient care and patient safety.

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

- A respectful environment where colleagues can share practice honestly.
- Skills of giving and receiving constructive feedback,
- Demonstrating attitudes of curiosity and the ability to learn from every encounter with colleagues
- Valuing new knowledge and insights that all colleagues and patients can bring.

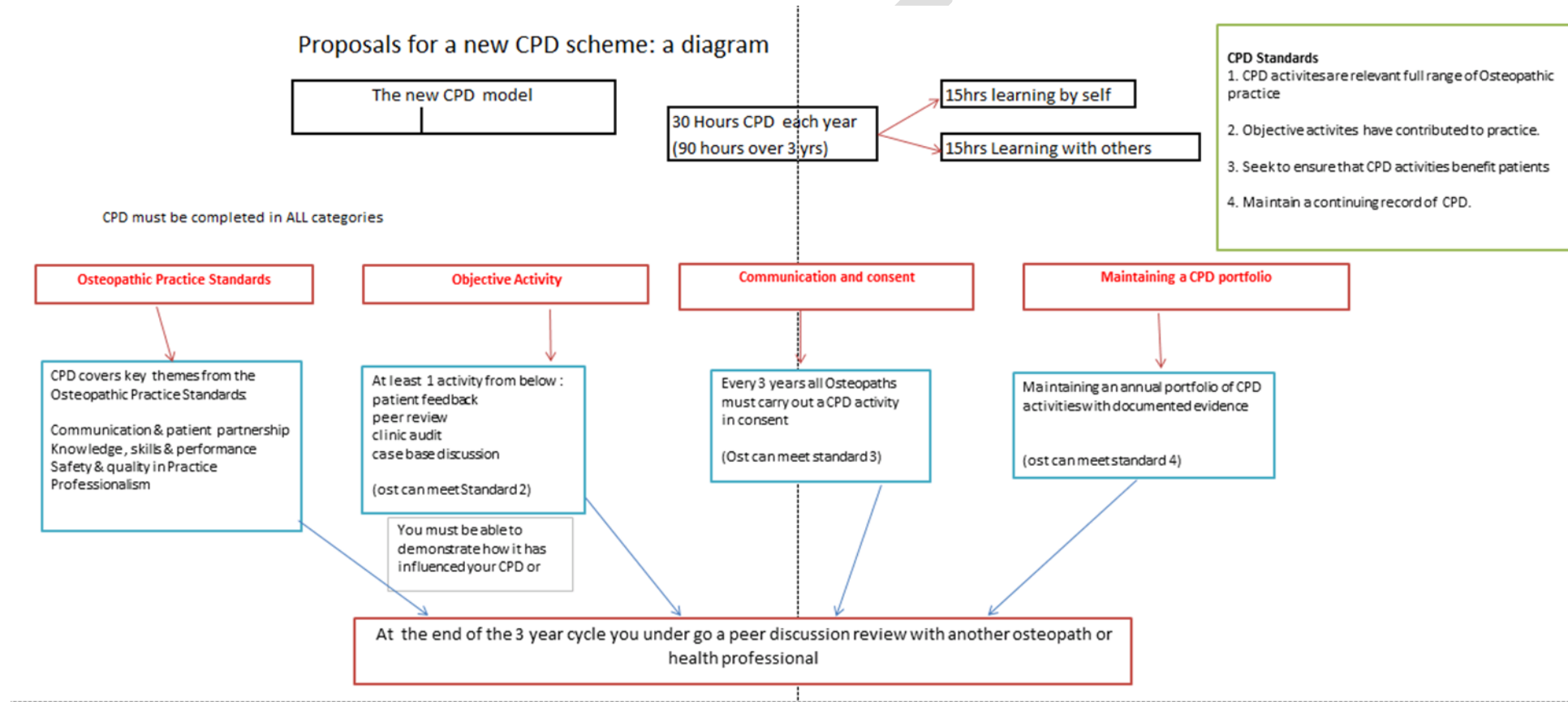
We want to create a culture where osteopaths are empowered to:

- Inspire and influence others with a shared purpose creating benefits for patients, their families themselves and their colleagues both within and outside the osteopathic profession.
- Be alert to changes in society and in wider health professions and the delivery of healthcare to ensure that the services they deliver are meeting those ever changing expectations supporting effective collaboration putting patients at the heart of care.
- Develop and maintain excellent interpersonal skills understanding the impact of emotions and behaviours on others.

What is the CPD scheme?

The CPD scheme is depicted in the diagram below.

Table 1: Diagram describing the CPD Scheme



What is the CPD scheme (continued)

The CPD scheme, which provides assurance of continuing fitness to practise, comprises:

A three year cycle of 90 hours of CPD including 45 hours of CPD learning with others (meaning 30 hours including 15 hours learning with others each year) which is primarily self -directed. This CPD will include:

- At least one objective activity – such as peer observation, patient feedback, clinical audit or case based discussion - which informs CPD.
- At least one CPD activity in the area of communication and consent
- CPD activities in each of the areas of the Osteopathic Practice Standards (including 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 will provide an opportunity to discuss practice and CPD and will confirm that these elements have been complied with by confirming that the CPD standards have been achieved.

Complying with the scheme by undertaking the activities above will enable the osteopath to demonstrate the CPD standards, complete one CPD cycle and move into the next.

CPD Standards

The CPD Standards are:

CPD Standard1 – Range of practice	Demonstrate that 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	The registrant has sought to ensure that CPD benefits patients.
CPD Standard 4 – Portfolio	Maintain a continuing record of CPD

What is CPD?

CPD is any activity which maintains, enhances and develops osteopathic professional practice. CPD comprises any learning undertaken by an osteopath and can include courses, seminars, practical sessions, e-learning, reading, researching, individual study and any other activities which can advance practice.

Undertaking CPD is an ongoing part 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 undertook clinical work and held no management or teaching responsibilities might demonstrate all their CPD in clinical work. However, an osteopath who undertook one day a week in education might expect to demonstrate a small amount of their CPD relevant to their education or teaching practice as well as their clinical practice. Over the course of a three year period, osteopaths with management responsibilities should be able to demonstrate balanced CPD in these areas.

The CPD Process – submitting information to 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 also which of the mandatory activities have been covered. The CPD Cycle Table (figure 1 below) provides guidance about how the scheme should be undertaken and feedback that the GOsC will provide throughout the cycle.

It is important that all osteopaths should aim to undertake the appropriate amount of balanced CPD throughout each year of the cycle.

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

The example at Table 1 below describes how someone might choose to undertake the mandatory requirements across the three year cycle amongst their usual self-directed activities. However, equally, some osteopaths may choose to undertake all their mandatory activities in year 1.

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) CPD in all themes of the OPS	Objective activity, analysis and reflection plus other self-directed activities	If all activities have been completed, osteopaths will receive positive confirmation of this. If all activities have not been completed, osteopaths will receive a notification confirming this and indicating the percentage of osteopaths who have complied.
Year 2	30 hours of CPD (15 hours learning with others). CPD in all themes of the OPS.	CPD in consent (and communication) plus other activities	If all activities have been completed, osteopaths will receive positive confirmation of this. If all activities have not been completed, osteopaths will receive a notification confirming this and indicating 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 that they are at risk of being removed from the register for non-compliance (as is the case in the current scheme).
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.	If all activities have been completed, osteopaths will receive positive confirmation of this and confirmation that they have successfully completed CPD Cycle 1 and have moved into CPD Cycle 2. 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 scheme).

Osteopaths should take all steps to ensure that they meet the requirements at the end of year 3. If it becomes apparent that there are exceptional circumstances that will prevent an osteopath complying, they should notify the GOsC as soon as possible during the CPD cycle, providing documentary evidence and applying for an extension to the end of their CPD cycle.

Peer Discussion Review

Towards the end of the CPD cycle (during year 3), all osteopaths undertake a Peer Discussion Review to enable them to complete the CPD cycle at the end of Year 3 and move to the next CPD Cycle.

A Peer Discussion Review is a 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, or with the GOsC.

During the conversation, the osteopath will discuss their osteopathic professional practice and their CPD to demonstrate that they have complied with the CPD requirements and therefore met the CPD Standards. The Peer Discussion Review should take around an hour to an hour and a half to complete and the conversation itself is usually CPD for both parties.

The peer discussion review provides the opportunity for a respectful and supportive conversation about practice to take place.

Separate Guidance about the Peer Discussion Review process is available. The Guidance contains:

- information about how the peer discussion review works,
- frequently asked questions
- a walk through structured template to guide the conversation.

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 with 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 hour of CPD (including 45 hours of learning with others) has been undertaken and the a Peer Discussion Review has been declared before osteopaths can move into the next CPD cycle.
- A sample of CPD Portfolios and Peer Discussion Review forms will be audited. This is likely to comprise of a % of reviews undertaken by individuals and a % of reviews undertaken under arrangements taking place under the auspices of organisations, such as regional groups, educational institutions and advanced practice organisations or other CPD providers.

Quality Assurance

The system is designed so that quality assurance will be provided as part of the audit process.

Online training will be provided for peer discussion reviews. The forms have been designed so that they are a walk through process with all the same guidance being applied by all.

Organisations may put in place their own mechanisms of training and quality assurance/the need to retain all incomplete Peer Discussion Reviews in folders.

The IT system

It is likely, that in common with other health professional regulators, online submissions will be fully automated to ensure that appropriate feedback and quality assurance can take place for all.

Examples, resources and case studies

There are three booklets which provide additional guidance and examples about how osteopaths might undertake the mandatory elements of the scheme available on our website at www.osteopathy.org.uk.

These booklets are:

- *Resources and case studies: the Osteopathic Practice Standards*
- *Resources and case studies: communication and consent*
- *Resources and case studies: objective activities*