

# Continuing professional development (CPD) scheme

Fourth edition  
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## Contents

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<b>1. Introduction</b>	<b>3</b>	<b>7. Credits for external CPD events</b>	<b>13</b>
<b>2. Principles of the RCR CPD scheme</b>	<b>4</b>	<b>Appendix 1. Frequently asked questions</b>	<b>14</b>
<b>3. Enrolment in the RCR CPD scheme</b>	<b>6</b>	<b>Appendix 2. Summary of appropriate CPD activities</b>	<b>17</b>
<b>4. Five-year CPD target and certificate</b>	<b>7</b>	<b>References</b>	<b>18</b>
<b>5. Appropriate CPD activities</b>	<b>8</b>		
<b>6. Recording CPD activity</b>	<b>12</b>		

## 1. Introduction

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The General Medical Council (GMC)<sup>1</sup> defines continuing professional development (CPD) for doctors ‘as any learning outside of undergraduate education or postgraduate training that helps you maintain and improve your performance. It covers the development of your knowledge, skills, attitudes and behaviours across all areas of your professional practice. It includes both formal and informal learning activities’.

This publication describes The Royal College of Radiologists (RCR) CPD scheme for doctors who have completed their specialist training and who are working in clinical oncology or clinical radiology. It is primarily guidance for doctors but it may also be of use to appraisers, employers, doctors’ representatives, responsible officers, patients and the public.

The RCR encourages all clinical oncologists and clinical radiologists to follow the RCR CPD scheme, in the same way as other medical Royal Colleges encourage their members and Fellows to follow their schemes. While the GMC does not require doctors to be a member of a college CPD scheme, it advises doctors that they may find participation in such a scheme helpful, both in keeping up to date and in being able to show they are practising to the appropriate standards in their specialty.

This, the 4th edition of the CPD scheme, includes changes to the section on CPD events provided by other organisations (‘external CPD events’).

The changes do not affect the start or end date of a doctor’s five-year CPD cycle, the overall target requirement of 250 CPD credits or the total credits earned.

The RCR’s regular review and updating of the scheme is designed to ensure that the scheme continues to:

- Emphasise the importance of the outcomes of CPD activity, particularly the impact or expected future impact on performance and practice
- Emphasise the importance of reflection to evaluate learning and gauge the impact
- Enable the doctor to self-monitor and take responsibility for his or her CPD
- Be flexible and pragmatic
- Recognise opportunities provided by modern learning technologies.

The previous edition (July 2014):

- Ended the system of dividing CPD activities into Category 1 or Category II and clinical or non-clinical education.
- Recommended that 20 credits per year should be gained from attendance at external CPD events, to recognise the importance of learning from the wider NHS and other healthcare systems, as well as gaining experience from clinical colleagues in other organisations.

Further information and guidance about the scheme is available on the CPD pages of the College website ([www.rcr.ac.uk/clinical-oncology/cpd-scheme](http://www.rcr.ac.uk/clinical-oncology/cpd-scheme) or [www.rcr.ac.uk/clinical-radiology-cpd-scheme](http://www.rcr.ac.uk/clinical-radiology-cpd-scheme)). Appendix 1 contains some frequently asked questions relating to the RCR CPD scheme ([www.rcr.ac.uk/clinical-oncology/cpd-scheme](http://www.rcr.ac.uk/clinical-oncology/cpd-scheme) or [www.rcr.ac.uk/clinical-radiology-cpd-scheme](http://www.rcr.ac.uk/clinical-radiology-cpd-scheme)).

## 2. Principles of the RCR CPD scheme

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CPD is a continuing process comprising any educational activity which helps to maintain, develop or enhance knowledge, problem-solving, technical skills, attitudes, behaviour, professional performance, or standards of medical practice to improve the safety and quality of healthcare. CPD should also support specific changes to an individual's practice.

From 3 December 2012 all doctors with a GMC licence to practise have had to revalidate, regardless of the nature of their practice. CPD is one of the six types of supporting information that doctors are required to provide and discuss at their appraisal, providing evidence that they are continually developing in order to keep up to date and fit to practise.

The RCR CPD scheme operates for doctors in non-training career grade posts over a five-year cycle. A doctor's first five-year period starts from 1 January in the year following receipt of their Certificate of Completion of Training (CCT).

Doctors enrolled on the scheme need to achieve at least 250 credits over the five years of their CPD cycle to be eligible for the award of a certificate of satisfactory CPD participation from the RCR. CPD credits are based on good quality educational activity which facilitates learning in different ways. Section 5 and Appendix 2 provide information about appropriate CPD activities and the credits available from each.

CPD activities must be aligned with an individual doctor's scope of practice and patient care and must therefore be agreed, validated and assessed at annual appraisal.

Individual doctors are responsible for ensuring that they undertake a range of activities, including some activities outside their normal place of work. The activities should reflect the local and national needs of their practice as well as their own learning needs and professional development. Doctors are responsible for identifying their learning needs via their personal development plan, planning appropriate activities to meet those needs, recording the activities which contribute to their CPD, and for assessing whether that activity has been appropriate and has addressed their learning needs.

Reflection is key to driving change in performance and is integral to a doctor's personal development, appraisal and job planning discussions. Reflection on learning and learning outcomes, provided this is appropriately structured and recorded, also provides a real and important opportunity for service development. Recording whether CPD has had, or is expected to have, an impact on a doctor's performance and practice helps in determining whether learning has enhanced patient care and the service within which a doctor is working. Both should be the result of a balanced CPD programme.

The principles of the RCR CPD scheme are in line with the GMC's *Continuing professional development: guidance for all doctors*.<sup>1</sup> The guidance states:

### **Responsibility for personal learning**

You are responsible for identifying your CPD needs, planning how those needs should be addressed and undertaking CPD that will support your professional development and practice.

### **Reflection**

*Good Medical Practice*<sup>2</sup> requires you to reflect regularly on your standards of medical practice.

### **Scope of practice**

You must remain competent and up to date in all areas of your practice.

**Individual and team learning**

Your CPD activities should aim to maintain and improve the standards of your own practice and also those of any teams in which you work.

**Identification of needs**

Your CPD activities should be shaped by assessments of both your professional needs and the needs of the service and the people who use it.

**Outcomes**

You must reflect on what you have learnt through your CPD and record any impact (or expected future impact) on your performance and practice.

### 3. Enrolment in the RCR CPD scheme

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The scheme is relevant to all doctors in non-training career grade posts in any working environment, for example, the NHS, universities or independent practice, including:

- Consultants
- Associate specialists
- Staff grade doctors
- Trust doctors.

Doctors are automatically enrolled in the RCR's CPD scheme from 1 January in the year following receipt of their Certificate of Completion of Training (CCT), at which point their five-year CPD period starts.

This means that a doctor's five-year cycle may not start on the same date as their GMC revalidation cycle.

Doctors taking up a UK staff position without a Certificate of Completion of Training and wanting to enrol in the scheme, including those who trained or have been employed overseas, should contact the RCR for advice at [cpd@rcr.ac.uk](mailto:cpd@rcr.ac.uk)

## 4. Five-year CPD target and certificate

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To be eligible for the award of a certificate of satisfactory CPD participation from the RCR, a minimum of 250 CPD credits must be achieved over the doctor's five-year CPD period.

The RCR does not set an annual credit target. However, the total of 250 CPD credits over five years should ideally be spread fairly evenly over the period, with approximately 50 credits per CPD year.

Credits in excess of the required 250 over five years cannot be carried forward to the following five-year period.

The CPD target is set over a five-year period rather than annually to accommodate those who are not able to undertake as much CPD activity at some point during the five years as they would wish, for example because they are:

- On sick leave, maternity leave or other career break
- Retired but wishing to retain a licence to practise
- Working for an extended period of time in isolated environments outside the UK
- Undergoing remediation
- Suspended.

The RCR recognises that in circumstances such as these, undertaking CPD may be difficult or impossible for periods of time. However, there are no exemptions to the requirement for a minimum of 250 credits to be achieved over a five-year period. Any CPD undertaken while on a career break can be counted towards the 250 credits.

There are no maximum limits on the type of CPD that can be included in the 250 credits, provided the CPD is gained from good quality educational activity which facilitates learning in different ways.

However, the College recommends that doctors gain at least 20 CPD credits per year from attendance at external CPD events (See 5.1a). In cases where it may be difficult to achieve this, doctors should discuss this with their appraiser or responsible officer as early as possible. It might then be agreed that other forms of CPD would be acceptable, depending on the individual circumstances.

Doctors enrolled on the RCR CPD scheme are asked to submit online a summary of their CPD activity and credits to the RCR at the end of their five-year CPD period. The summary can be provided using the RCR Record, the GMC app report or any other means (See section 6).

If the minimum target of 250 credits has been reached, the RCR will provide a certificate to that effect.

## 5. Appropriate CPD activities

In line with the GMC's *Continuing professional development: guidance for all doctors*,<sup>1</sup> the RCR CPD scheme recognises that doctors should undertake CPD activities that are relevant to their practice and support their professional development.

The RCR CPD scheme does not categorise types of CPD activity nor set a maximum limit for a type of activity that can be undertaken. However, the College advises Fellows and members to undertake a variety of activities that enable them to learn in different ways, so that over five years the 250 credits reflect a spread of these varied activities. The College also recommends that 20 credits per year should be gained from attendance at accredited external meetings.

It is an individual doctor's responsibility to ensure that the CPD activities they undertake are of demonstrable value and contribute to improving patient care.

Summarised below are examples of appropriate CPD activities and the related number of credits that can be claimed. Unless stated otherwise, one CPD credit is achieved from one hour of learning

A list of these activities and their associated credits is shown in Appendix 2.

For each of the activities below, additional CPD credit(s) can be earned by completion of a written reflection and impact statement for the activity (see 5.11).

### 5.1a Attending high-quality face-to-face meetings, courses and events

CPD credits can be earned by attendance at events delivered by the RCR or other reputable providers, including those accredited by:

- Other medical Royal Colleges
- The European Accreditation Council for Continuing Medical Education (EACCME: [www.eaccme.eu](http://www.eaccme.eu)) of the European Union of Medical Specialties (UEMS)
- American Medical Association (AMA)
- National professional authorities.

While an attendance certificate from the event organiser provides useful evidence (giving the title, date and location of the event, the name of the participant and the number of CPD credits achieved), a record of reflection on the learning and its impact on practice is particularly indicative of the benefit of the event to the individual doctor.

### 5.1b Distance learning from suitable online resources, including those provided by the RCR such as webinars, recorded lectures, the Radiology Integrated Training Initiative (R-ITI, see [www.e-lfh.org.uk/projects/radiology](http://www.e-lfh.org.uk/projects/radiology)), case of the month ([www.rcr.ac.uk/cotm](http://www.rcr.ac.uk/cotm)), and the Radiology Events and Discrepancies newsletter ([[READ](http://www.rcr.ac.uk/READ)] [www.rcr.ac.uk/READ](http://www.rcr.ac.uk/READ)).

### 5.2 Attending courses leading to a Postgraduate Certificate or Diploma, or for a Master's or Doctoral degree

20 CPD credits may be earned for a Postgraduate Certificate, 30 for a Postgraduate Diploma, 50 for a Master's degree and 100 for a Doctoral degree.



A transcript from the awarding body indicating the participant's name, course title, dates and grade should be retained.

These CPD credits are not claimed annually but only at the completion of a particular course.

### **5.3 Organised training secondments**

Organised training secondments to work at another centre and learn new skills with recognised specialists or managers will be recognised for CPD credits. A formal programme and timetable will be required that clearly outlines both the educational goals and the methods of assessment by which those goals can be shown to have been achieved.

*4 CPD credits per day can be earned.*

An attendance certificate from the supervisor, confirming the dates, times and content of the programme should be retained.

- 5.4** CPD credits can be claimed for the following activities at the date of publication or presentation. For lectures, seminars, posters and audio-visual displays, credits are available only on the first occasion that they are presented. Electronic media are considered the equivalent of hard-copy publication or face-to-face delivery, as long as the same principles of publication and levels of peer review apply.

**(a) Preparation and delivery of formal lecture or seminar at a regional, network, national or international event**

*3 CPD credits per first presentation.*

A copy of the event programme, giving the date and title of the event, the lecture date and time, title and presenter's name should be retained.

**(b) Presentation of a paper or a poster at a regional, network, national or international event**

*For a paper, 5 CPD credits for the lead author and 1 CPD credit for all other authors.*

*For a poster, 3 CPD credits for the lead author and 1 CPD credit for all other authors.*

A copy of the event programme, giving the date and title of the event, the title of the paper or poster and the presenter's name, should be retained.

**(c) Authorship of a full paper in a recognised peer-reviewed medical or scientific journal or authorship of a book chapter**

*20 CPD credits for the lead author and the corresponding author and 3 CPD credits for all other authors.*

A copy of the first page of the published paper should be retained. For a book chapter, a copy of the contents list, giving the date of publication, the title and author's name should be retained.

**(d) Authorship or editorship of a book**

*20 CPD credits per book.*

A copy of the title page, giving the book's title, date of publication and the name of the author or editor, should be retained.

**(e) Authorship of a case report in a recognised peer-reviewed medical or scientific journal or submission of a case to an online learning tool such as READ ([www.rcr.ac.uk/READ](http://www.rcr.ac.uk/READ))**

*3 CPD credits for the lead author only.*

A copy of the title page of the published report or appropriate documentation should be retained.

**(f) Authorship of an audit template for the RCR (or other bodies)**

*3 CPD credits for the lead author and 1 CPD credit for all other authors.*

A copy of the audit template should be retained.

**(g) Editing, refereeing or reviewing a paper or report in a recognised peer-reviewed medical or scientific journal or online learning tool, or assessing a grant application**

*1 CPD credit for each case, grant, paper or report reviewed.*

Documentation should be retained.

**(h) Writing and editing national standards and guidelines (including the RCR's imaging referral guidelines, iRefer)**

*5 CPD credits per standard or guideline.*

Documentation should be retained.

**5.5 National specialist examination setting meetings**

*4 CPD credits per day (credits are also available under self-directed learning).*

Confirmation from the organiser, giving the examination title, date of the event and name of participant should be retained.

**5.6 Examining for a national specialist or university examination**

*4 CPD credits per examination day.*

Documentation, such as confirmation from the exam organiser, should be retained.

**5.7 Participation in formal service reviews, such as an Imaging Services Accreditation Scheme (ISAS) assessment or an RCR service review**

*4 CPD credits per visit day can be claimed.*

Documentation should be retained and in addition, further reflection is encouraged and should be recorded (see section 5.11 below).

**5.8 Formal educational activities (for example in a hospital trust) where the aim of the activity is teaching/education, such as hospital teaching ward rounds, organised small group teaching activities, journal clubs, clinical audit meetings and so on.**

*1 CPD credit per hour can be claimed.*

Documentation should be retained as evidence.

**5.9 Learning or updating computer skills**

Learning or updating computer skills, particularly to improve educational skills and for departmental uses, including picture archiving and communications systems (PACS), can attract CPD credits. A formal programme of training will be required with appropriate quality assurance.

*1 CPD credit per half-day session can be claimed.*

Documentation should be retained as evidence.

### 5.10 Self-directed learning

The RCR, the Academy of Medical Royal Colleges and the European Association of Radiology (EAR)/UEMS recognise the importance of self-directed learning through reading books, journals and other publications and through using audio-visual and computer-based resources, both free-standing and online such as Radiotherap-e ([www.e-lfh.org.uk/projects/advanced-radiotherapy/](http://www.e-lfh.org.uk/projects/advanced-radiotherapy/)) and R-ITI ([www.e-lfh.org.uk/projects/radiology](http://www.e-lfh.org.uk/projects/radiology)).

*1 CPD credit per hour can be claimed.*

### 5.11 Completion of a reflective learning and impact record after attending courses or undertaking any professional activity such as those above or:

- Learning a new skill
- Learning from a discrepancy or error
- Learning from attendance at MDTMs.

1 CPD credit can be claimed for the completion of the reflective learning and impact record.

Reflection might be prompted by data from an audit, a complaint or compliment, a significant event, feedback about service improvements, the result of a workplace-based assessment or feedback from patients/colleagues.

The CPD credit is gained in these instances not for the activity itself but for capturing reflective learning on the activity or event. Even if the learning has been informal and has arisen directly from events in the workplace, it is important to document and reflect on what has been learned and the impact it has had.

The RCR provides a template on the CPD pages of the website to aid reflection on and to assess the impact of CPD activities.

## 6. Recording CPD activity

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It is the individual doctor's responsibility to record their CPD activity. While the GMC does not ask to see details of a doctor's CPD activities, *Good Medical Practice*<sup>2</sup> requires doctors to be honest, trustworthy and to act with integrity, and to ensure that CPD activities are recorded fully and accurately. Comprehensive evidence of CPD is required for appraisal discussions and revalidation. The quality of CPD activity should be assessed at appraisal.

Individuals will be asked to submit a numerical summary of their CPD activity to the RCR at the end of their five-year CPD period. On receipt of this summary, the RCR will issue a certificate of participation in CPD.

Participants in the RCR CPD Scheme are responsible for maintaining their own record of CPD activity and for retaining appropriate supporting documentation including attendance certificates, copies of articles published or presentations made, reflection and impact records.

The RCR provides an editable CPD Record that doctors can use to help maintain a record of their CPD. This is on the CPD pages of the RCR website.

Alternatively, the GMC now has an app available to download from their website, which doctors can use to keep a record of their learning on the go on their phone or tablet, making it easy and fast to note points of learning and reflection. A report can be downloaded from the app for the doctor to put into their own appraisal/revalidation system.

## 7. Credits for external CPD events\*

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The RCR recognises that providers of educational events and courses aimed primarily at clinical oncologists or clinical radiologists will want their participants to be able to claim CPD credits for attendance for inclusion in their evidence of meeting the RCR's CPD Scheme requirements. The RCR is keen to encourage members and Fellows to take a self-monitoring approach to their CPD and the credits they have earned.

The medical Royal Colleges have collectively agreed to award CPD credits on the basis of one credit per hour of teaching, learning or reflection and the RCR follows this principle in its own CPD Scheme. Course organisers should state on their programmes and promotional materials the number of CPD teaching credits that are available to participants.

The RCR does not evaluate or assure the quality of courses provided by other organisations. Course providers are responsible for quality assurance of their courses.

The statement that *'This course provides <number> CPD credits in accordance with the CPD Scheme of the Royal College of Radiologists'* may be added by organisers to their programmes and promotional materials provided the following conditions are met.

- Courses must have defined learning outcomes, making it clear what participants should know/be able to do by the end of the event.
- Course organisers are responsible for quality assurance of their courses and must provide evaluation forms to participants regarding the quality of the event and achievement of the learning outcomes.
- Course organisers must take account of feedback in the further development of their courses. (Event organisers may be asked to provide the RCR with a summary of the feedback that they have collated from the event.)
- Course organisers must issue attendance certificates to participants for the whole or part of the course they attend so that participants can claim CPD credits for the hours of teaching they receive. Course organisers should include the participant's GMC number on their certificate if possible, for their revalidation and appraisal evidence.

A template attendance certificate can be provided to course organisers to give participants in accordance with the RCR's CPD scheme and the conditions above.

Events outside the UK will be recognised through the EACCME, which was set up to provide an umbrella organisation for awarding appropriate credits for European and international events. AMA medical education (ME) points for North American events will also be recognised, as will events organised by comparable national providers.

Guidance and information for event organisers are available from the CPD pages of the College website.

\*Events and courses which are not provided by the RCR.

## Appendix 1. Frequently asked questions

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### **How do I enrol in the RCR CPD scheme?**

You will be enrolled in the RCR CPD scheme from 1 January of the year following receipt of your Certificate of Completion of Training (CCT).

Clinical oncologists or clinical radiologists who take up staff positions in the UK without a Certificate of Completion of Training, including those who trained or have been employed overseas, should contact the RCR at [cpd@rcr.ac.uk](mailto:cpd@rcr.ac.uk) to initiate their enrolment in the CPD scheme.

### **I started out on the RCR's previous scheme (pre 2014). How do I include my CPD credits accumulated under the old scheme into the new one?**

For the purposes of calculating CPD credits when transitioning from the old CPD scheme to the new scheme, calculate the total credits accumulated from the period you started on the old scheme up to the 30 June 2014 and carry over the total to the current CPD scheme.

### **I work part-time. How many credits do I need?**

You need 250 credits. The target applies to all doctors regardless of the number of sessions per week that are worked. Doctors working less than full-time have an equal obligation to provide high-quality patient care and to update their skills as those working full-time and thus should maintain the same commitment to their CPD. Colleges and Faculties, as well as employers, should be as flexible as possible in enabling this commitment to be met for all doctors.

### **What happens if I am not able to achieve my CPD target?**

You must speak to your appraiser and/or Responsible Officer as soon as possible. The RCR strongly encourages the participation of all clinical oncologists and clinical radiologists in the Scheme to the fullest extent possible. All those who are involved in RCR training, education and examination are required to be up to date with their CPD. CPD contributes a significant part of any doctor's evidence required for revalidation by the GMC.

### **Can I carry credits forward into the next five-year cycle?**

No. If you exceed 250 credits in one cycle you cannot carry the extra credits into the next five-year cycle.

### **Are CPD credits awarded for distance and online learning?**

Yes. Any documentation provided by the organising body, such as a multiple choice questionnaire (MCQ) test, certificate and so on, can be retained. The title and date of the course or activity and the number of CPD credits awarded must be saved, along with any reflective learning records.

CPD credits can also be earned through self-directed learning, by reading and research using online resources, with a reflective learning record completed for each hour claimed.

### **I wasn't given an attendance certificate at a CPD event. What should I do?**

Organisers of events are responsible for issuing attendance certificates (see Section 7 above). Participants should always ask for a certificate before leaving an event if one is not offered. Participants can earn CPD credits for reflective learning regardless of whether they have a CPD certificate for attending the event.

### **What is the purpose of the reflective learning and impact template?**

The intention behind reflective learning is to encourage you to reflect on what you have learned from a CPD activity and the impact it has had on your practice in terms of benefits to patient care and safety. You can gain an extra credit for each form completed.

**Am I required to complete a reflection and impact template?**

You will gain credits for each CPD activity undertaken and you are encouraged to complete a reflection and impact template but you are not required to do so.

**How does the RCR know how many credits I have?**

For most of a doctor's CPD period the RCR does not know how many credits have been achieved. Towards the end of the five-year period, the RCR will ask the doctor how many CPD credits have been achieved.

**How does an absence from work for maternity, sick leave or other career breaks affect my target?**

There is no waiver for the requirement of 250 points of CPD in five years. Short periods of absence from CPD or imbalance in one year should be redressed over the five-year period.

You should undertake CPD to the greatest extent possible. Any deficit in CPD activity should be made up over the remainder of the five-year cycle. This may be achieved either prospectively (where possible), retrospectively after return to clinical work or with a combination of the two.

Any CPD credits gained during a career break will be counted towards the total achieved. The RCR considers the maintenance of CPD in these circumstances to be essential for safe and effective practice.

Where the absence is for more than a year, advice can be sought from the RCR [cpd@rcr.ac.uk](mailto:cpd@rcr.ac.uk) and will be provided by the CPD lead for the specialty concerned.

**I have retired from my permanent NHS post but am still undertaking some clinical work and/or I wish to remain on the specialist register. What is my CPD requirement?**

If you are undertaking any clinical work you must keep up to date. All doctors practising in the UK are required to revalidate. While the GMC does not require doctors to be a member of a college CPD scheme it advises doctors to participate in such a scheme. It is therefore recommended that all RCR Fellows and members participate in the RCR CPD scheme.

**I have retired from all clinical practice and do not intend to remain on the specialist register. Do I still need to obtain CPD credits?**

No. Once involvement in clinical practice has ceased and you leave the specialist register, enrolment in the CPD scheme can be discontinued. Please contact the CPD Office at [cpd@rcr.ac.uk](mailto:cpd@rcr.ac.uk) so that the appropriate action can be taken. At the same time, arrangements can usually be made to continue membership of the RCR at a much reduced subscription rate.

**I work entirely in a non-clinical role (for example, Principal of Faculty of Medicine, Medical Director, Trust Chief Executive Officer, Postgraduate Dean, Department of Health role). Am I required to participate in CPD?**

Yes, if you wish to revalidate. The content of your CPD activities should reflect and support the range of your professional practice.

If you are undertaking medical-related work (such as medico-legal work) that requires you to be licensed, you will also need to revalidate and should participate in the CPD scheme.

**I am considering working abroad for a short period of two to three years, and wish to return to the UK to work following this period.**

The GMC website ([www.gmc-uk.org](http://www.gmc-uk.org)) provides information about the requirements you will need to satisfy to return to UK practice. If you wish to return to the UK and are maintaining GMC registration, keeping up with CPD would be strongly recommended, provided you are appropriately supported.

Recording your CPD in a portfolio will help to demonstrate that you are meeting the standards of your area of practice and will act as supporting information to take to subsequent appraisals. Remember, you may

also be required to be CPD compliant with any new professional body with which you register to practise abroad.

**I now practise outside the UK. What are my CPD requirements?**

The RCR has no jurisdiction outside the UK and therefore cannot require any CPD activity. However, the RCR encourages doctors to keep their CPD up to date while practising in the interests of patient safety and benefit.

**I practise outside the UK, but I wish to continue to undertake CPD and revalidate in the UK. What do I need to do?**

In this case you should ideally participate in the RCR CPD scheme or follow the recommendations of the scheme. For information about meeting the requirements for revalidation while you are outside the UK, please consult the GMC website.



## Appendix 2. Summary of appropriate CPD activities

CPD activity	Suggested evidence	Credit allocation	Additional credit for reflection and impact record
5.1a Attending external meetings, courses and events	Attendance certificate	1 per hour (20 per year recommended)	Yes
5.1b Distance and online learning – courses, events, meetings, lectures and educational activities	Documentation from organising body and record of reflective learning	1 per hour	Yes
5.2 Attending courses leading to a Postgraduate Certificate or Diploma, or for a Master's or Doctoral degree	Transcript from the awarding body	100 for a Doctoral degree 50 for a Master's degree 30 for a Postgraduate Diploma 20 for a Postgraduate Certificate	Yes
5.3 Organised training secondment at a specialist centre, learning new techniques under supervision	Attendance certificate	4 per day	Yes
5.4a Preparation and delivery of formal lecture/seminar at a regional, network, national or international event	Event programme	3 per first presentation	Yes
5.4b Presentation of a paper/poster at a regional, network, national or international event	Event programme	Paper: 5 for the lead author and 1 for all other authors Poster: 3 for the lead author and 1 for all other authors	Yes
5.4c Authorship of a full paper in a recognised peer-reviewed medical or scientific journal or authorship of a book chapter	Title page of paper	20 for lead and corresponding authors 3 for other authors	Yes
5.4d Authorship/editorship of a book	Contents list of book	20 per book	Yes
5.4e Authorship of a case report in a recognised peer-reviewed medical/scientific journal or submission of a case to an online learning tool	Title page of report	3 for lead author only	Yes
5.4f Authorship of an audit template for the RCR (or other bodies)	Copy of audit template	3 for lead author 1 for other authors	Yes
5.4g Editing, refereeing or reviewing a paper or report in a recognised peer-reviewed medical/scientific journal/online learning tool/assessing a grant application	Appropriate documentation	1 for each case, grant, paper or report reviewed	Yes
5.4h Writing and editing national standards and guidelines (including the RCR imaging referral guidelines, IRefer)	Appropriate documentation	5 per standard or guideline	Yes
5.5 National specialist examination setting meetings	Confirmation from the organiser	4 per day	Yes
5.6 Examining for a national specialist or university examination	Appropriate documentation	4 per examination day	Yes
5.7 Participation in reviews	Appropriate documentation	4 per visit day	Yes
5.8 Formal educational activities (for example in a hospital trust) where the aim of the activity is teaching/education, such as hospital teaching ward rounds, organised small group teaching activities, journal clubs, clinical audit meetings etc.	Appropriate documentation	1 per hour	Yes
5.9 Learning/updating computer skills	N/A	1 per half day session	Yes
5.10 Self-directed learning	N/A	1 per hour	Yes
5.11 Reflective learning from professional activities/events (for example, MDTMs)	Completed reflective learning and impact template	1 per completed reflective learning and impact template	No

## References

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1. General Medical Council. *Continuing professional development: guidance for all doctors*. London: GMC, 2012.
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## Citation details

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