



General  
Osteopathic  
Council

Continuing  
Professional  
Development

# Your guide to the CPD scheme

# Contents

What is CPD?	3
The features of the CPD scheme	4
How much CPD do I need to do?	6
What information do I need to provide?	7
How is CPD verified?	8
Example of a completed form	9
Further resources	10
Useful links	11

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](https://cpd.osteopathy.org.uk/cpd-guidance).

# What is 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 CPD scheme



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

### **Range of practice including the OPS**

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 page 11 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. But see How much CPD do I need to do? on page 6 for more details about your first CPD cycle.

### **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.

# 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.

However, your very first three-year cycle is slightly shorter than three years because the registration year and CPD cycles don't begin and end at the same time.

Your first CPD cycle starts from the date you join the Register, and will last 2 years and 10 months. As a result of this, the hours required in your first CPD cycle are slightly reduced, meaning you will need to do at least 85 hours of CPD with a minimum of 42.5 hours in the category of 'learning with others' as part of your first cycle.

After your first slightly shorter three-year CPD cycle has been completed, you will start doing the full three-year (36 month) cycle of 90 hours.

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

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](https://cpd.osteopathy.org.uk/pdr-guidance).

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 page 11 for useful links.

# What information do I need to provide?



Each year you will be required to complete an annual renewal of registration form, and as part of this you will make a declaration about the CPD activities you have done in that particular year of your three-year cycle. (See page 9 for an example of an annual renewal 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).

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 (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 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**

**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)**

**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 Registrar may take steps to verify any information supplied by me.

**Indemnity Insurance**

Section 37 of the Dentists Act 1986 and the GDC (Indemnity Arrangements) Rules Order of 2015 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 advice from the Register in your registration status, so that they can arrange turn-off cover insurance if you become non-practising, or reinstata 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 2015. My insurer is:

Please Name:

**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, bench party to 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 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 10 hours must be learning with others. Over 3 years you will need to ensure you have undertaken activities across the four themes of the GDC's Practice Standards, an education activity, an activity focused on research, ethics 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  hours of which  hours are in the category of learning with others.

**I have undertaken activities which cover:**

- GDC's Practice Standards Theme A
- GDC's Practice Standards Theme B
- GDC's Practice Standards Theme C
- GDC's Practice Standards Theme D

Objective activity

Communication and consent

I have identified my peer

I have completed and recorded my peer discussion review

# 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 opposite. 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](https://cpd.osteopathy.org.uk)

More information is available on specific topics:

- Full details about the scheme itself are in the CPD Guidance at [cpd.osteopathy.org.uk/cpd-guidance](https://cpd.osteopathy.org.uk/cpd-guidance)
- A range of workbooks is available at [cpd.osteopathy.org.uk/workbooks](https://cpd.osteopathy.org.uk/workbooks)
- Full details about the Peer Discussion Review are at [cpd.osteopathy.org.uk/pdr-guidance](https://cpd.osteopathy.org.uk/pdr-guidance)
- You can read the updated Osteopathic Practice Standards online at [standards.osteopathy.org.uk](https://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](https://members.osteopathy.org.uk/my-registration/my-cpd-page/cpd-diary)
- Find out more about objective activities at [cpd.osteopathy.org.uk/themes/objective-activity](https://cpd.osteopathy.org.uk/themes/objective-activity)

## More questions?

If you still have questions about the GOsC's CPD scheme, please contact the team on [newcpd@osteopathy.org.uk](mailto:newcpd@osteopathy.org.uk).

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