

CONTINUING PROFESSIONAL DEVELOPMENT GUIDANCE NOTES

November 2011



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1. Introduction

What is Continuing Professional Development (CPD)?

CPD is “A continuing process outside formal undergraduate and postgraduate training that enables individual doctors to maintain and improve standards of medical practice through the development of knowledge, skills, attitudes and behaviour. CPD should also support specific changes in practice.”

Physicians have a duty to keep their knowledge and skills up to date throughout their career.

2. Statement of principles

The Faculty supports the Academy of Medical Royal Colleges’ ‘Ten Principles for College/Faculty CPD schemes’ as revised in October 2007 (see appendix 1).

3. Description of the Faculty of Pharmaceutical Medicine

The Faculty aims to promote the science of pharmaceutical medicine and to develop and maintain competence, ethical integrity and highly professional standards in the practice of pharmaceutical medicine.

The membership of the Faculty is comprised for pharmaceutical physicians who work for pharmaceutical companies of varying sizes, Clinical Research Organisations (CROs) and biotechnology companies. A large proportion of pharmaceutical physicians work as independent consultants.

Approximately 68% of the Faculty’s members are UK-based and 32% are based outside the UK.

4. Background

The Faculty’s Continuing Medical Education (CME) scheme in pharmaceutical medicine was introduced in 1998. Since 1998, the Faculty has had a place on the Academy of Medical Royal Colleges’ committee of Directors of CPD (formerly Directors of CME), which co-ordinates the CPD schemes of most Medical Royal Colleges and associated Faculties. During this time, CME has broadened from a process principally concerned with keeping up to date with medical/scientific and specialist knowledge to one of Continuing Professional Development (CPD), which also takes account of the development of skills which reflect the full range of practice of an individual physician and these may include teaching, research, management etc. The Faculty’s scheme was revised in 2003 and now focuses on CPD.

With revalidation being introduced in the near future, all physicians wishing to retain a licence to practise will need to provide documentation that they are participating in CPD in order to keep up to date and fit to practise.

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

Revalidation is the process by which “doctors will have to demonstrate to the GMC, normally every five years, that they are up to date and fit to practise and complying with the relevant professional standards”¹.

The contribution of CPD to revalidation is set out in the Chief Medical Officer’s report ‘Medical Revalidation – Principles and Next Steps’². The report states that:

- “Continuing professional development (CPD) is the process by which individual doctors keep themselves up to date and maintain the highest standard of professional practice. The GMC will require documented proof of CPD as an essential component of the information needed for successful appraisal and revalidation.
- CPD belongs to the individual, but there is a need for the organised collection of evidence of appropriate activity, together with some audit of the adequacy of any individual’s programme. To facilitate these requirements, the Colleges and Faculties of the Academy of Medical Royal Colleges have developed CPD schemes.
- It will be desirable to increase the linkage between CPD and appraisal. Appraisal focuses on meeting agreed educational objectives as well as confirming accordance with the GMC’s generic standards.
- Monitored systems that define College or Faculty approved educational activities may assist the meeting of those objectives.
- Effective CPD schemes are flexible and largely based on self-evaluation. This lets doctors develop what they do in the context of their individual professional practice while providing evidence for external scrutiny.
- The principles underpinning CPD schemes need to be as simple as possible while providing a good foundation on which to build an appropriate portfolio unique to the individual doctor.”

The ‘Ten Principles’ support this approach, and in particular, principles 1, 2 and 10 set out the relationship between CPD, appraisal and revalidation.

6. General Information

Yearly appraisal arranged within the workplace or independently (which may or may not be a revalidation appraisal), provides a formal, structured opportunity for physicians to discuss their CPD needs and agree personal development objectives. Appraisal should ensure that any CPD identified is relevant to a physician’s practice, career and learning needs. Physicians wishing to retain a licence to practise should aim to collect evidence to cover all areas of the Good Pharmaceutical Medical Practice (GPMP) document which can be found on the revalidation page of the Faculty’s website.

The Faculty allocates credits as measures of CPD. Generally, one credit will correspond to one hour of learning (excluding travelling and breaks). In line with other Faculties and Colleges, the Faculty recommends that participants in its scheme should aim for a target of 250 CPD credits in any 5-year period i.e. 50 credits per year, although it is recognised that this might not always be possible. **There should be a balance between the various CPD activities (see section 7 below) that are external, internal and self-directed.**

7. Individual personal responsibility for CPD

It is important for all physicians to note that they have the responsibility for taking part and recording their own relevant CPD activities. 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.

It is also the responsibility of the physician to collect verifiable evidence to support each entry in their CPD diary. Participants are strongly encouraged to undertake reflective learning wherever possible and to keep brief reflective notes of topics (please see appendix 2) / areas learnt and how the activity has improved their practice as a pharmaceutical physician.

The following list of CPD activities provides the basis for accumulating CPD credits. *This list is for illustrative purposes only and is not exhaustive.* Further details are provided in section 8 below. Participants with queries are actively encouraged to contact the Professional Standards Administrator or the CPD Director via the Faculty office.

- Professional meetings, symposia, workshops
- Presentations
- Authorship
- Training courses
- Structured self-learning programmes
- Reading
- Membership of ethics committees
- Specified clinical attachment
- Ward rounds and clinical meetings

Participants should note that the maximum number of credits that can be recorded for a single activity at any one time is 25 credits (excluding activities with other restrictions imposed). For example, if a doctor attended a training course that was 30 hours in duration, only 25 credits could be recorded in their CPD.

8. Details of CPD activities

Participants are permitted to self-accredit relevant activities for CPD, but these activities require evidence that must be retained. The evidence that must be retained is listed below, together with the number of credits that participants can claim for these activities.

Participants should aim to undertake a balance of CPD activities. It will be the responsibility of participants to ensure that they undertake a range of CPD activities that reflect the local and national needs of their practice and their own learning needs.

Professional meetings, Symposia, Workshops (1 credit per hour)

Professional meetings, symposia, workshops that are relevant to a physician's professional practice can be recorded for CPD.

Evidence/certificate of attendance, programme/agenda and reflective notes on what was learnt must be retained.

Presentations (3 credits per qualifying presentation)

Presentations relevant to a physician's professional practice will count for 3 credits provided that the presentation is 30 minutes or more in duration. If it is a shorter presentation dictated by the time limits imposed by particular meetings or societies, then evidence must be produced to show that it is based on material that would normally require 30 minutes or more for presentation.

Presentations qualify provided they are not based on material previously submitted for credits under this or another category in a calendar year.

Individuals who present at and attend a whole meeting will be entitled to claim for both activities.

A copy of the presentation, the programme/agenda where the presentation took place and reflective notes of what was learnt must be retained.

Authorship (editing 15 credits, chapter 10 credits, publication 5 credits)

- Being an Editor of a book qualifies for 15 credits
- Writing a chapter of a book qualifies for 10 credits
- Authors will receive 5 credits for an original publication if they meet the Vancouver guidelines for definition of authorship
- Abstracts or posters merit 2 credits but if the work is subsequently published as a full paper, only a further 3 credits will be awarded at that stage

The reference should be inserted into the CPD diary and a copy of the publication must be retained.

Authorship – other than journal publications or books

From time to time participants might write documents during the course of their work for which they would like to claim CPD credits.

Training courses (1 credit per hour)

Training courses, which are relevant to a physician's professional practice, can be recorded for CPD.

Postgraduate courses in pharmaceutical medicine, which prepare for the Diploma in Pharmaceutical Medicine, are eligible for CPD, along with courses approved for Higher Medical Training (HMT) / Pharmaceutical Medicine Specialty Training (PMST). A maximum of 25 credits per year can be recorded for these activities. Other postgraduate courses that are relevant to a physician's professional practice, e.g. MBA, can also be recorded. A maximum of 25 credits per year can be recorded for these activities.

Evidence/certificate of attendance, programme/agenda must be retained.

Participants who are undertaking HMT or PMST can count their training towards CPD and claim a maximum of 50 credits per year for this activity. If participants wish to count their training towards CPD they must notify the Professional Standards Administrator so that they can be registered into the CPD scheme and the credits can be recorded.

For the period of the participant's training, the Training Record will also act as the CPD folder.

Structured self-learning programmes (1 credit per hour)

Web-based and journal structured self-learning programmes are eligible for CPD. Individuals must retain records of the self-learning activities they have undertaken together with the records of their scoring.

Company internal approved training programmes may also be included under this heading, please ensure that completion documents are kept in your CPD file.

Reading (1 credit per hour; maximum 10 credits per year)

CPD participants will frequently be required to read and obtain information from various publications and such reading will by its very nature involve "learning". A sample of articles/papers read and reflective notes of what was learnt (showing topics covered) or verifiable evidence of how that reading was applied practically must be retained.

Membership of Ethics Committees (1 credit per hour; maximum 20 credits per year)

Participation in an ethics committee as a full participant is an activity that may be counted towards CPD. Given the confidential nature of the items discussed only brief information will be required as to the particular work undertaken.

Specified clinical attachment (1 credit per hour; maximum 5 credits per year)

Routine clinical attachments will not be eligible for credits. Special learning-oriented clinical attachments are eligible for credits. Written confirmation from the participant's Medical Director or Head of Department that the clinical attachment is a 'learning experience' must be provided. The participant should request and retain a letter from the Consultant in charge of the clinic, which needs to document the clinical activities undertaken and the total time spent on them.

Ward rounds and clinical meetings (1 credit per hour; maximum 10 credits per year)

Ward rounds and clinical meetings provide an excellent opportunity for those with clinical specialisation to keep up to date and participants must keep evidence/certificate of attendance, brief notes of topics discussed.

9. Reflective notes

In addition to the basic evidence that participants are required to retain in their CPD file for the activities above, participants are also required to keep reflective notes of what was learnt. Please see annex 2 for the template reflective learning record.

Please see below some points/questions that participants might wish to consider when writing their reflective notes:

- Why was the activity selected for CPD?
- CPD activities should be linked to learning objectives, e.g. Personal Development Plan.
- Describe how the activity contributed to the development of your knowledge, skills and attitudes.
- How have your knowledge, skills and attitudes changed?
- Have you identified any skills, attitude and knowledge gaps?
- How will your current practice change as a consequence of your learning from this activity.

10. Approval and Quality Control of activities

Self-accreditation of CPD activities

Participants can now self-accredit relevant activities for CPD, i.e. participants are not required to submit an approval application to the Faculty's CPD Director. However, it is essential that participants retain evidence of their CPD activities as outlined in section 8 above, and that they keep reflective notes of their learning. The CPD folders of participants registered in the Faculty's CPD scheme will be randomly audited annually for the purposes of quality control and to ensure compliance with the guidance contained in this document (please see section 13 for further guidance).

Events approved by the Faculty or another medical Royal College/Faculty

If an event has been approved for CPD by the Faculty or one of the other medical Royal Colleges/Faculties in the UK, a statement will be entered onto the programme/agenda noting that the event has been approved, by whom and the credits that have been allocated.

11. Approval procedure for providers of CPD

Commercial companies

The event organiser will need to download the event approval application form for commercial events at <http://www.fpm.org.uk/cpd/eventapproval>. The completed application form will need to be submitted to the Professional Standards Administrator along with the programme/agenda for the event and payment of £100.

Each application includes the 1) subject area that the event will cover, 2) educational objectives of the event, 3) teaching methods and 4) process for evaluation.

The Professional Standards Administrator will forward the approval application form and programme/agenda to the CPD Director for approval. The Professional

Standards Administrator will notify the event organiser of the outcome/credit allocation within two weeks (please note that applications should be submitted to the Professional Standards Administrator at least four weeks prior to the event).

Once notification of the credit allocation has been received, this information can be used for promotional purposes. Details of the event can be displayed within the Faculty's online CPD system if requested on the application form.

If the same event is held on multiple occasions, where the content of the meeting remains the same, then one application fee will cover all events over a two-year period.

Faculty approvals may be used for promotional purposes. An event organiser could state on their promotional material the following statement for example: "The Faculty of Pharmaceutical Medicine has approved this event for CPD". Please be advised that event organisers cannot use the Faculty's logo. Please contact the Professional Standards Administrator if you have a query about what you should state in your promotional material.

Charities, public bodies, not-for-profit organisations and companies organising in-house training events

The event organiser will need to download and complete the event approval application form for not-for-profit events from the Faculty's website at <http://www.fpm.org.uk/cpd/eventapproval>. The completed application form will need to be submitted to the Professional Standards Administrator along with the programme/agenda for the event.

Each application includes the 1) subject area that the event will cover, 2) educational objectives of the event, 3) teaching methods and 4) process for evaluation.

The Professional Standards Administrator will forward the approval application form and programme/agenda to the CPD Director for approval. The Professional Standards Administrator will notify the event organiser of the outcome/credit allocation within two weeks (please note that applications should be submitted to the Professional Standards Administrator at least four weeks prior to the event).

Once notification of the credit allocation has been received, this information can be used for promotional purposes. Details of the event can be displayed within the Faculty's online CPD system if requested on the application form.

If the same event is held on multiple occasions, where the content of the meeting remains the same, then one application fee will cover all events over a two-year period.

Faculty approvals may be used for promotional purposes. An event organiser could state on their promotional material the following statement for example: "The Faculty of Pharmaceutical Medicine has approved this event for CPD". Please be advised that event organisers cannot use the Faculty's logo. Please contact the Professional Standards Administrator if you have a query about what you should state in your promotional material.

12. Completing the CPD diary

Paper diary

The diary is provided in order to keep a record of the participants CPD activities. The number of credits claimed for each activity should be entered in the "credits earned" column. Credits should be rounded up or down to the nearest half hour/credit. Totals can be carried forward to the following pages. The entries are the responsibility of the participant and it is recommended that the diary information be reviewed on a weekly basis and updated as approved.

Each participant will be sent a summary document to be completed and returned to the Faculty office at the end of every 12 months.

If you do not have a copy of the paper CPD diary please contact the Professional Standards Administrator who will provide you with a copy.

Online diary

The number of credits claimed for each activity should be entered on to the online diary when the participant "reviews" the activity. Credits should be rounded up or down to the nearest half hour/credit. The entries are the responsibility of the participant and it is recommended that the activities be reviewed immediately after the activity has taken place or on a weekly basis.

The deadline for completing the previous year's diary (January to December) will be 31 January. For example, the diary for 2006 (January 2006 to December 2006) would need to be completed by 31 January 2007. The activities for the previous year will be locked from this date and participants will not be able to make any further amendments.

The participant's CPD diary, together with their file or portfolio of evidence will be reviewed as part of appraisal and revalidation.

13. Compliance

All participants who complete and submit an annual return of their CPD activities will be issued with a certificate, which will confirm their participation in the Faculty's CPD scheme and acknowledge the CPD credits claimed for the year involved.

A random sample of 5% of participants' CPD files will be audited per year. It is obligatory to participate in the audit if selected unless there are extenuating circumstances that are addressed in writing to the CPD Director.

It will be necessary to keep a well-organised CPD file with the supporting documentation (programmes/agendas, approval confirmations, evidence/certificates of attendance and any notes made where applicable) for each entry in the CPD diary.

14. Consequences

Failure to produce sufficient evidence when requested, to support claimed credits may result in an individual's annual certificate being annotated accordingly for the year involved. The individual may subsequently be subject to audit for a defined period.

15. Administering CPD

The Faculty's CPD scheme is overseen by its Director of CPD, with the day-to-day administration of the scheme coordinated by the Professional Standards Administrator.

16. Registration for participants

The Faculty's CPD scheme is available to all physicians, whether they are members of the Faculty or not. Non-members who wish to join the scheme will need to pay an annual CPD administration fee (currently £250). For members of the Faculty, the annual administration fee is included in the membership subscription.

UK and Non-UK based members of the Faculty

To join the Faculty's CPD scheme please go to <http://cpd.fpm.org.uk/> and click on the link marked "register for the online CPD". Enter your name, email address and Faculty membership number in the fields provided.

The Faculty will process your registration and within ten working days you should receive notification of your registration, CPD online number and password. You will then be able to gain access to the online system where you can record and plan your CPD activities, review the credits you have accrued over the year and five-year cycle as well as scan and upload your evidence of CPD activities.

The Faculty's guidance and forms can be accessed through the online system along with details of events that have been approved for CPD by the Faculty.

Non-members

To join the Faculty's CPD scheme please go to <http://cpd.fpm.org.uk/> and click on the link "register for the online CPD". Enter your name and email address in the fields provided. The Faculty will be notified that you would like to register into the scheme.

Before your registration can be processed you will need to pay an annual CPD administration fee (currently £250) made payable to the 'Faculty of Pharmaceutical Medicine'.

Alternatively, you can apply to become an Affiliate member of the Faculty. For more details please visit the membership webpage on the Faculty's website.

Once we have received payment or confirmation of your Affiliate membership, your registration will be completed and you will receive notification of your registration, CPD online number and password.

You will then be able to gain access to the online system where you can record and plan your CPD activities, review the credits you have accrued over the year and five-year cycle as well as scan and upload your evidence of CPD activities.

The Faculty's guidance and forms can be accessed through the online system along with details of events that have been approved for CPD by the Faculty.

17. Responsibilities of Employers

In its 'Guidance on Continuing Professional Development'³ 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 achieving learning needs rests with the individual doctor. However, the employing organisation should provide support for professional development in partnership with other relevant bodies.

18. References

1. 'Revalidation: The Way Ahead – Frequently asked questions about revalidation', March 2010. At:
www.gmc-uk.org/Revalidation_FAQs_Version_3_March_2010_.pdf
2. 'Medical Revalidation – Principles and Next Steps'. Department of Health, 27 July 2008. At:
www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_086430
3. 'Guidance on Continuing Professional Development'. GMC, London, 2004. At:
www.gmc-uk.org/education/continuing_professional_development/cpd_guidance.asp

19. Useful links

Faculty of Pharmaceutical Medicine:

CPD – <http://www.fpm.org.uk/cpd>

Revalidation – <http://www.fpm.org.uk/revalidation>

General Medical Council - <http://www.gmc-uk.org/doctors/7330.asp>

APPENDIX 1

THE ACADEMY OF MEDICAL ROYAL COLLEGES'

TEN PRINCIPLES FOR COLLEGE/FACULTY CPD SCHEMES

1. An individual's CPD activities should be planned in advance through a personal development plan, and should reflect and be relevant to his or her current and future profile of professional practice and performance. These activities should include continuing professional development outside narrower specialty interests.
2. CPD should include activities both within and outside the employing institution, where there is one, and a balance of learning methods, which include a component of active learning. Participants will need to collect evidence to record this process, normally using a structured portfolio cataloguing the different activities. This portfolio will be reviewed as part of appraisal and revalidation.
3. College/Faculty CPD schemes should be available to all members and fellows and, at reasonable cost, to non-members and fellows who practise in a relevant specialty.
4. Normally, credits given by Colleges/Faculties for CPD should be based on one credit equating to one hour of educational activity. The minimum required should be an average of 50 per year. Credits for un-timed activities such as writing, reading and e-learning should be justified by the participant or should be agreed between the provider(s) and College/Faculty directors of CPD.
5.
 - a) Self-accreditation of relevant activities and documented reflective learning should be allowed and encouraged.
 - b) Formal approval/accreditation of the quality of educational activities for CPD by Colleges/Faculties should be achieved with minimum bureaucracy and with complete reciprocity between Colleges/Faculties for all approved activities. The approval/accreditation process and criteria should be such as to ensure the quality and likely effectiveness of the activity.
6. Self-accreditation of educational activities will require evidence. This may be produced as a documented reflection. Formal CPD certificates of attendance at meetings will not be a requirement, but evidence of attendance should be provided, as determined by each individual College or Faculty.
7. Participation in College/Faculty based CPD schemes should normally be confirmed by a regular statement issued to participants which should be based on annually submitted returns, and should be signed off at appraisal.
8. In order to quality assure their CPD system, Colleges/Faculties should fully audit participants' activities on a random basis. Such peer-based audit should verify that claimed activities have been undertaken and are appropriate. Participants will need to collect evidence to enable this process.
9. Until alternative quality assurance processes are established, the proportion of participants involved in random audit each year should be of a size to give confidence that it is representative and effective. This proportion will vary according to the number of participants in a given scheme.

10. Failure to produce sufficient evidence to support claimed credits will result in an individual's annual statement being endorsed accordingly for the year involved and the individual subsequently being subject to audit annually for a defined period. Suspected falsification of evidence for claimed CPD activities will call into question the individual's fitness for revalidation, and may result in referral to the GMC/GDC.

October 2007

APPENDIX 2



FACULTY OF PHARMACEUTICAL MEDICINE

OF THE ROYAL COLLEGES OF PHYSICIANS OF THE UNITED KINGDOM

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CPD REFLECTIVE LEARNING RECORD

- Please use this document to record your reflective learning.
- Reflection should occur as soon as possible following the event – to be contemporaneous and meaningful.
- Each box should be completed and one-word answers should be avoided.
- File your reflective learning note with CPD supporting information.

Title and description of activity

Date (dd/mm/yyyy):

Why was the activity selected for CPD?

What was the learning need or objective that was addressed?

Things to consider:

- 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.
 - It may help preparation for appraisal to map your reflections to the GMC's Good Medical Practice Framework domains and attributes: 1) knowledge, skills and performance; 2) communication/teamwork; 3) quality and safety and 4) maintaining trust.
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What was the outcome of the activity?

Things to consider:

- 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?
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Further learning needs

Things to consider:

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