

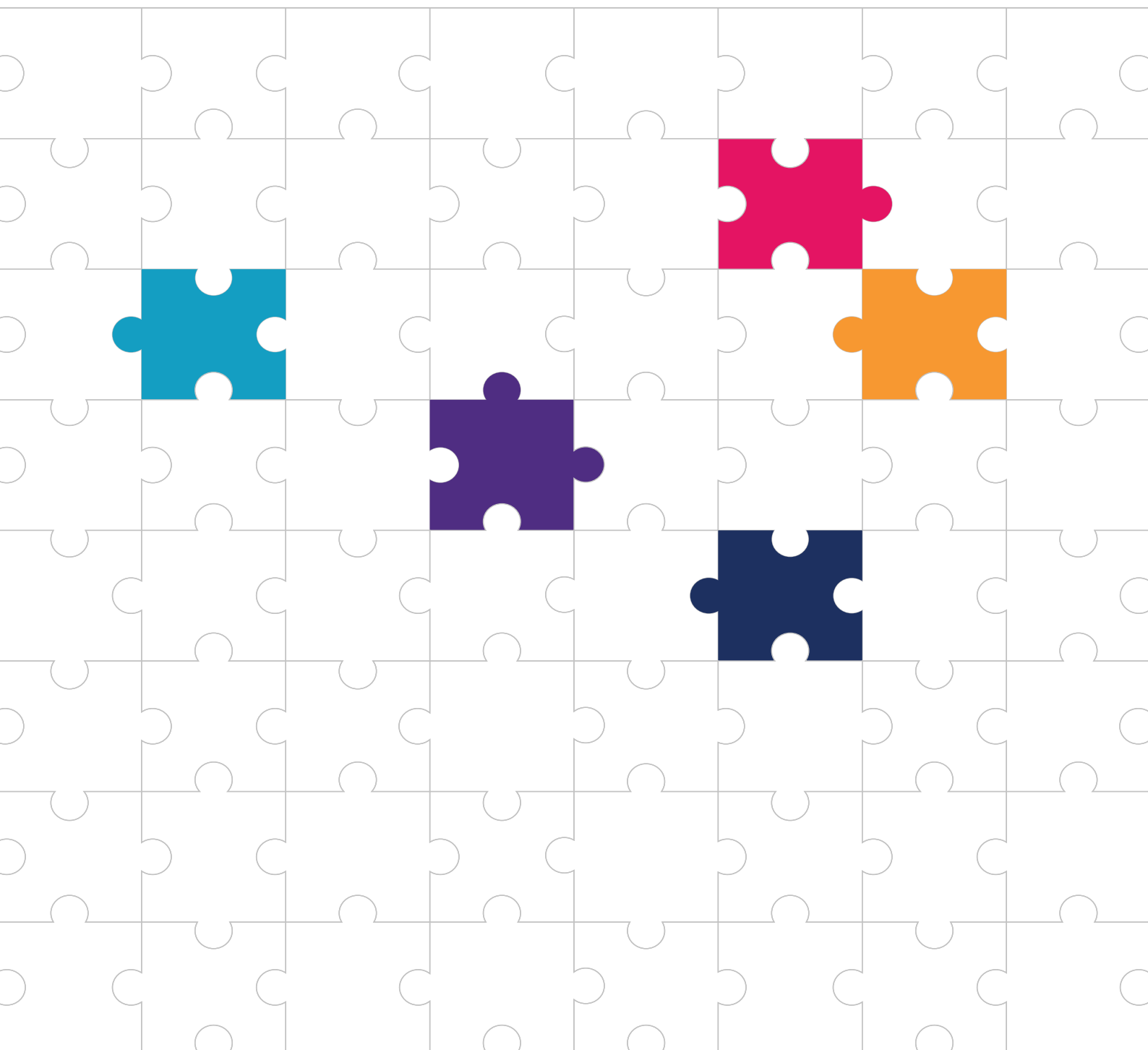


General
Osteopathic
Council

Continuing
Professional
Development

Continuing Professional Development Guidance

October 2018



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Introduction

This guidance supports osteopaths in meeting the General Osteopathic Council (GOsC) Continuing Professional Development (CPD) scheme requirements. The CPD scheme provides assurance of continuing fitness to practise for every osteopath on the statutory Register, by encouraging osteopaths to develop their practice as members of a community of learning.

Creating a supportive culture

The CPD scheme is designed to promote engagement, professional support, discussion and 'learning communities' within osteopathy thereby ensuring high quality patient care and patient safety. In this way it puts patients at the heart of osteopathy.

This approach requires osteopaths to participate fully and show interest in CPD activities, helping colleagues to feel valued and promoting discussion about practice.

It relies on osteopaths:

- creating a respectful environment where colleagues can share details of their practice openly
- having the skills to give and receive constructive feedback
- demonstrating attitudes of curiosity and the ability to learn from every encounter with colleagues
- valuing the new knowledge and insights that colleagues and patients can bring.

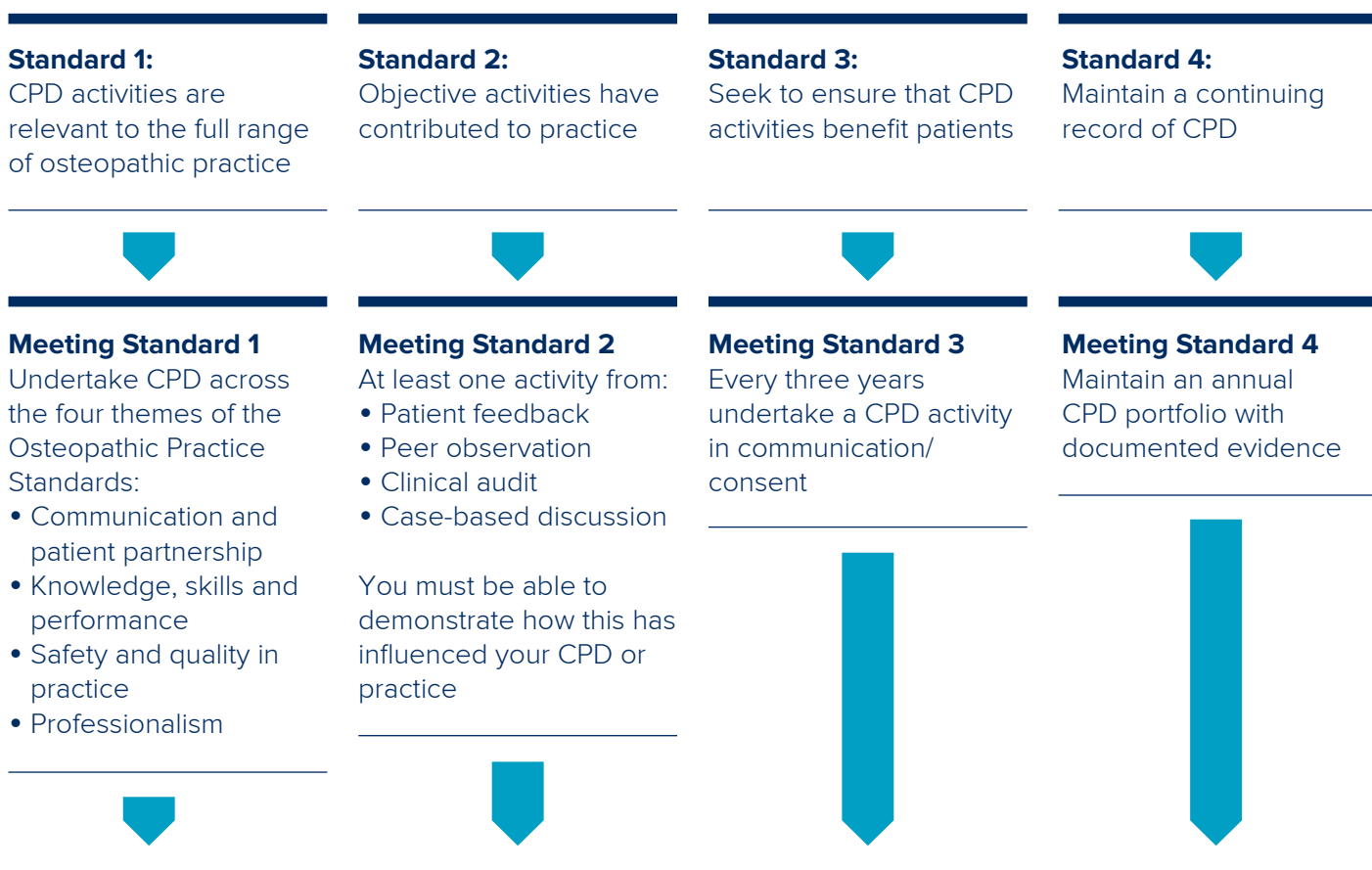
We want to create a culture where osteopaths are empowered to:

- inspire and influence others through the shared aim of creating benefits for patients, practitioners and colleagues both within and outside the osteopathic profession
- be alert to changes in society, other health practices, and in the delivery of healthcare, to ensure that the services osteopaths deliver are meeting ever-changing expectations, supporting effective collaboration, empowering patients and putting patients at the heart of care
- develop and maintain excellent interpersonal skills and understand the impact on others of the practitioners' emotions and behaviours.

Requirements of the CPD Scheme

The requirements of the scheme are set out in the diagram below.

Overall CPD requirement to undertake a minimum of 90 hours CPD over three years, comprising at least 45 hours learning with others, and complete a Peer Discussion Review.



Towards the end of the three-year cycle, complete a Peer Discussion Review in accordance with the CPD requirement.

To provide assurance of continuing fitness to practise, the CPD scheme requires osteopaths to complete:

- a. A three-year CPD cycle[†] of 90 hours of CPD, which is primarily self-directed. This must comprise a minimum of 45 hours of CPD 'learning with others'. (This CPD should be undertaken at regular intervals throughout the CPD period so, for example, 30 hours of CPD, including 15 hours learning with others per year.)
- b. Within the 90 hours, CPD must include a Peer Discussion Review towards the end of the three-year cycle. This provides an opportunity to discuss practice and CPD, to confirm that all the scheme's required elements have been completed and the CPD standards (see Table 1 on page 7) have been demonstrated. The required elements are:
 - at least one objective activity that informs the overall CPD process – such as peer observation, patient feedback, clinical audit or case-based discussion
 - at least one CPD activity in the areas of communication and consent
 - CPD activities in each of the themes of the Osteopathic Practice Standards (OPS):
 - A. Communication and patient partnership
 - B. Knowledge, skills and performance
 - C. Safety and quality
 - D. Professionalism.

Compliance with the requirements of the CPD cycle, including Peer Discussion Review, will mean an osteopath has demonstrated they have met the CPD standards and can move into the next three-year cycle. The CPD standards are outlined in Table 1 on page 7 along with an explanation of how the osteopath would show engagement.

[†] Osteopaths registering for the first time on or after 1 October 2018, in their first CPD cycle, will undertake the CPD requirements within two years and ten months by completing a total of 85 hours of CPD including 42.5 hours of learning with others. These CPD cycles are defined in the **CPD rules** as 'CPD periods'.

Table 1: The CPD standards outlined

CPD standard description	CPD standard	What the osteopath must do across the three-year CPD cycle
CPD standard 1 Range of Practice	The osteopath demonstrates that CPD activities are relevant to the full range of practice.	Relevant CPD includes CPD activities in each of the areas of the Osteopathic Practice Standards related to individual professional practice: A. Communication and patient partnership B. Knowledge, skills and performance C. Safety and quality D. Professionalism.
CPD standard 2 Quality of care	The osteopath demonstrates that objective activities have contributed to practice and the quality of care	CPD includes at least one objective activity that informs the overall CPD process – such as peer observation, patient feedback, clinical audit or case-based discussion.
CPD standard 3 Patients	The osteopath demonstrates that they have sought to ensure that CPD benefits patients (CPD in communication and consent)	CPD includes at least one CPD activity in the areas of communication and consent.
CPD standard 4 Keeping a record	The osteopath maintains a continuing record of CPD	The CPD record should demonstrate that a three-year cycle of 90 hours of CPD, which is primarily self-directed, has been completed. This must comprise a minimum of 45 hours of CPD 'learning with others' (equivalent to an annual expectation of 30 hours of CPD, including 15 hours learning with others).
Sign off		Submission of a completed Peer Discussion Review form to GOsC (on request).

Selecting a peer and completing the CPD cycle

Osteopaths must select a peer (either an osteopath or other health professional), to undertake a Peer Discussion Review towards the end of the CPD cycle. Many osteopaths will choose to identify their peer at the beginning of their CPD cycle, and will discuss CPD and practice with their peer throughout the CPD cycle to bring full benefit to their professional development.

The Peer Discussion Review, which must be completed and recorded on the Peer Discussion Review form before the end of the CPD cycle, provides an opportunity to discuss practice and CPD and confirm that all the scheme's elements have been completed.

The completed Peer Discussion Review form must be submitted to the GOsC on request confirming completion of the CPD cycle. Further detail about the Peer Discussion Review is outlined on page 13.

Difficulty meeting the requirements

Osteopaths are required to complete the CPD requirements by the end of their three-year CPD cycle. Any osteopaths who are unable to complete the CPD requirement within the three-year cycle should contact the GOsC at the earliest opportunity to discuss this.

The GOsC has the statutory power to extend or vary the three-year CPD requirement if there is good reason. Osteopaths wishing to make such an application must do so in writing providing supporting evidence.

Failure to comply with the CPD requirements, without good reason, puts an osteopath at risk of their registration being removed.

What counts as CPD?

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 the wider healthcare environment).

CPD is any activity that maintains, enhances and develops osteopathic professional practice. It includes any learning undertaken by an osteopath, for example discussion of CPD and practice with a colleague, courses, seminars, practical sessions, elearning, reading, research, individual study, Peer Discussion Review, mentoring, and any other activities that can advance practice. Undertaking CPD is an ongoing aspect of professional practice (see ‘What is professional practice below?’).

CPD ‘learning with others’ additionally must involve interaction (both giving and receiving information to inform learning) with osteopaths, healthcare practitioners or other professionals.

CPD must be reflected on and recorded by the osteopath within their CPD records. There are a range of resources and templates at cpd.osteopathy.org.uk that can be used to help with this.

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 be appropriately balanced across the whole of an individual’s practice. 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 do an appropriate portion of their CPD in the area of education or teaching practice in addition to their CPD in clinical practice. Osteopaths with research or management responsibilities should be able to demonstrate balanced CPD in these areas.

The CPD cycle

Start and end dates of the CPD cycle

Start and end dates of the CPD cycles for all osteopaths (with reference to the dates of their initial registration or renewal) are set out in the tables at: osteopathy.org.uk/cpd-dates.

Annual registration declaration

Each year, as part of the registration renewal process, osteopaths will submit a self-declaration of the number of hours of CPD undertaken and any of the mandatory activities covered. An example declaration is outlined below.

You are required, over 3 years, to undertake 90 hours CPD of which a minimum 45 hours must be learning with others. Over 3 years you will need to ensure you have undertaken activities across the four themes of the OPS, an objective activity, an activity focused on communication and consent and a Peer Discussion Review towards the end of the three-year cycle.

Please declare how far you have progressed in completing these requirements by completing the declaration below.

In the past renewal year, I have undertaken **30** hours of CPD
of which **15** hours are in the category of learning with others.

I have undertaken activities which cover (please tick all that apply)		
OPS Theme A – Communication and patient partnership		✓
OPS Theme B – Knowledge, skills and performance		
OPS Theme C – Safety and quality in practice		✓
OPS Theme D – Professionalism		
Objective activity		✓
Communication and consent activity		
I have completed and recorded my Peer Discussion Review	Yes	No

An example CPD cycle

It is important that all osteopaths should aim to undertake the appropriate amount and balance of CPD in each year of the cycle. All the requirements must be completed by the **end of each three-year CPD cycle** to allow the osteopath to move into the next three-year cycle.

The example CPD cycle illustrated in **Table 2** on page 12 offers guidance on how the scheme could be undertaken and the feedback that the GOsC will provide throughout the cycle. The example shows how someone might choose to spread the mandatory activities across the whole of the cycle, as part of their usual self-directed CPD.

Some osteopaths may choose to undertake all their mandatory activities in Year 1 and to continue undertaking self-directed activities in Years 2 and 3. Osteopaths should take steps to ensure that they meet all the requirements by the end of Year 3.

If it becomes apparent that exceptional circumstances will prevent an osteopath complying, the GOsC should be notified by the osteopath as soon as possible during the CPD cycle, along with documentary evidence and an application to vary the CPD requirement.

Table 2: Example of how an osteopath might choose to spread the mandatory requirements across the whole cycle

Cycle 1	Suggested CPD Hours	Example activities	Registration renewal
Year 1	30 hours of CPD (15 hours of learning with others)	<p>Objective activity analysis and reflection plus other self-directed activities.</p> <p>At this point, some osteopaths may also like to identify their intended peer who will complete the Peer Discussion Review with them towards the end of the three-year cycle so that they can discuss informally their CPD plans and activities throughout the cycle.</p>	<p>At the conclusion of the first year, as part of the registration renewal, osteopaths will be asked to declare what they have undertaken within their CPD cycle as part of their registration renewal. This will comprise the:</p> <ol style="list-style-type: none"> number of CPD hours completed elements completed. <p>The GOsC will aim to confirm that the osteopath is on track to complete the requirements of the CPD scheme by identifying what further CPD needs to be completed as part of the three-year CPD cycle. Osteopaths can show this to their peer.</p>
Year 2	30 hours of CPD (15 hours learning with others)	CPD in consent and communication, plus other self-directed activities.	<p>At the conclusion of the second year, as part of the registration renewal, osteopaths will be asked to declare what they have undertaken within their CPD cycle as part of their registration renewal. This will comprise the:</p> <ol style="list-style-type: none"> number of CPD hours completed elements completed. <p>The GOsC will aim to confirm that the osteopath is on track to complete the requirements of the CPD scheme by identifying what further CPD needs to be completed as part of the three-year CPD cycle. Osteopaths can show this to their peer.</p>
Year 3	30 hours of CPD (15 hours learning with others)	<p>CPD completed in all themes of the OPS and across all aspects of professional practice plus self-directed activities.</p> <p>Peer Discussion Review completed.</p>	<p>The osteopath will submit a completed Peer Discussion Review form, on request, to the GOsC which will confirm that the osteopath has completed:</p> <ol style="list-style-type: none"> the CPD standards 90 hours of CPD (including 45 hours learning with others). <p>The osteopath will move into the next CPD cycle.</p> <p>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.</p>

The Peer Discussion Review

Towards the end of the CPD cycle (normally during Year 3), all osteopaths must complete a Peer Discussion Review to finish the current CPD cycle and move into their next CPD cycle.

A Peer Discussion Review is a structured conversation with a peer who has been chosen by the individual osteopath. Peers can either be osteopaths or other health professionals.

There is a template to support this structured conversation in the associated Peer Discussion Review Guidance, see osteopathy.org.uk/pdr-guidance.

Osteopaths are encouraged to select their peer early. It is important that osteopaths choose a peer with whom they are comfortable discussing their practice, areas of development and areas of strength, so that the process supports enhancement of practice.

Peers must be osteopaths or other health professionals.

Osteopaths may choose someone they know, or may select someone through:

- an educational provider
- a regional group or advanced practice society
- a member of the Osteopathic Alliance, or
- they may choose to ask the Institute of Osteopathy, the GOsC or other organisations to help them to identify a peer.

Many osteopaths will choose to identify a peer at the beginning of their CPD cycle and will discuss CPD and learning throughout the CPD cycle, thus undertaking aspects of the Peer Discussion Review at different stages. Other osteopaths may prefer to have one structured formal conversation towards the end of the cycle.

During the Peer Discussion Review structured conversation, the osteopath will discuss their osteopathic professional practice and their CPD activities to demonstrate that they have complied with the CPD scheme requirements and have therefore met the CPD standards. The Peer Discussion Review itself should take around an hour to an hour-and-a-half to complete in total.

The Peer Discussion Review provides the opportunity for a respectful and supportive conversation about practice. Separate guidance supporting the Peer Discussion Review process is available which contains information about how the Peer Discussion Review works and the structured template to guide the discussion, see osteopathy.org.uk/pdr-guidance.

Verification and assurance

The CPD requirements send an important message to patients, the public and other health professionals, providing assurance that all osteopaths on the Register practise in accordance with published standards and requirements. Verification and assurance provides a level of quality assurance by checking compliance with the CPD scheme.

The GOsC will provide support to osteopaths and check that osteopaths are participating with the CPD scheme through the following:

- Providing feedback to osteopaths, advising them whether or not they are on track for their three-year CPD cycle.
- Verifying Peer Discussion Review forms at the end of the CPD cycle to ensure the Peer Discussion Review has been completed satisfactorily.
- A sample of CPD records will be checked to make sure the documentary evidence of the 90 hours of CPD (including 45 hours of learning with others) has been recorded.

The verification and assurance process

The GOsC will need to collect information so that we can:

- Be assured that osteopaths are meeting the requirements of the CPD scheme.
- Identify whether there are any support or resource gaps for osteopaths.
- Support osteopaths to meet the requirements of the CPD scheme.
- Provide feedback to the whole profession on how the scheme is progressing (this scheme was launched in October 2018).
- Identify where there may be an extra need to encourage osteopaths to build learning communities.

To help us do this, we will contact a sample of registrants every month. This will start from October 2019 after the first osteopaths to join the scheme have submitted their first annual renewal of registration declarations. The aim will be to seek verification of some of the information they have recorded on their forms by getting details of a selection of activities they have completed, and to understand how they are planning their hours across the three-year CPD cycle.

To give you a better idea of the kind of verification we will seek, if a registrant declares on their renewal form that they have undertaken activities which meet themes A and C of the OPS, for example, we might ask to see the evidence of those activities so we can verify they do meet both themes and the other GOsC CPD scheme requirements.

You must complete an annual renewal of registration form (see example on p15), and as part of this you will make a declaration about what CPD activities you have done in that particular year of your three-year cycle.

Each year you will be asked to declare:

- The number of hours of CPD you have done in the past year.
- The number of hours you have done in the past year which are in the category 'learning with others'.
- Which of the four themes of the OPS you have covered in the past year.
- Whether an objective learning activity has been completed in the past year.
- Whether a communication and consent activity has been completed in the past year.
- Whether you have identified your peer to carry out your Peer Discussion Review (it's a good idea to identify your peer within the first year if you can).
- Whether the Peer Discussion Review has been completed (this is likely to be in the third year of your cycle).

You must continue to keep a record of your activities including evidence underpinning the activities you have undertaken. This might include notes of a group practice discussion or a course certificate.

Example of a completed annual renewal of registration form

<p>Declarations</p> <p>By completing this form I declare that all information supplied in support of my application to re-register with the GOsC is, to the best of my knowledge, accurate and true. I understand that the Registrar may take steps to verify any information supplied by me.</p> <p>Indemnity insurance</p> <p>Section 37 of the Osteopaths Act 1993 and the GOsC (Indemnity Arrangements) Rules Order of 2015 require all osteopaths to hold an adequate indemnity arrangement.</p> <p>It is your responsibility to ensure that you hold continuous professional indemnity insurance cover at all times. If your practising status changes, for example to non-practising, or you return to practice, you must contact the GOsC so that your registration status can be updated on the Register. You should also contact your insurance provider to advise them of the change in your registration status so that they can arrange run-off cover insurance if you become non-practising, or reinstate full insurance cover when you return to practice.</p> <p>Please click the declaration statement to confirm that you have cover. Please be aware that you may be randomly selected for an audit, where you will be required to send us proof of your insurance.</p> <p><input checked="" type="checkbox"/> I declare that I hold an indemnity arrangement which meets the GOsC (Indemnity Arrangements) Rules Order of 2015. My insurer is:</p> <p>Example Insurer</p> <p>Character</p> <p>In the past year and to the best of your knowledge, have you been convicted of a criminal offence or are currently subject to any police investigations which might lead to a conviction, caution, reprimand, final warning, been party to civil proceedings, been subject to an adverse outcome from disciplinary proceedings from any other professional body, in the UK or any other country?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Health and fitness</p> <p>Do you have any medical conditions, either physical or mental, which might jeopardise the wellbeing of patients whom you may treat or other fellow health care professionals? Do you have an ongoing medical condition, either physical or mental that requires regular medical review?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>CPD</p> <p>You are required, over 3 years, to undertake 90 hours CPD of which a minimum of 45 hours must be learning with others. Over 3 years you will need to ensure you have undertaken activities across the four themes of the Osteopathic Practice Standards, an objective activity, an activity focused on communication and consent, and a peer discussion review towards the end of the three-year cycle.</p> <p>Please declare how far you have progressed in completing these requirements by completing the declaration below.</p> <p>In the past renewal year, I have undertaken 32 hours of which 18 hours are in the category of learning with others.</p> <p>I have undertaken activities which cover:</p> <p><input type="checkbox"/> Osteopathic Practice Standards Theme A <input checked="" type="checkbox"/> Osteopathic Practice Standards Theme B <input type="checkbox"/> Osteopathic Practice Standards Theme C <input type="checkbox"/> Osteopathic Practice Standards Theme D</p> <p><input checked="" type="checkbox"/> Objective activity <input type="checkbox"/> Communication and consent <input checked="" type="checkbox"/> I have identified my peer <input type="checkbox"/> I have completed and recorded my peer discussion review</p>
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Quality assurance

Verification and assurance provides a level of quality assurance by checking compliance with the CPD scheme. Resources to support the quality of the Peer Discussion Review process are also available, including support for conducting them. The templates to be completed as part of the Peer Discussion Review process have been designed so that they support a structured conversation, enabling participants to 'walk through' the process, with the same questions being discussed, and the same guidance being applied, by all.

Organisations providing Peer Discussion Reviews may put in place their own mechanisms of training and quality assurance.

Osteopaths will need to retain any documentation relating to incomplete Peer Discussion Review which may have taken place before their final complete Peer Discussion Review.

Resources and examples

Resources to help osteopaths complete all the elements of the CPD scheme are available at cpd.osteopathy.org.uk.

These resources include:

- guidance on how to complete an objective activity including patient feedback, Patient Recorded Outcome Measures (PROMs), clinical audit, case-based discussion, peer observation
- blank templates to support osteopaths to complete activities, reflect on and record activities
- completed examples by other osteopaths
- example CPD records
- sample completed Peer Discussion Review forms
- details of groups that can help osteopaths complete CPD.

If you have any queries, please get in touch:

Email: newcpd@osteopathy.org.uk

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