

# Frequently Asked Questions

## RCPCH CPD Scheme 2012

- **Can I claim credits for undergraduate teaching?**

Preparation or presentation of undergraduate teaching does not routinely qualify for CPD credits. If a credit claim is thought justified, reflective notes or other record of learning (e.g. a completed document or presentation) can be used to illustrate points learnt.

- **Can I claim credits for undergraduate examining?**

Credits cannot be automatically allocated for examining alone. If a credit claim is thought justified, reflective notes can be used to illustrate points learnt.

- **Can I claim CPD credits for postgraduate examining?**

Yes, 2 External credits per day for **postgraduate** examining (including hosting) may be claimed. New postgraduate examiners, on the first occasion they examine they may claim six credits for the day. Further credits might be obtained when felt appropriate but must be supported by a reflective note and recorded as Personal CPD.

- **What are the College's recommendations re: CPD and prolonged ill health or parental leave?**

In the case of limited capacity to work, CPD targets including the balance between Internal and External CPD may be temporarily altered. In the case of a prolonged absence from work CPD should form an important part of any graded return to work. Any difficulties or imbalance in one year should be redressed within as short a time frame as is feasible with a maximum time period comprising the five year CPD cycle. Please note you need to note any prolonged absence as a Special Circumstance on your online CPD diary (go to the Activities tab on the main menu bar).

- **What are the College's recommendations re: CPD for doctors working abroad?**

If doctors wish to return to the UK and are maintaining GMC registration and licence to practice, keeping up with CPD would be strongly recommended. The easiest way to achieve this would be to continue to record CPD using the RCPCH online CPD diary. If a paediatrician is required to join another CPD system abroad, the RCPCH should be informed of this. There is no requirement to make a duplicate record but paediatricians should ensure that their CPD meets the requirements of the RCPCH scheme and ensure that they have auditable paper and/or electronic records available on return to the UK.

- **Should all paediatricians do a minimum of 40 credits of Clinical CPD per year, including those working in predominantly academic or managerial posts?**

As a general guide, any paediatrician engaged in clinical contact with patients should achieve a minimum 40 credits of Clinical CPD per year. For those with no clinical contact, CPD requirements will require individual interpretation based upon current job plan and any anticipated future clinical or other responsibilities.

- **Does the RCPCH recognise online learning as appropriate for CPD?**

Yes, with number of credits calculated according to the actual time spent on learning. It is advised that this is claimed in the External category if involving online interaction with others, or Personal category if done with no interaction with others. Depending on the content, it can then be categorised against Clinical or Professional.

- **Can CPD credits be claimed for guideline consultation activities?**

Yes, these fall under the category of Personal CPD. Please refer to Section 3.4.3 on p.12 of the 2012 CPD Guidelines, available on the Home page of your online CPD diary account at [www.cpd.rcpch.ac.uk](http://www.cpd.rcpch.ac.uk) and on the CPD Resources page: <http://www.rcpch.ac.uk/cpd-resources>.

- **Study leave funding has been cut in my Trust, making it difficult to achieve the College's targets for External CPD. What is the RCPCH's position on this?**

This is a matter for local discussion and negotiation, with reference to terms and conditions of local service. It is important to inform employers that a temporary freeze on study leave budgets to overcome a financial crisis is likely to merely result in postponement of costs, particularly where consultants are only just meeting their minimum CPD requirements for revalidation. If having explored all avenues you are likely to be unable to meet your CPD requirements for revalidation, you should inform the CPD Office via [cpd@rcpch.ac.uk](mailto:cpd@rcpch.ac.uk).

Your attention is also drawn to the following extracts from the 2012 CPD Guidelines (p.21):

7.1) Inadequate study leave budget. CPD is a professional obligation for updating skills and knowledge and is essential for the effective paediatrician. Employing authorities should be aware that this has implications for risk management, clinical governance, and statutory obligations; and that they should therefore plan accordingly.

Also:

7.5) Lack of equity. All medical staff have CPD requirements and should have equal access to protected time for internal and external CPD, funding and study leave. This can be a problem for internal meetings where career grade post holders provide cover for trainees. This needs to be addressed as part of departmental planning.

- **I have retired from the NHS but am still doing private and medico-legal work. Do I need to do CPD?**

Yes, to keep abreast of developments in paediatrics related to these areas of work.

- **How do I decide whether an activity belongs to the Clinical, Academic or Professional category?**

As a general rule, any CPD that improves your clinical skills or knowledge should be recorded as Clinical. This includes conferences at which academic papers are presented on clinical topics.

In most cases activities previously recorded as Academic CPD such as clinical audit, preparation of postgraduate lectures, clinically relevant publications/research activities and examining now also will be most appropriately recorded as Clinical CPD. Credits cannot be claimed for chairing or attending committees of a clinical nature unless demonstrable learning has taken place which must be supported by a reflective note.

Activities that enhance professional skills e.g. appraisal training, management courses, IT training should be allocated to Professional. This could also include learning professional skills from performing roles such as Regional Adviser, College Tutor, educational supervisor etc.

- **How do I decide whether an activity is eligible for External or Internal CPD credits?**

Activities away from base are External CPD. Activities at base are Internal CPD.

Various issues can arise. For example, meetings with outside (hence arguably External) speakers, but held at one's own base, are generally considered as Internal CPD. The exception would be if there was a regional meeting, held locally, which was attended by colleagues not just from the base (which would make it Internal CPD) but from elsewhere so allowing a broader CPD experience, and justifying a claim for External CPD.

- **I do not want to join the College CPD scheme. What options do I have?**

Participation in the College's CPD programme is a major criterion for Members and Fellows to be "In Good Standing" with the College (A Blueprint for Clinical Governance: Royal College of Paediatrics and Child Health; 1999). It is therefore recommended that, as a paediatrician, you join the RCPCH CPD scheme. Individuals may, however, choose to participate in the CPD scheme of another Royal College or Faculty where they believe this is more appropriate to their professional needs. The RCPCH CPD Office should be informed if any such decision is taken so we are aware of this.

- **Why do I have to take part in the College's Annual CPD Audits?**

This is an expectation of all participants on the College's CPD Scheme. If you join the CPD scheme you will automatically be subject to random selection for CPD Audit.

The audit is also one of the requirements of the [Ten Principles of CPD](#) agreed by the Academy of Medical Royal Colleges. All members are reminded that, for revalidation, they should be keeping CPD records which demonstrate evidence of learning as well as attendance. Selection for audit should be seen as a way to develop strategies to prepare for the more stringent requirements of revalidation

Any paediatrician that fails to comply with the RCPCH Annual CPD Audit will be automatically re-selected for audit the following year. Additionally, their CPD certificate will be annotated to reflect that they did not participate. This will remain on their certificate and records for a period of 5 years. Non-participation will also affect your Good Standing with the RCPCH.

Please visit <http://www.rcpch.ac.uk/cpd-audit> for more information.

- **What should be kept as evidence to support CPD activities?**

Paediatricians are expected to keep details of all their CPD activities in the form of a portfolio and to provide information to the RCPCH as specified in Section 4.2 on pp.15-16 of the 2012 CPD Guidelines.

- **What will paediatricians be expected to do in response to audit of their documentation?**

The CPD Office is responsible for quality assurance by audit, which is a review of a random 5% of records annually. The purpose of this audit is to ensure that there is sufficient evidence (for example, programmes, receipts, publications etc.) to justify the appropriate claimed activity, and that a portfolio of CPD activities is being maintained. Audits now include scrutiny of evidence of both External and Internal CPD activities and Clinical CPD so evidence of this should be submitted on request. In the future, revalidation may require evidence of learning such as contemporaneous notes, a reflective note of learning points and planned change in practice or a presentation disseminating information gained from a meeting. Paediatricians are encouraged to keep all such material in their portfolio. The responsibility for keeping records of CPD activity rests with the individual paediatrician. Please visit <http://www.rcpch.ac.uk/cpd-audit> for more information.

- **How do I find out more information about the College's Annual CPD Audit and the processes that I have to comply with?**

Please visit <http://www.rcpch.ac.uk/cpd-audit>.

The main 2012 CPD Guidelines document describes in detail the processes involved, most notably Section 4 and Sub-section 5.6 (pages 15-16 and 18 respectively).

For more information on CPD from the Academy of Medical Royal Colleges, please look up the AoMRC 'CPD FAQs' document which can be found at:

<http://www.aomrc.org.uk/publications/reports-guidance.html>.