



# Your 5 minute guide to Continuing Professional Development

## What is Continuing Professional Development (CPD)?

CPD is ongoing learning during your working life that helps you to:

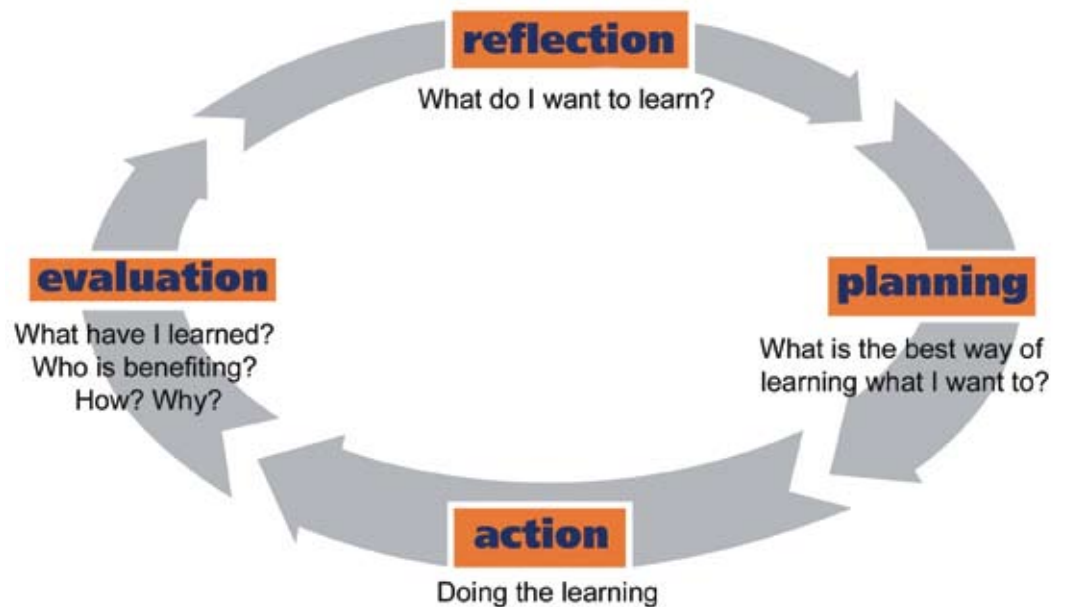
- Improve your service to patients and public and your professional ability
- Develop and improve job related skills, knowledge and behaviour
- Keep up to date with the latest developments in pharmacy



## What is the learning cycle?

The learning cycle is essentially the CPD process. Whether you start the cycle at any of the four stages reflection, planning, action or evaluation, the key element in the CPD cycle is the evaluation of what you have learnt and the impact on your day to day work as a pharmacist, whatever your scope of practice. By using the CPD cycle you are more likely to create a record that is satisfactory for the regulator as they will be looking to see that you have identified some learning and reflected on its impact.

### The learning cycle



For more detail, CPD recording and example records see [www.uptodate.org.uk](http://www.uptodate.org.uk)

## Why should I do CPD and record it?

As a pharmacist you have a responsibility to keep your professional skills, knowledge and competency up to date.

New standards which came into effect on 1 March 2009 require you to keep a legible record of CPD, make a minimum of 9 entries per year, reflect on and record how the CPD task has helped you to develop or improve the quality of your practice.

CPD records are being called in for review since summer 2009 over a 5-year cycle and the new standards require you to submit your records to the regulator when asked to do so.



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## What types of activity are classed as CPD?

There are a huge number of possibilities but here are a few examples:

- Finding new knowledge or learning a new skill relevant to your job – e.g. researching information related to a patient enquiry
- Changing the way you do things or adopting a new behaviour e.g. changing procedures due to learning from an incident or complaint
- Anything where you learnt from your actions and improved your performance e.g. setting up a new service, recognised courses, discussion with colleagues



### What if I work across different areas of pharmacy – will this affect my CPD requirements?

Your CPD records need to be relevant to you and reflect the area(s) and scope of practice that you currently work in. Therefore, if you are working in a specialist field, such as oncology, or as an advanced practitioner, such as a prescriber, your records would need to contain entries to reflect this. Likewise, if you work in secondary care but undertake locums in community practice your records should include CPD from both areas.

### How long do I have between being asked for my CPD record and having to submit it?

You will have up to six weeks to submit your CPD record from the date of the initial request. Your record can be submitted either electronically using the Society's CPD online recording system or on paper in an approved RPSGB format. No other forms of records will be accepted.

### What do I need to submit when my records are called?

You can decide which entries you would like to submit. If you are asked to submit before 1 March 2010, your CPD entries may be from one year, as long as they are recent entries, or across a number of years starting from 2005 or the year you registered if you registered after 2005. You will be invited to send up to 20 entries, but you should have at least some entries which start at reflection.

### What if my CPD record gets called for review after 1 March 2010?

Because the standards will have been in force for 1 year by then, you will be expected to demonstrate that you have made a minimum of 9 entries between 1 March 2009 and 1 March 2010. Again you can decide which 9 entries to submit, but they should reflect your scope of practice.

### What happens if I do not submit my CPD record within the six weeks?

You will receive a limited number of reminders; however if you do not submit a CPD record when requested by the regulator you will receive a warning letter from the chief inspector. This will stay on your registration record for 5 years. If you continue not to submit your CPD record on request then this may lead to disciplinary action and potential removal from the register.

### Is there anything I need to remember when submitting my record?

Before you submit your record, use the checklist below to make sure that you've covered the Society's standards and good practice guidance. If you answer 'no' to any of the questions then that will highlight where you need to do a bit more work on your entries.

	Yes	No
<b>Mandatory Standards</b>		
Do you have a CPD record?		
Is your CPD Record legible?		
Is your CPD record in an approved Society format (kept either online, on desktop or on approved paper recording sheets)		
Have you made a minimum of 9 entries per year (from 1st March 2009 to 1st March 2010)?		
Does your CPD record comply with the good practice criteria (see below)?		
Does your CPD record reflect how your CPD has contributed to the quality or development of your practice?		
<b>Good Practice Checklist</b>		
Have you kept a learning portfolio with items such as records of attendance at training in support of your CPD record? (You will not be asked to submit this during routine call and review)		
Do some of your CPD entries start at Reflection?		
Is your CPD record up to date?		
Have you used a range of learning activities to achieve your CPD?		
Have you made CPD entries that are relevant to your scope of practice and which are relevant to pharmacy?		
<b>Quality Checklist</b>		
Have you used Appendix 5 of the Society's Plan and Record document 'personal review of CPD record' to self-review your CPD entries?		



## What support is available now to help me with CPD?

There is a lot of support currently available from the Society to help you with CPD:

- **CPD recording online**

We have listened to your feedback and, in response, have improved the online recording system, making it simpler and quicker to create CPD records. The improved system can be accessed at [www.uptodate.org.uk](http://www.uptodate.org.uk)

- **Online case studies and information**

As well as improving the recording facility, the website also has information and guidance about recording CPD, including a tutorial on recording using the website. There are also case studies to illustrate CPD records from the main sectors of practice

- **Basic CPD help and advice**

The CPD team can offer general advice to help you make a start on your records. Please contact [cpd@rpsgb.org](mailto:cpd@rpsgb.org)

- **CPD workshops**

We are running two types of workshops in collaboration with CPPE, WCCPE and NES. The first workshop provides help for those who have not yet used the CPD system or want help using online recording. The second workshop offers support for those who are confident recording CPD but want to ensure the content is correct. For details of the dates of workshops visit the services page at [www.pharmacyplb.com](http://www.pharmacyplb.com)

- **CPD facilitators**

Our CPD facilitators are available to support groups of 12 or more people where there are no CPD workshops currently available. You can make a request for a facilitator to attend a local event by filling in the request form. The form can be downloaded from the services page at [www.pharmacyplb.com](http://www.pharmacyplb.com)

## What support will be available in the future from the PLB?

As a member of the new PLB you will have access to a range of support to help you with CPD. In addition to all the services you currently receive from the Society, the PLB will be offering the following services exclusively to its members:

### Access to enhanced functionality on the online recording system

This will include the ability to store and upload CPD evidence such as certificates etc.

### Help desk support

As well as basic CPD help and support, you will also be able to benefit from technical system support, in-depth CPD help and advice and practice related support.

### CPD workshops at Local Practice Forums

There is the potential to host CPD events every 6 weeks depending on the local demand. The workshops will include peer review of records.

### Self-service CPD

In addition to the online case studies and information, as a member you will also have access to an interactive e-learning tool, CPD guides, top tips guides as well as a range of other support tools.

### Free CPD review service

You will be entitled to a free review of 5 CPD entries per year. You will receive feedback within 8 weeks.

### Express CPD review service

If you need your records reviewed in a hurry, we will offer a guaranteed turnaround time of 2 weeks, although there will be an additional charge for this service.

### Multiple entry CPD review service

We will review your complete CPD submission (6 to 50 entries) and provide you with detailed feedback. There will be an additional charge for this service.

### Prepare CPD records for submission service

This will be a chargeable service similar to an accountant preparing your tax returns. We will collate, organise and sort your records, getting them ready for submission to the regulator. The service will include transfer of paper records to the electronic system. The PLB will pilot this service and roll out based on the outcomes of the pilot.

## What support will be available in the future from the PLB? (continued)

### Access to virtual CPD events

We will offer webinars tailored to specific areas of pharmacy practice and will pilot these in October and November. Each webinar will cover how to record your practice specific CPD, examples of CPD records from that practice area and a discussion forum lead by a practice expert and a CPD facilitator from the relevant area of pharmacy. The sessions will be around 90 minutes of which around 45 minutes will be discussion and Q&A. To find out details and dates of the webinars, visit the services page at [www.pharmacyplb.com](http://www.pharmacyplb.com)

### Accreditation service (available late 2010)

As a member you will have access to accredited educational materials and events. We'll also be able to direct you to accredited education providers, publications and websites.

### Content to start your CPD records

After attending any PLB learning event or reading practice guidance, a short piece of text will be available to populate part of your CPD record to help you get started.

### Future CPD support for revalidation and return to practice (available from 2011)

We will provide you with all the support you need to meet future regulatory requirements.

### What if I am not a member of the PLB, what services will be available to me?

As a non-member you will continue to have access to the CPD recording system at no extra charge. However you will not have access to any of the additional features offered to PLB members.



### Is there anything else I need to know about CPD?

In the future, pharmacists and pharmacy technicians, like all other healthcare professionals, will need to be revalidated on a regular basis. It is anticipated that CPD will form a major part of the revalidation process.

### We have produced some top tips to help you with CPD:

- CPD doesn't need to be complicated. If you are struggling to make a start, why not make "how to write a CPD entry" as your first entry?
- Follow the CPD cycle. Record any occasion where you identified a gap in your skill, knowledge or behaviour and actively did something to meet the gap. Then think about what you learnt or did differently as a result of your actions
- Record any training or learning opportunities which have led you to do something differently as a result of this learning
- If you find it difficult to make your CPD entries because you are having to write about yourself, using 'I' in the text helps you to focus on what you did and makes it easier to write about. Remember the person reviewing your CPD won't know you, your job or your development needs, therefore write it like a story and put it in context. e.g. "as a pharmacist working on the ward I need to learn about ..... because...."
- Check that you have not included any sensitive/commercial information in your entries e.g. avoid using peoples' names
- When making CPD entries use one learning opportunity to make a number of separate CPD entries e.g. masters degree. This makes it easier to work around the complete CPD cycle
- Do little and often
- You do not have to complete a whole CPD entry in one session. You could start with reflection and planning, and then return once you have completed the action and can provide feedback on how the learning has benefited your practice
- You can record entries starting at all 4 stages of the CPD cycle i.e. reflection, planning, action or evaluation. When starting at action there is no need to fill in the reflection or planning elements of the cycle as the learning has already happened. However, some of the entries in your submission will need to start at reflection.



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## Summary of the CPD services available now and in the future

Current services	Future services for members of the PLB	Future services for non-members of the PLB
<ul style="list-style-type: none"> <li>• CPD recording online</li> <li>• CPD help desk</li> <li>• Technical help desk</li> <li>• CPD materials online and on paper</li> <li>• Online case studies and information</li> <li>• CPD workshops</li> <li>• CPD facilitators</li> </ul>	<ul style="list-style-type: none"> <li>• CPD recording online</li> <li>• Basic CPD help and advice</li> <li>• In-depth help and advice</li> <li>• Online case studies and information</li> <li>• Interactive e-learning and other online support tools</li> <li>• CPD Workshops at Local Practice Forums</li> <li>• CPD practice specific webinars with downloadable content</li> <li>• CPD facilitators for events</li> <li>• CPD free review service for up to 5 records per member per year</li> <li>• CPD review of up to 50 records (charge applies)</li> <li>• CPD record preparation for submission service (charge applies)</li> <li>• Link to accredited CPD materials and providers</li> <li>• Content to start CPD records</li> <li>• Webinars and events on key education topics</li> <li>• Future CPD support for revalidation and return to practice</li> </ul>	<ul style="list-style-type: none"> <li>• CPD recording online</li> </ul>

If you have any more questions about CPD, please contact [cpd@rpsgb.org](mailto:cpd@rpsgb.org)

If you want to know more about the development of the professional leadership body, visit [www.pharmacyplb.com](http://www.pharmacyplb.com)