

CPD learning points from the 2015-16 year

What we did

For the 2015/16 CPD year we conducted more detailed checks of CPD summaries than we have done previously. We reviewed all the information that each registrant provided, instead of just checking that enough activity had been recorded in order to satisfy the CPD rules.

Why we did the checks

We had become increasingly concerned that not all registrants fill in their CPD summaries correctly. We wanted to find out whether that is a real problem, and if so, how widespread it is. We also wanted to find out which areas of the CPD summaries cause the most difficulty, so that we could provide useful feedback to help registrants in future.

The checking process took longer than we expected, because we found that over 70% of registrants' CPD summaries had not been completely correctly.

The fact that we now know that so many registrants have been struggling to fill in their CPD summaries correctly is a concern, but it demonstrates why it was important for us to review this area in more detail. Looking at the summaries in depth has meant we have been able to produce a list of things for registrants to remember when filling in future summaries.

Things to remember....

The learning need

This section is where you set out what you have identified you need to do.

Remember:

- Give enough information so we can understand how your learning or interest meets the CPD requirements
- Don't use one word learning needs such as 'communication', 'paediatrics' or 'activator'
- Don't use vague wording such as 'learn the current thinking around back pain'
- 'Keeping up to date' is not a learning need - it is the purpose of the learning cycle
- You don't need to write a long and detailed learning need - you should be able to sum it up in less than 50 words
- Don't roll several learning needs into one, such as 'I want to update my first aid skills and learn about fibromyalgia'
- Try to avoid using words like 'continue' and 'carry on', which imply your learning isn't moving forward
- Choose a subject that aims to advance your professional development as a chiropractor, not something relating to clinic business, marketing or advertising.

The plan

This section is where you set out what you intend to do to meet your learning need.

Remember to write about what activities you intend doing, not give more information about the learning need you have chosen.

The learning activities

This section is where you give details of the learning activities you did relating to your learning cycle.

Remember:

- Don't give details of unrelated learning here, put that under 'Other CPD'
- Giving talks or presentations is teaching others, not meeting your own CPD needs. You can however include research done to help you give the talk or presentation

The evaluation and application to practice

*This section is where you explain the outcome of your learning cycle - which is split between an **evaluation** of the learning activities where you reflect on the activity; and **application to practice** where you give some details of what you have done with your new knowledge/skills..*

Remember:

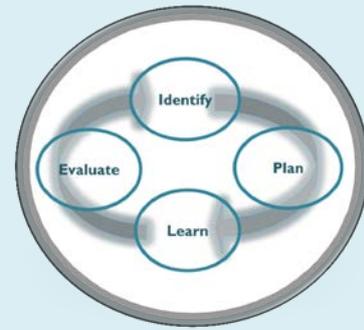
- For your **evaluation**, don't give the contents of the event
- For the **application to practice**, make sure you explain clearly how this has or hasn't been put into practise.

Other CPD

This section is where you can describe learning activities that do not fall within your learning cycle

Remember:

- 'Other CPD' still has to meet the CPD requirements
- If the content of the event isn't clear, include a few extra words of explanation. Don't simply state 'reading', 'research' or 'meetings to discuss clinic matters', say 'reading anatomy', research on scoliosis', 'discussing patient cases'.



CPD audit

Every year a different percentage of the profession is required to send evidence to back up what their CPD summary says.

Remember to check that your evidence meets our requirements. It must have:

- Your name
- Title of the event or subject/s covered
- The date and preferably the time of the event
- Verification from a third party

Conferences

Conferences are one of the most popular learning activities, offering a number of stand-alone seminars on a broad range of subjects. However, some of the seminars may not meet our CPD requirements - for example, business-related seminars are often included in conference programmes and, while we appreciate these form an important part of running your clinic, they may not meet the CPD requirements.

We have been working successfully with some of the professional associations to understand how the seminars they run meet the CPD requirements. If you attend a conference that is run by another organiser who doesn't provide us with the same level of information, we may need to ask you additional questions about what it involved.

Please check that all of the conference seminars you wish to claim meet our CPD requirements.

What we will do to help

So that we can help chiropractors complete their CPD summary correctly first time, and as we move towards a modernised scheme that will assure registrants' continuing fitness to practise, we plan to do the following:

- Make the requirements clearer by giving definitions of the terms used in GCC rules and guidance
- Reduce duplication of effort by changing the online CPD system so that it allows you to upload summaries from the Royal College of Chiropractors system
- Provide a step by step PowerPoint guide to filling in your summary online [[here](#)].

Where to find out more

You can find out lots more about our CPD scheme, including more detailed guidance, on our website [[here](#)].

If you have any questions about our CPD scheme, please send a message to us at cpd@gcc-uk.org