



General
Osteopathic
Council

Continuing
Professional
Development

Your guide to the new CPD scheme

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The new CPD scheme launched in October 2018, you have been sent this booklet because you recently joined the new scheme.

This guide provides a brief introduction to the CPD scheme. For full details about the requirements of the scheme, read the Continuing Professional Development Guidance at cpd.osteopathy.org.uk/cpd-guidance.

What counts as CPD?



The definition of continuing professional development (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
- elearning
- 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 \(OPS\)](#) 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 be defined 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 other professionals.

You should reflect on the CPD you do and you must keep a record of it.

The features of the new CPD scheme



You can see the features of the scheme in the diagram opposite.

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 the 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, clinical audit or a peer observation. See useful links on the back cover for more about objective activities.

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 useful links on the back cover for more information, including a Keeping CPD Records workbook.

Peer Discussion Review

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

Why has the CPD scheme changed?



The new CPD scheme was developed through extensive work in partnership with osteopaths, patients and other key groups, and aims to support continual improvement of practice and patient care, by building on what osteopaths are already doing.

The three underpinning themes of the new CPD scheme are:

- engagement
- support
- community.

By engaging with the CPD scheme, osteopaths can gain professional support and develop collaborative learning communities.

The new features of the scheme specify clearer requirements to enhance practice further, including:

- Covering the four themes of the OPS – raising awareness of the importance and relevance of the Osteopathic Practice Standards to osteopathic practice because previously we have seen CPD reported mostly in the area of knowledge, skills and performance but not in the areas of communication and patient partnership, safety and quality in practice and professionalism.
- CPD in communication and consent – because we have noted that a significant proportion of concerns reported by patients are in this area and we want to reduce the number of concerns.
- Objective activity – to support osteopaths to get a different view on their practice and CPD, in order to enhance their perspective on it.
- Introduction of the Peer Discussion Review – to support discussion about your CPD and practice with a peer that you select.

We hope that, over time, the benefits of the new CPD scheme will include reduced isolation, increased peer support and enhanced patient care.

How much CPD do I need to do?



Over a three-year cycle the scheme requires osteopaths to do at least 90 hours of CPD that covers the four themes of the Osteopathic Practice Standards, including at least one objective activity, and one CPD activity relating to communication and consent.

You will need to keep a record of the CPD you do, which includes your reflections and, with a colleague, complete a Peer Discussion Review (PDR) towards the end of your three-year cycle. You can read the full details and see the form you will need to complete in the PDR Guidance at cpd.osteopathy.org.uk/pdr-guidance.

Preparing and doing your Peer Discussion Review is part of your CPD and counts towards your CPD hours.

You might find the CPD Diary on the **o** zone useful to record details of your CPD activities. The CPD Diary has been designed to be easy to share. Or you can record your CPD in another way if you prefer. Further information is available in the Keeping CPD Records Workbook.

It is recommended that you plan your CPD across your three-year CPD cycle and try to make sure the hours you do each year are balanced. You might find the Planning Workbook helpful when doing this. See the back cover for useful links.

If you want to check your renewal date or the dates of your CPD cycle, just log onto the **o** zone. Or to check the start and end dates of CPD cycles by month of registration, you can check the tables at osteopathy.org.uk/cpd-dates.

What information do I need to provide?



Just as you did on the previous CPD scheme, you will need to keep a record of your CPD. Each year you will still be required to complete an annual renewal of registration form, and as part of this you will now make a declaration about the CPD activities you have done in that particular year of your three-year cycle. (See page 10 for an example of an annual renewal form.) But you will no longer need to submit a CPD annual summary form.

Each year you will be asked to declare to the GOsC:

- 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 (each year, including year 3, you only need to tick the themes you have covered in the past year, so you don't need to tick all four themes in year 3, as long as you've ticked each of them at least once by year 3).
- 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).

As part of the requirements of the new scheme, you will now also need to complete a Peer Discussion Review (PDR) with a colleague towards the end of your three-year cycle. (Preparing and doing your Peer Discussion Review is also part of your CPD and counts towards your CPD hours). You can read the full details and see the form you will need to complete in the PDR Guidance at cpd.osteopathy.org.uk/pdr-guidance.

You must continue to keep a record of your activities, including evidence for the activities you have done. Examples of the sorts of evidence you might want to keep include notes of a group practice discussion or a course certificate, including your reflections on your practice and your CPD.

How is CPD verified?



As part of the process of verification and assurance, 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.
- 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 aims 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 (Communication and patient partnership) and C (Safety and quality in practice) of the OPS, for example, we might ask to see the evidence of those activities so we can verify they do meet both themes.

Example of a completed form



Here is an example of what a completed annual renewal of registration form might look like.

Confirm that you hold continuous professional indemnity insurance and give the name of your insurer.

Confirm your health and fitness status

State how many of the hours you have done in the past year are 'learning with others'

Insert the number of hours of CPD you have done over the past year

Declarations

By completing this form I declare that all information supplied in support of my application to re-register with the GDC is, to the best of my knowledge, accurate and true. I understand that the Register may take steps to verify any information supplied by me.

Indemnity Insurance

Section 37 of the Dentists Act 1984 and the GDC Indemnity Arrangements Rules Order of 2018 require all dentists to hold an adequate indemnity arrangement.

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 GDC so that your registration status can be updated on the Register. You should also contact your insurer prior to advise them of the change in your registration status so that they can arrange for off cover insurance if you become non-practising, or reinstated full insurance cover when you return to practice.

Please tick 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.

I declare that I hold an indemnity arrangement which meets the GDC Indemnity Arrangements Rules Order of 2018. My insurer is:

Please insert:

Character

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 any proceedings, been subject to an adverse outcome from disciplinary proceedings from any other professional body in the UK or any other country?

Yes No

Health and Fitness

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?

Yes No

CPD

You are required, over 3 years, to undertake 30 hours CPD of which a minimum of 40 hours must be learning with others. Over 3 years you will need to ensure you have undertaken activities across the four themes of the **Collegiate 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.

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

In the past renewed year, I have undertaken hours of which: hours are in the category of learning with others.

I have undertaken activities which cover:

Collegiate Practice Standards Theme A
 Collegiate Practice Standards Theme B
 Collegiate Practice Standards Theme C
 Collegiate Practice Standards Theme D

Objective activity
 Communication and consent
 I have identified my peer
 I have completed and recorded my peer discussion review

Confirm your character status

Tick which OPS themes are relevant to the activities you have done in the past year (and only the past year)

Tick which of these you have done in the past year (not so far in your cycle)

Further resources



Treating everyone fairly and meeting the particular and different needs of individuals is an integral part of the GOsC's approach. It is important that you are able to access the help and support you need to participate successfully in the CPD scheme and we are committed to helping you.

We have a wide range of resources available at **cpd.osteopathy.org.uk** including workbooks, guidance, infographics, animations, and templates to support you and help you to learn about, participate in and complete the CPD scheme.

You will also find a CPD Diary on the **o** zone where you can record details of your CPD activities.

We have included links to some of these resources on the back cover. If there are further resources that you think would be helpful, please do get in touch and let us know.

Single downloaded hard copies of the guidance and resources that are available on **cpd.osteopathy.org.uk** are available on request. These can be printed on coloured paper or provided in different formats, such as large print, wherever possible.

You can email: **newcpd@osteopathy.org.uk** or call us on **020 7357 6655 x242** if you have a request or query.

Useful links

Find out all you need to know about the scheme at cpd.osteopathy.org.uk

- Full details about the scheme itself are in the CPD Guidance at cpd.osteopathy.org.uk/cpd-guidance
- A range of workbooks is available at cpd.osteopathy.org.uk/workbooks
- Full details about the Peer Discussion Review are at: cpd.osteopathy.org.uk/pdr-guidance
- You can read the updated Osteopathic Practice Standards online at standards.osteopathy.org.uk
- You can record your CPD in your CPD Diary on the o zone members.osteopathy.org.uk/my-registration/my-cpd-page/cpd-diary
- Read about the changes to the updated Osteopathic Practice Standards at cpd.osteopathy.org.uk/OPS-updated

More questions?

If you still have questions about the GOsC's CPD scheme, please contact the team on newcpd@osteopathy.org.uk.

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