

SHORT GUIDE TO THE RCR CPD SCHEME

The Royal College of Radiologists' continuing professional development (CPD) scheme is designed to be personalised, meaningful and valuable to Fellows and members, by allowing them to plan a greater variety of CPD activity and by removing some of the constraining requirements. For example, the scheme does not set an annual target for CPD credits or a target for Category 1 (external) and Category 2 (internal) credits. Credits can be claimed for online learning and for documenting reflection.

Fellows and members are encouraged to undertake a balance of activities and to focus on their own learning needs and the outcomes of learning rather than the inputs. **Good CPD is not simply the accumulation of credits, but rather about engaging in a broad range of educational activities that maintain and improve the doctor's own knowledge and skills, to provide optimum care for patients.**

Participation in the scheme is a valuable way for Fellows and members to demonstrate that they are keeping up to date and practising to the appropriate standards in their specialty. This is an integral part of appraisal and revalidation.

The RCR CPD scheme's six key features

- 1. CPD cycle:** The five-year CPD cycle starts on 1 January in the year following receipt of the certificate of completion of training (CCT).
- 2. Minimum 250 CPD credits over five years:** Fellows and members should achieve at least 250 CPD credits over five years to demonstrate they are up to date.
- 3. No annual maximum limits:** There are no maximum limits on the types of CPD activities that earn credits but Fellows and members should aim to achieve a balance of activities.
- 4. 20 external CPD credits:** It is recommended that an average of 20 CPD credits per year is gained from attending external meetings (100 CPD credits over the five-year cycle).
- 5. Reflection:** Fellows and members should reflect on their learning and the impact this will have on their professional practice and patient care. Credits are available for reflection.
- 6. Recording CPD:** Fellows and members should keep records of all their CPD activities including their reflections.



1. The CPD cycle

Fellows and members are enrolled in the RCR CPD scheme from 1 January in the year following receipt of their CCT. The doctor's five-year CPD period starts from that date.

A certificate of CPD participation is available for Fellows and members at the end of their five-year period if they have undertaken CPD in accordance with the RCR scheme.

2. Minimum 250 CPD credits over five-year cycle

The RCR, in line with other medical royal colleges, recommends that clinical oncologists and clinical radiologists should achieve at least 250 credits over five years to demonstrate they are up to date in their specialty.

Although there is no longer an annual target, it is suggested that the minimum 250 CPD credits are spread evenly over the five-year period, with approximately 50 credits per CPD year. This will be important for a doctor's annual appraisal. This minimum requirement applies to all doctors regardless of the number of sessions per week that they work.

? Not met the 250 CPD target – can I be revalidated?

Ultimately, to be revalidated, your Responsible Officer has to be confident that you have undertaken sufficient CPD to be competent and safe. While 250 credits can provide good evidence to support this, fewer CPD credits may be sufficient for your Responsible Officer to make a positive recommendation to the General Medical Council (GMC) for your revalidation. This depends on individual circumstances.

The RCR recognises there may be exceptional circumstances in which a Fellow or member cannot achieve the 250 CPD credit target, and the individual doctor should discuss this with their appraiser and/or Responsible Officer.

3. No annual maximum limits

Different types of educational activities can attract CPD credit as long as the doctor can demonstrate that these have been genuinely developmental and relevant to their professional practice.

The RCR does not prescribe the type of activities that Fellows and members should undertake, and instead encourages a variety of activities so that learning is undertaken in different ways. As a result, there are no maximum limits on the types of CPD activities (external and internal activities; clinical and non-clinical education) that earn credits. However, Fellows and members are still encouraged to achieve a balance between clinical, academic and professional activities.

A full list of approved CPD activities can be found in Appendix 2 of the RCR CPD Scheme (2014).

4. 20 external CPD credits

The RCR recommends that an average of 20 CPD credits per year is gained from attending external activities (100 CPD credits over a five-year cycle). This is in recognition of the invaluable learning doctors can gain from networking and sharing best practice with clinicians outside their own departments, as well as from the wider NHS and other healthcare systems. The RCR also hopes this recommendation supports Fellows and members to protect their study leave entitlement and study leave budgets. This recommendation is less than the previous one of at least half the credits being external (or Category 1) and should, in practice, be easier to achieve.

However, the RCR also recognises that a few Fellows and members may find it difficult to obtain 20 external credits per year (for example, due to lack of funding). In these instances, they should discuss their situation with their appraiser as early as possible. The appraiser or Responsible Officer may agree that other forms of CPD are acceptable.

5. Reflection

Reflection has an integral role in learning and improving practice and it is an important element of the annual appraisal and revalidation process. The annual appraisal, as part of the five-year revalidation cycle, requires doctors to document their reflections as a way of demonstrating insight into their work and to inform appraisal discussions.

In line with this, the RCR CPD scheme promotes the importance of recording the outcomes of CPD activities, reflecting on learning through CPD and recording any impact, or expected future impact that learning has had on performance and practice. This is an important way of assessing whether learning has added value to patient care and to improving the service within which a doctor is working – an integral part of CPD.

Fellows and members are able to claim additional credits for documenting their reflections.

As well as reflection on formal CPD activities, Fellows and members can reflect on, for example:

- A discrepancy or error
- Data from an audit
- Attending a multidisciplinary team meeting (MDTM)
- A complaint or compliment
- A significant event
- Service improvements
- The result of a workplace-based assessment
- Feedback from patients/colleagues.

See back page for information on how to document and claim credits for reflection.

6. Recording CPD activity

It is a doctor's responsibility to record and document the learning achieved from all their CPD activities. The RCR provides a CPD record to help Fellows and members log their CPD. It is not compulsory to use this record; CPD activities can be recorded in alternative ways.

The RCR also recommends that recording of CPD activity includes documentation of reflection.

? How can I obtain credits for reflection on my CPD?

You can claim up to two additional CPD credits for evidence of reflection:

- One credit for documenting reflection on the learning gained from the CPD activity
- One credit for evaluating the impact on your professional practice and patient care.

This is in addition to the CPD credits awarded for the activity itself.

For example, Dr Newell attends an event allocated 5 CPD credits. After the event, he documents what he has learnt and how this will impact on his future practice. He can claim 7 CPD credits in total.

We also know how much learning happens in the workplace.

Reflection could be prompted, for example, through receiving colleague or patient feedback, a significant event, attending discrepancy meetings, or mortality and morbidity meetings, as well as multidisciplinary team meetings (MDTMs).

As above, up to two CPD credits can be claimed for reflecting on these events which lead to learning. The CPD credits are gained in these instances not for the event itself but for capturing reflective learning.

For example, Dr Miller attends five MDTMs over a week. She documents what she has learnt from one of these meetings and the impact this will have on her patients and the services in which she works. She can claim 2 CPD credits in total.

Impact may also be considered retrospectively.

Reflective templates

The RCR offers a template to help you document your reflection:

www.rcr.ac.uk/CPD_reflective_template

You are not obliged to use this template and can choose to document your reflections in another way for your appraisal files.

Further information

This short guide is based on the full guidance: RCR CPD Scheme (2016)

More information can be found at

www.rcr.ac.uk/clinical-radiology/cpd and **www.rcr.ac.uk/clinical-oncology/cpd**

If you have further queries, please contact the CPD team at **cpd@rcr.ac.uk**

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