



General  
Osteopathic  
Council

Continuing  
Professional  
Development

Workbook

# Planning your CPD Workbook



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# Introduction

This workbook has been prepared to support osteopaths in planning their Continuing Professional Development (CPD) as part of the GOsC CPD scheme. You will find learning Points throughout to help summarise the advice.

# The features

of the CPD scheme



## **Range of practice:** the four OPS themes and breadth of practice

You should do CPD activities in all four themes of the OPS:

- A.** Communication and patient partnership
- B.** Knowledge, skills and performance
- C.** Safety and quality in practice
- D.** Professionalism

Your CPD should also cover the breadth of your professional practice, which may include your clinical, education, research or management aspects of your roles.

## **Objective activity**

Your CPD needs to include at least one objective activity that informs your practice and your CPD. An objective activity is where you seek external objective feedback then analyse and reflect on this to show how it has informed your practice. This activity might include: case-based discussion, patient feedback, peer observation or a clinical audit. See page 13 for useful resources.

## **Communication and consent**

You need to do at least one CPD activity in the area of communication and consent. This should include reviewing the relevant guidance in the Osteopathic Practice Standards and showing how this has informed your learning and how it has been applied in practice. Doing an activity in the area of communication and consent will help you to demonstrate how your CPD benefits patients.

## **Keeping CPD records**

You need to keep a record of your CPD that shows you have completed a three-year cycle of 90 hours. This must include a minimum of 45 hours of 'learning with others' and include all the required elements of the scheme. See page 13 for useful resources.

## **Peer Discussion Review**

You need to hold a structured conversation towards the end of the three-year cycle with an osteopath or other health professional to confirm that you have completed all the scheme's elements.

# What is CPD?

The definition of CPD is very broad and can include any activity that maintains, enhances and develops osteopathic professional practice. CPD can include any learning undertaken by an osteopath, for example:

- discussion of CPD and practice with a colleague
- courses, seminars or practical sessions
- e-learning
- reading, research or individual study
- Peer Discussion Review
- mentoring
- any other activities that can advance practice.

Doing CPD is an ongoing aspect of professional practice. Standard B3 of the Osteopathic Practice Standards (2018) states that osteopaths 'must keep... professional knowledge and skills up to date'. To achieve this, osteopaths must be professionally engaged, undertaking professional development activities and keeping up to date with factors relevant to ongoing practice including in relation to the wider healthcare environment.

For CPD to count as 'learning with others', it must also involve interaction with others to inform your learning – which means you will be both giving and receiving information. This can be carried out with osteopaths, other healthcare practitioners or professionals. You should reflect on the CPD you do and you must keep a record of it.

## What is professional practice?

Professional practice can include clinical work (including safeguarding), education, research or management responsibilities. Over the course of a CPD cycle, CPD should reflect the breadth of an individual's practice. So, for example, an individual who only undertakes clinical work and holds no management or teaching responsibilities might confine all their CPD to clinical work. However, an osteopath who undertakes one day a week in education, should undertake an appropriate portion of their CPD in the area of education or teaching practice. Osteopaths with research or management responsibilities should be able to demonstrate balanced CPD in these areas.

### Learning points:

- The definition of CPD is very broad and can include:
  - any learning
  - any other activities that can advance practice.
- Professional practice can include clinical work, education, research or management responsibilities.
- CPD should be reflected on and recorded.

# Why plan your CPD?

There are many reasons why osteopaths undertake the CPD that they do – interest in a particular subject, availability, affordability and flexibility when trying to fit this in with busy work and other demands.

It can help to have a plan, though, and to give some thought to what areas of CPD you wish to focus on during a particular timeframe. This can help you to feel confident about meeting the requirements of the CPD scheme. Planning your development proactively, rather than responding to events that happen to crop up from time to time, might also help you to identify different, more relevant or cheaper ways of meeting your CPD objectives. It could provide an opportunity for you to identify other people who are interested in the same areas or activities as you, so you might be able to work together. Planning your CPD can help to show your peer reviewer that you are engaging with the CPD scheme at the earliest opportunity.

A development plan template is included on page 14 of this workbook. The template provides a suggested format which you can adapt according to your needs. Essentially, though, these are some useful steps to take:

- Identify one or more learning needs
- Think about how you will go about addressing the need
- Decide what (if any) resources you will require
- Think about how you will evaluate whether the learning need has been addressed
- Decide when you want to have completed the relevant CPD

Identifying your learning needs can be an ongoing process, and undertaking one activity might lead you to further activities as you reflect on what you have learned. You could decide to have one overarching plan to address these, or several plans, for example related to different areas of practice.

You will find a completed example of the template on page 17 of this workbook to give you an idea of what it could look like when someone has worked through it.

Whether or not you plan your CPD in this way is up to you, but you might find it helps to think through what you'll aim to do and when, so that you can balance your activities evenly through the three-year cycle.

## Learning points:

### Planning your CPD can have a number of advantages including:

- being relevant to your particular interests and practice
- availability and flexibility
- affordability
- planning can give you time to explore different, helpful ways of undertaking CPD and can avoid the stress of responding to CPD events that crop up.



## Unplanned or opportunistic learning

Not all CPD activities are planned in advance. You might encounter a patient with an unusual medical condition which merits further research, for example, and this might prompt you to reflect on your communication approaches. If you work in education, perhaps a student asks a question which prompts you to talk to colleagues or carry out further research. However such opportunities arise, recording them in some way and considering their impact on your work as an osteopath, will mean they can be claimed as CPD.

### Learning points:

- Unplanned CPD is valuable too.
- If you undertake unplanned CPD, do take time to record it so that it can count towards your CPD requirement.

## Planning your CPD to meet the requirements of the CPD scheme

These next sections can help you to plan your CPD to meet the requirements of the new CPD scheme.

There is flexibility within the new CPD scheme to spread the 90-hour requirement in a way that suits you. There may be some years when you do fewer CPD activities and then make up for this in the following year. That said, we would certainly recommend that you aim to carry out, reflect on and record at least 30 hours of CPD each year across the cycle. You should find this a reasonable and readily achievable amount.

Taking this approach will also help you to meet Standard B3 of the Osteopathic Practice Standards (2018): 'You must keep your professional knowledge and skills up to date' and avoids leaving the bulk of activities until the final year, which might be hard to manage. You'll also need sufficient time within the final year to complete your Peer Discussion Review, and make sure you've met all the requirements of the scheme by the end of the cycle.

When planning your CPD remember to think about these requirements:

- 90 hours of CPD from the date that you enter your three-year CPD cycle. At least half of this must comprise 'learning with others'.
- CPD activities must cover the range of your practice and the four themes of the Osteopathic Practice Standards (OPS). These are: Communication and patient partnership; Knowledge, skills and performance; Safety and quality in practice; and Professionalism.
- an objective activity must be carried out at least once within the three-year cycle.
- CPD must benefit patients and include an activity in the area of communication and consent at least once in the three-year cycle.
- A Peer Discussion Review must be completed towards the end of the cycle.

### Learning points:

- Planning CPD across the three-year cycle helps you to show you are meeting your professional obligation to keep your knowledge and skills up to date and avoids leaving the bulk of activities until the final year, which then might be hard to manage.
- Discussing your CPD and practice with a peer can count as CPD. This can be done throughout the CPD cycle but your Peer Discussion Review should be completed before the end of Year 3 of the CPD cycle.

## Planning your CPD across the four themes of the OPS

The CPD scheme requires osteopaths to undertake activities across the four themes of the OPS. Some activities you do might in themselves cover more than one of the themes. Remember, there is no requirement as to how much time should be spent on each theme, and you don't need to allocate the number of minutes spent on each in an activity which might encompass more than one of the themes. The broad areas of the OPS themes and what relevant CPD might look like are shown in the table below:

Theme of the OPS	Areas include	Relevant CPD activities may cover:
<b>Communication and patient partnership</b>	Listening, respecting patient's concerns and preferences, dignity and modesty, effective communication, providing information, consent, patient partnership	<ul style="list-style-type: none"> <li>• Communicating with patients – different questions and approaches to identify patient ideas, concerns and expectations</li> <li>• Exploring non-verbal communication mechanisms</li> <li>• Ways of communicating benefits and risks of treatment options to particular patients</li> <li>• Ways of supporting patients to make decisions about treatment</li> </ul>
<b>Knowledge, skills and performance</b>	Having sufficient knowledge and skills, working within training and competence, keeping up to date, analysing and reflecting on information to enhance patient care	<ul style="list-style-type: none"> <li>• Reflection on current knowledge and skills and learning new knowledge and skills including techniques (for patient feedback, any reflection on the results of the feedback, for example, re-reading aspects of the OPS, reading around communication and consent will cover this theme.)</li> <li>• Analysing feedback about your practice and implementing improvements</li> </ul>
<b>Safety and quality in practice</b>	Case history taking and record keeping, patient evaluation, management, safeguarding, wider role in enhancing patients' health and wellbeing	<ul style="list-style-type: none"> <li>• Case history taking and developing a clear narrative for treatment options</li> <li>• Learning knowledge and skills about vulnerable patients, including safeguarding or how to report female genital mutilation</li> <li>• Signposting patients to resources about diet, exercise, and smoking cessation</li> <li>• All of these areas could feature as part of your patient feedback</li> <li>• Health and safety issues</li> <li>• Data analysis and report writing</li> </ul>

Theme of the OPS	Areas include	Relevant CPD activities may cover:
<b>Professionalism</b>	Ethics, integrity, honesty, duty of candour, confidentiality, working with others, complying with regulatory requirements	<ul style="list-style-type: none"> <li>• Enhancing your understanding of the contributions of other healthcare professionals to patient care</li> <li>• Establishing clear boundaries with patients (through case studies or group discussions)</li> <li>• Equality and diversity issues</li> <li>• Confidentiality and data protection (eg GDPR)</li> <li>• Keeping up to date with legal requirements on advertising your practice</li> <li>• Supporting colleagues to enhance patient care (eg mentoring activities)</li> </ul>

Many activities which osteopaths already undertake will relate to these themes, without any particular extra CPD being required. It's not necessary to link to individual standards either, but it's worth familiarising yourself with these and seeing where there might be gaps.

Some osteopaths have reported being unsure how to carry out activities relating to 'Professionalism'. This is a diverse theme, and relates to a broad range of professional skills and behaviours. Considering the management of confidentiality, for example, professional boundaries or ethical behaviour both fall within this theme. These areas might be covered in a case-based discussion with colleagues, for example, as well as by undertaking more formal CPD activities.

### Learning point:

Review the themes of the OPS and the table above to help you to identify that the CPD you are already doing covers the four themes, or to help you identify new, interesting areas of CPD that could support your practice.

There are a range of other workbooks available on our CPD microsite which cover various aspects of the CPD scheme. They have been designed to help you to plan your CPD and support you in meeting the requirements of the scheme.

The full range of workbooks are available at: [cpd.osteopathy.org.uk/workbooks](https://cpd.osteopathy.org.uk/workbooks)

Titles include:

- Patient feedback:
- Keeping records
- Communication and consent
- Case-based discussion
- Peer Observation

If you have any queries about this workbook or CPD in general, please feel free to get in touch:

Tel: **+44 (0) 20 7357 6655**

Email: [newcpd@osteopathy.org.uk](mailto:newcpd@osteopathy.org.uk)

# Development plan template

## Development Plan

Name:

Covering the period from:

To:

### Year 1 CPD cycle

**Ask:** Where do I want to be by the end of this period? What do I want to be doing? Which aspects of the CPD scheme requirements might I meet – for example, I could undertake an objective activity.

What is my learning/development need?	What will I do to achieve this?	What resources or support will I need?	What will be my success criteria?	Target dates for review and completion

## Year 2 CPD cycle

**Ask:** Where do I want to be by the end of this period? What do I want to be doing? Which aspects of the CPD scheme requirements might I meet – for example, I could undertake an objective activity.

What is my learning/development need?	What will I do to achieve this?	What resources or support will I need?	What will be my success criteria?	Target dates for review and completion

## Year 3 CPD cycle

**Ask:** Where do I want to be by the end of this period? What do I want to be doing? Which aspects of the CPD scheme requirements might I meet – for example, I could undertake an objective activity.

What is my learning/development need?	What will I do to achieve this?	What resources or support will I need?	What will be my success criteria?	Target dates for review and completion



# Completed example

## of development plan template

This is an example of what a development plan might look like when someone has completed it. It sets out plans to do activities over a three-year CPD cycle. It isn't intended to be prescriptive at all, but illustrates how you might plan activities over the cycle to make sure you meet the requirements of the scheme. You can still do additional CPD as the opportunity arises.

As with other templates, you can adapt this to suit your needs, but you might find it helpful to use the structure suggested here to help you consider activities. For example, considering success criteria helps you to take things a step beyond 'attending an event', and helps you to think what you actually want to get out of doing the activity.

## Development Plan

Name: Annie Osteopath

Covering the period from:

1 March 2019

To:

28 February 2022

### Year 1 CPD cycle

**Ask:** Where do I want to be by the end of this period? What do I want to be doing? Which aspects of the CPD scheme requirements might I meet – for example, I could undertake an objective activity.

What is my learning/development need?	What will I do to achieve this?	What resources or support will I need?	What will be my success criteria?	Target dates for review and completion
To seek feedback on my practice from patients	Undertake a questionnaire survey of patients	Need to find or adapt a suitable questionnaire  Check resources on cpd.osteopathy.org.uk Talk to colleagues who have done this already	Generating sufficient feedback over a defined period to enable me to reflect on this and to consider the impact on my practice	September 2019 and February 2020
To ensure that CPD reflects breadth of my practice and the OPS themes	Consider each recorded activity against the OPS themes	OPS: I will put standards.osteopathy.org.uk onto home screen of my phone so I can access it any time	Generate sense of how my CPD reflects the OPS themes, and use this to further plan activities for next year.	September 2019
Improve my understanding of management of patients with chronic pain.	Undertake specific CPD event  Read around the subject (source recent journal articles)  Discuss cases with colleagues at local group	Journal access via o zone  Purchase book on chronic pain  Discuss cases with colleagues	Completion of all activities and to be able to consider how I might enhance my management of patients with chronic pain and implement changes.	February 2020
Identify a peer to discuss CPD issues with and who will carry out my Peer Discussion Review in Year 3 of the cycle and seek their agreement to working with me	Discuss with colleagues at local group.		Agreeing to work with someone	December 2019

## Year 2 CPD cycle

**Ask:** Where do I want to be by the end of this period? What do I want to be doing? Which aspects of the CPD scheme requirements might I meet – for example, I could undertake an objective activity.

What is my learning/development need?	What will I do to achieve this?	What resources or support will I need?	What will be my success criteria?	Target dates for review and completion
Undertake CPD in communication and consent	Attend specific CPD event in this subject  Consider recent journal articles  Discuss case scenarios with colleagues	Access to journals which I can get via the o zone Local group meetings	Completion of planned activities, enabling me to reflect on my practice and consider how this might be enhanced as a result.	September 2020
Focus on some key aspects of professionalism theme of the OPS	Boundaries – read around the subject – consider resources provided on CPD website	Access to GOsC CPD site, o zone and online Osteopathic Practice  Standards: <b>standards.osteopathy.org.uk</b>	Completion of planned activities and reflection on practice.	September 2020
Boundaries with patients	Case-based discussions with colleagues	Attend local group meetings	Completion of planned activities and reflection on practice.	February 2021
Data protection	Data protection – review data storage and policies to ensure best practice and GDPR compliance. Review iO resources and ICO website.	iO website ICO website	Completion of planned activities and reflection on practice. Implement any indicated changes to processes. Recruit a suitable associate and devise and	February 2021

## Year 2 CPD cycle

What is my learning/ development need?	What will I do to achieve this?	What resources or support will I need?	What will be my success criteria?	Target dates for review and completion
Supporting colleagues	Supporting colleagues – As I plan to take on an associate this year, I am keen to devise an effective mentoring programme to support their development and ensure they have the support they need at this early stage in their career. I will talk to colleagues to see what they do in their practices, and review iO guidance on mentoring.	Access mentoring support guidance on iO website Attend group meetings	Recruit a suitable associate and devise and implement a mentoring plan.	February 2021

## Year 3 CPD cycle

**Ask:** Where do I want to be by the end of this period? What do I want to be doing? Which aspects of the CPD scheme requirements might I meet – for example, I could undertake an objective activity.

What is my learning/development need?	What will I do to achieve this?	What resources or support will I need?	What will be my success criteria?	Target dates for review and completion
Enhance my knowledge and skill in rehabilitation techniques	<p>Undertake specific CPD event in this area.</p> <p>Discuss approaches with colleagues</p> <p>Research journal articles to review latest thinking.</p>	<p>Access to CPD event</p> <p>Attend local group meetings</p> <p>Access research journals on o zone.</p>	Completing activities and being able to confidently include enhanced rehab and exercise advice in the management of patents.	December 2021
Review development needs leading in to the next three year CPD cycle.	Consider how my practice is developing, and reflect on the current cycle to consider where there may be gaps in learning and areas where I may wish to develop my skills and knowledge further.		To develop a broad development to discuss during my Peer Discussion Review.	January 2022
Peer Discussion Review	Arrange Peer Discussion Review with colleague to demonstrate how I've met the CPD requirements over the past three years and prepare a draft peer review so that I can work out if I have met the requirements.	PDR guidance and resources on GOsC CPD site <a href="http://cpd.osteopathy.org.uk">cpd.osteopathy.org.uk</a>	Complete Peer Discussion Review and get sign off by my peer.	November 2021 and January 2022