Continuing Professional Development Guidance

This guidance describes:

- College advice on how Emergency Medicine doctors should plan, carry out and evaluate their CPD activities
- College advice on how to document CPD activities and reflection
- College and Academy of Royal Colleges advice on how much CPD is required
- College advice on how to have a ‘balanced portfolio’ of CPD activities and what is high quality, effective CPD
- Information about the relationship between CPD, appraisal and revalidation
- How an individual doctor can record CPD activities on the College website
- How to get advice relating to special circumstances such as periods of absence from work or part time working
- CEM CPD point approval and what this means in practice
- Employers’ responsibilities
- Links to helpful documents
  - A reflective practice template
  - Academy of Medical Royal Colleges resources
  - GMC core documents
  - Advise for appraisers reviewing the CPD content of a colleague’s portfolio for appraisal
Definition of “Continuing Professional Development” (CPD)

‘CPD is any learning outside of undergraduate education or postgraduate training that helps doctors maintain and improve their performance. It covers the development of their knowledge, skills, attitudes and behaviours across all areas of their professional practice. It includes both formal and informal learning activities.’

GMC – Continuing Professional Development: Guidance for all doctors

(June 2012)

‘CPD is the way that Emergency Medicine doctors, using a range of learning activities, maintain and develop their skills and knowledge throughout their careers so they remain up to date and are able to work safely, legally and effectively within their evolving scope of practice’.

Statement of Principle

The College of Emergency Medicine supports the Academy of Medical Royal Colleges’ (AoMRC) “Ten Principles for College/Faculty CPD” scheme as revised in October 2007.
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Introduction

The rationale behind participation in CPD and the relevance of CPD to appraisal and revalidation

The GMC has published “Continuing Professional Development: Guidance for all doctors” (June 2012) as part of carrying out its legal duty to promote high standards of medical education, including the CPD required by doctors once they have completed their undergraduate medical education and postgraduate training. The role of the College is to set standards of care within Emergency Medicine and to provide specialty advice and guidance on the supporting information required by Members and Fellows to demonstrate that professional standards have been met, including requirements for undertaking CPD.

The College has developed specialty-specific standards for Members as part of our Guidance on Supporting Information for Revalidation, which will be updated regularly as Emergency Medicine evidence-based practice changes and the appraisal and revalidation systems mature.

The revised GMC CPD guidance states clearly that CPD is one of the ‘inputs’ to achieving improvements in the safety and quality of care provided for patients and the public. As such, the GMC does not require specific CPD, being concerned with the ‘output’ of doctors being ‘fit to practice’. The responsibility for being ‘fit to practice’ lies with the individual doctor. Revalidation is the regulatory assurance of this and revalidation requires a doctor to show that they are up to date and fit to practice. Evidence of CPD participation forms part of this evidence.

When compiling evidence for appraisal and revalidation, the doctor should be aware that the appraiser will require documented evidence of CPD to accompany annual appraisals. The appraiser should be concerned with the specific details of CPD as these will indicate the individual Emergency Medicine doctor’s actions to keep their knowledge and skills up to date in ‘all areas of their practice’. Their learning needs should have been documented in their Personal Development plan.
The Principles of the College of Emergency Medicine CPD Programme:  
Planning your CPD

The GMC states CPD ‘should encourage and support specific changes in practice and career development and be relevant to your practice. CPD is not an end in itself’. For this to happen, we need to plan more and move away from adding up hours spent doing an activity.

Continuing Professional Development should be reflective lifelong learning, allowing you to develop within the speciality of Emergency Medicine and should also support you in developing outside or subspecialty interests.

Your CPD activities should be balanced between three areas;
- Clinical
- Professional
- Academic

The emphasis you give to each area may vary during your career in Emergency Medicine, as you may fulfil other roles such as educator, researcher, clinical or medical director, examiner or tutor. You will be expected to participate in annual appraisals, during which the full scope of your practice will be discussed and your personal development plan agreed for the following year.

This will include specific CPD plans, for example:
- Identify that you feel loss of skill for a practical skill you need but rarely use – e.g., difficult airways. At appraisal you discuss and agree a method of dealing with this learning need. You organise to attend a difficult airways course.
- Identify a learning need for a particular area of practice – e.g., paediatric minor injuries. You organise to spend some clinical time focussing on this area of practice, attend a course and go to the paediatric X ray review meeting. You document both the formal and informal activities.
- New NICE guidance on a topic – you agree to review the guidance, review the evidence leading to the guideline, review local practice in department, you update local guidance and promote it. You re-audit practice that demonstrates improved compliance with NICE guidance.
- You agree at appraisal that you should attend a CPD event at College as part of a CPD need to have a general update. You attend and then write a reflection on a specific topic covered at the event after follow up reading to improve your knowledge. You present the topic at a departmental meeting with recommendations about how to improve local practice.

Doctors may use the CEM adaptation of the Academy of Medical Royal Colleges’ Reflective Template to record this information.

**Quantity of CPD Activity**

The College of Emergency Medicine, together with all Colleges and Faculties, has endorsed the AoMRC’s Core Guidance Framework on supporting CPD evidence required for revalidation. It has been devised to simplify both the appraisal process and the supporting information that doctors need in order to revalidate.

The College considers an average of 50 hours (50 CPD credits) of relevant CPD per year, or 250 hours (250 CPD credits) of CPD over 5 years to be the recommended minimum requirement for Emergency Medicine doctors. The GMC does not require a specific number of hours of CPD.

**Doing CPD**

Ideally, your CPD should be a mix of informal and formal learning, including activities that take place locally where you work, as well as at regional, national or international levels. Some of your learning may be aimed at improving the work of your team. In a multi-
professional team for example, it may help to develop leadership skills. Some of your CPD will therefore take place at work as SPA, whilst some will be specific study leave. It can be difficult to identify high quality CPD events. Many organisations have accreditation or approval processes that mean the event will have been evaluated against pre-identified criteria. The College has such an approval process. Key aspects of the evaluation will include absence of bias or conflict of interest.

Effectiveness of a CPD event can only be judged after the event. We have all attended education sessions, come away inspired and then done nothing further. Reflection and action that improves patient care should be the intended outcome of any CPD activity.

**Reflective learning and self-accreditation**

*Good Medical Practice* requires you to reflect on your practice and consider whether you are working to the relevant standards. Doctors have the responsibility to record CPD that has educational value. Where an activity has not been formally approved for CPD, it is the responsibility of the individual to record the activity and document the learning achieved. Learning may reinforce existing good practice as well as provide new knowledge. Self-accreditation of relevant activities and documented reflective learning is allowed and encouraged. For example:

- You attend a Grand Round that includes discussion of the hospital’s blood transfusion policy. You reflect that you are not very familiar with the new policy and suspect this will be true of others in the department. You review the policy, arrange a teaching session and make sure everyone including you, are clear about what to do. You write up what you have learnt and initiated for your CPD record, self accrediting 2 hours of learning

**Key areas to cover in reflection**

What was the learning need or objective that was addressed?
• CPD activities should ideally be linked to learning objectives, either agreed as part of your personal development plan (PDP) or those that you have considered desirable for your own development.
• Describe how the activity contributed to the development of your knowledge, skills or attitudes.

What was the outcome of the activity?
• How have your knowledge, skills and attitudes changed?
• Have you identified any skills, attitude and knowledge gaps?
• How will this activity improve patient care or safety?
• How will your current practice change as a consequence of your learning from this activity?
• What aspects of your current practice were reinforced by this activity?

Further learning needs:
• Outline any further learning or development needs highlighted by the activity.
• How do you intend to address these?

Follow the link to the website here for the Reflective Practice template
Below is a list of possible CPD activities. The list is not exhaustive, but gives examples of what the College considers to be examples of appropriate CPD activity.

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<td>Examiner training</td>
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<td>IT training, research, degrees, publications, editorial activities</td>
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Evidence of CPD activities

Evidence of attendance at live events or of participation in all other CPD activities should be stored as part of the documentation needed for appraisal and revalidation.

Examples of evidence for CPD are:

- Attendance certificates at educational courses/meetings
- E-learning self-assessment certificates
- Attendance at Examinations as an examiner
- Programmes of meetings if there are no certificates
-Copies of proposals written for specific committees within the Trust
- Protocols written
- Copies of papers and abstracts presented
- Copies of the Advanced Life Support course programmes when an instructor, showing contribution to the teaching programme
- Research grants
- List of papers refereed
- Programmes of courses on which you have lectured.

A balanced CPD portfolio

To ensure that Emergency Medicine doctors take part in CPD activities that cover their full scope of practice, there are limits to the number of CPD credits advised/allowed in certain areas. Self-reflection on the personal learning achieved is the best limit setter; however the following limits are advised in addition to the documented reflection required to validate the activity for CPD:

- Formal presentation of paper /poster = 5 credits: maximum 15 per year
- Teaching on university course: maximum 25 credits per year
- Research degrees: maximum 25 credits per year
- Examining higher medical degrees (theses) = 3 credits, individual thesis: maximum 9 credits per year
- Editorial activities or refereeing papers = 1 point per hour: maximum 15 per year
- Examination work = 1 credit/hour preparatory work: maximum 15 credits
- Examining = 5 credits per day: maximum 20 per year
- Publications = 5 credits per publication: maximum 15 credits per year.
- Advanced Life Support courses: maximum 10 credits per each type of course. If you instruct on more than one course type: the maximum is 5 credits per course type. Total maximum credits per year = 20
- Work based training and assessment: maximum 15 credits per year

For convenience, all documentary evidence relating to CPD can be saved to the College website on the individual secure membership area.

**Common problems identified during CPD audit**

Life support course and undergraduate exams. CPD is about the development of the individual doctor’s skills, knowledge and attitudes. Teaching on Advanced life support courses is admirable but repetitive teaching on familiar courses does not generally provide much CPD. These activities need to be viewed as part of our teaching and training contribution and documented at our educational appraisal. A day of undergraduate OSCES is not Consultant level CPD. Reading to develop questions may be considered in addition to recertification on a course that has changed since first completed. CPD credit is attributed to activities that have contributed to your personal development as a clinician and/or manager.

**Activities not contributing to minimum CPD recommendations**

- Reading: Routine reading of journals is essential for keeping up to date; however, it is not verifiable (we expect all doctors to have had approximately 100 hours of reading per year over and above 50 hours per year of CPD that is required).
However completing self-assessment quizzes at the end of an article will qualify, as will specific CPD programme recommended articles

- Routine departmental meetings, unless the meeting has a specific educational aim
- Writing medico-legal reports and informal clinical teaching in the Emergency Department
- History of Medicine courses or private study

**Recording CPD**

Doctors not in training who are Fellows or Members of the College can record their CPD activities on the College website. They should login, and follow the onscreen instructions. This record is not dependent upon your current employer, and can be updated throughout your career providing a permanent record of CPD as your practice evolves. These details can be easily downloaded as part of your supporting evidence for appraisal and revalidation.

**Specific circumstances**

**CPD for part-time Emergency Medicine doctors**

- Doctors working part-time will need to undertake the same amount of relevant CPD activities as doctors who work full-time.

- Full time general practitioners who work one or two sessions per week in Emergency Medicine (e.g. as a clinical assistant) should remain up to date with their requirements for CPD in relation to their general practice work. However they should seek advice from their supervising Consultant as to what additional CPD they should do for their work in Emergency Medicine and this should be reflected in the supporting evidence they provide for appraisal. Whatever roles the doctor undertakes, CPD activities should reflect the educational needs of the whole scope of their practice.
Doctors who temporarily cease clinical practice

- Most doctors who take time off for maternity or sick leave will have no difficulty in obtaining the CPD they require as it is averaged at 250 hours over 5 years. The five year period can be extended, if necessary, by the amount of time that the doctor was not working.

- A doctor taking a year out for a full-time educational course (e.g. an MSc) or for full-time non-clinical research will be allowed 50 non-clinical CPD credits for that year.

- Doctors who return to work after a prolonged absence should consider their educational requirements prior to commencing work. On returning to work they should discuss these requirements with their colleagues/appraiser so that a personal development plan can be agreed and their CPD requirements planned and documented.

- If a doctor is seconded to another unit for further training (e.g. following advice from NCAS or the GMC), this training must include completion of their CPD requirement.

- The College endorses the AoMRC’s Return to Practice Guidance (April 2012).

College advice services

It is important that the College knows of any difficulties you are having in achieving CPD. If any doctor or group of doctors are being obstructed in achieving their minimum CPD requirement, the College may be able to help. If you are unable to undertake CPD for reason of illness or personal problems we may be able to provide advice and support. If you are having difficulty in achieving adequate CPD for whatever reason, our advice is to
speak, in confidence, to the College Director of CPD. Maternity leave and sick leave will be taken into account. Notification of extended leave for whatever reason will be treated in the strictest confidence.

The Director of CPD is also happy to answer queries and to listen to suggestions. If you have any queries relating to CPD and its relationship to revalidation please email the College revalidation@collemergencymed.ac.uk.

**Responsibilities of the providers of CPD activities**

Any course/conference or appropriate CPD activity for Emergency Medicine should be relevant to the educational needs of Emergency Medicine, and any course/workshop must have clear educational objectives.

To apply for CPD accreditation for an event click [here](#).

**Procedures for recognition/approval of CPD activities**

Any organiser of a course/conference/workshop that requires CPD credit approval needs to complete an application for CPD credits (see CPD section of the website). All applicants for College approval for CPD must sign a conflict of interest declaration. All educators are required to disclose any and all commercial, financial and other relationships that in any way relate to event content that might create a potential for conflict of interest.

**Use of feedback and reflection**

Any course/conference organiser seeking CPD credit approval is required to define in their application how the participants will provide feedback to the providers regarding the quality of the event.
Feedback on the quality of CPD activities should be given to the activity provider and acted upon. Documented reflective learning should be encouraged by the course/conference organiser. Where the activity has been formally approved, the feedback must be submitted to the CPD Director and may be used in quality control of the approval process.

**Approval of CPD activities**

Once an application form has been completed for CPD credit approval it is sent to the CPD Director and CPD Subcommittee for approval. The CPD Director may also ask Regional CPD Leads to be involved in the approval and monitoring process. The CPD activity will be approved against the educational needs of Emergency Medicine.

**Training and monitoring of approvers**

Approvers of CPD activities will be nominated members of the E&E or Revalidation Committee and the CPD Director. Adherence to the College’s Guidance for CPD will form the criterion for approval. Approvers will be instructed in the CPD guidelines and principles of CPD with worked examples provided to help decision making. They will be expected to have an informed awareness of conflict of interest issues and be able to advise potential course directors about the expected educational content of an event. Random review of course approvals, course content and feedback from attendees will be used to maintain standards.

**Monitoring performance of the College CPD system**

The CPD Director will provide reports on the quality and number of approved CPD events to the Examination and Education Committee. This will include analysis of the participation in accredited events by subject, role and geography. Regional leads will similarly be asked to provide details of local CPD opportunities.
Individual participation in CPD will be monitored via the online CPD registration system and reports reaching the College of delayed decisions on revalidation of Emergency Medicine doctors.

**Quality Assurance of Individual CPD Records**

Participation in College-based CPD schemes should normally be confirmed by a regular statement issued to participants that should be based on annually submitted returns.

In order to quality assure the CPD system and to verify that claimed activities have been undertaken and are appropriate, the College will audit participants' activities on a random basis. The College of Emergency Medicine intends to audit 5% of annual CPD returns, chosen from the CPD register.

**Employers’ Responsibilities**

In its **“Guidance on Continuing Professional Development”** (June 2012) the GMC states:

- Employers and organisations that doctors work in should recognise the benefits of allowing enough resources for doctors to carry out CPD activities
- Resources, such as time to think and access to on-site educational facilities, should be available to all doctors to allow them to develop professionally

The responsibility for fulfilling CPD requirements and satisfying learning needs rests with the individual doctor. However, the employing organisation (including locum agencies, where applicable) should provide support for professional development in partnership with other relevant bodies. Educational needs may be identified during the year that did not appear in the Personal Development Plan (PDP). These should be recognized and support provided as needed.

Consultants working in Emergency Departments should ensure that there are opportunities for CPD for clinicians working in Emergency Medicine in their departments.
Appendix

How to register CPD credits on the CEM website

- Activate your membership by scrolling down to “login”.
- Enter your username and password that were sent to you when you first joined the College. If you no longer have these please contact either Pam.bollen@collemergencymed.ac.uk, or Gareth.davies@collemergencymed.ac.uk (you will need your GMC number to hand)
- You must complete all your personal details (including a valid email address). If you wish, you can change your password to something more memorable.

Once your membership has been activated you will be able to log in. If your email address changes you can log in and amend the details yourself.

You can now register for CPD
- Log in with user name and password
- Click on “My Portfolio”
- Click on “My CPD”
- Complete the “Registration Details” form
- Wait for email confirmation from CEM (this may not be immediate)
- Go to “My Portfolio” and click on “My CPD”
- Complete the form, including categories of CPD and activities.

To add a CPD event
- Click on the new pre-filled CPD form. On the CPD pre-filled form complete which category of CPD you have undertaken. There are also drop down boxes of activities to aid selection.
- Include information on the date and length of the CPD course or conference.
- Complete the area regarding your personal objectives and reflective notes which may be useful to for your annual appraisal. Once this is filled in it is automatically
added to your yearly summary, all you have to do to ensure that this occurs is to click on 'save' prior to exiting the CPD administration functions area.

Upload a certificate/document

- Click on CPD summary. You will see that there is an area that says “certificates”. Click on this for your specific event and the certificate can be uploaded.
- Click on certificate and then browse. You can browse your files on your own PC to find the jpeg/gif of the certificate which then can be uploaded.
- There is a word document column. If you click on this it allows you to browse your files to upload a word document of a programme or letter regarding CPD.

Revalidation and CPD queries should be addressed to
revalidation@collemergencymed.ac.uk