

Preparing for revalidation

Revalidation continuing professional development (CPD) summary tool

Tools for improving professional practice in
clinical oncology and clinical radiology

This tool is designed by The Royal College of Radiologists (RCR) to help clinical oncologists and clinical radiologists to collect the supporting information required for revalidation.

The RCR would also recommend using these methods to help improve professional practice, irrespective of when the first round of revalidation is implemented.

A series of further tools and pro formas is currently in development and will be added in the future.

As the revalidation process develops and changes with implementation, the RCR will review its tools and would expect the portfolio to evolve. Any feedback to assist with this process would be most welcome.

List of generic tools published

- *Reflection on complaints: a tool for clinical oncologists and clinical radiologists*
- *Reflection on compliments: a tool for clinical oncologists and clinical radiologists*
- *Reflection on serious untoward incidents (SUIs): a tool for clinical oncologists and clinical radiologists*
- *Revalidation audit tool*
- *Reflection on 'near miss' incidents: a tool for clinical oncologists and clinical radiologists*
- *Attendance at mandatory training: a tool for clinical oncologists and clinical radiologists*
- *Supporting information for health for use in appraisal and revalidation*
- *Supporting information for probity for use in appraisal and revalidation*

List of radiology-specific tools published

- *Multisource feedback: recommended specialty-specific questions, generic questions related to performance and guidance for use*
- *Peer review: guidance on the use of double reporting*
- *Personal reflection on discrepancies and adverse events*
- *Self-review of practice for diagnostic radiologists*
- *Self-review of practice for clinical radiologists undertaking interventional procedures*
- *Recording attendance at radiology discrepancy meetings*
- *Case-based discussion for diagnostic radiologists*

Introduction

The Royal College of Radiologists (RCR) considers it important to provide tools to help Fellows and members produce the supporting information that they will require to achieve revalidation, and to support them in improving their professional practice.

The RCR has developed this template to allow clinical oncologists and clinical radiologists to record a summary of relevant continuing professional development (CPD) activity and their subsequent reflection on progress leading to any necessary changes for subsequent years. This could include any major changes to job plans requiring new site-specific CPD activity. It could include an action plan for remedial CPD activity in the event of any significant absence from work; for instance, due to maternity leave or illness. This could be used as a form of supporting information for revalidation.

The RCR has published its specialist standards framework¹ which details the types of supporting information clinical oncologists and clinical radiologists will need to produce to enable them to revalidate.

As revalidation processes develop and change with implementation, the RCR will review its revalidation tools and would expect them to evolve over time. We would welcome any feedback from those who use the template to assist with this process.

Approved by the Board of the Faculty of Clinical Oncology: 2 July 2010

Approved by the Board of the Faculty of Clinical Radiology: 25 June 2010

Summary and reflection on CPD record

Appraisal year

The following pro forma has been created to allow clinical radiologists and clinical oncologists to reflect on their annual CPD activity for appraisal and provide a mechanism for an agreed plan for the coming year.

Date of last 5 year RCR certificate awarded:					
Cumulative summary of CPD recorded credit totals since last 5 year certificate					
Year	1	2	3	4	5
Category I					
Category II					
Total					
Cumulative total					
<i>NB: Average annual totals would be 50 CPD credits to reach five-year revalidation target of 250 credits (with a minimum of 50% category I)</i>					
Commentary and summary – CPD activity in the last year					
Reflection on activity or content of CPD in the last year since appraisal					
Any planned actions for CPD content or activity					

Reference

1. The Royal College of Radiologists. *Specialty standards and supporting information for revalidation*. London: The Royal College of Radiologists, 2010.

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