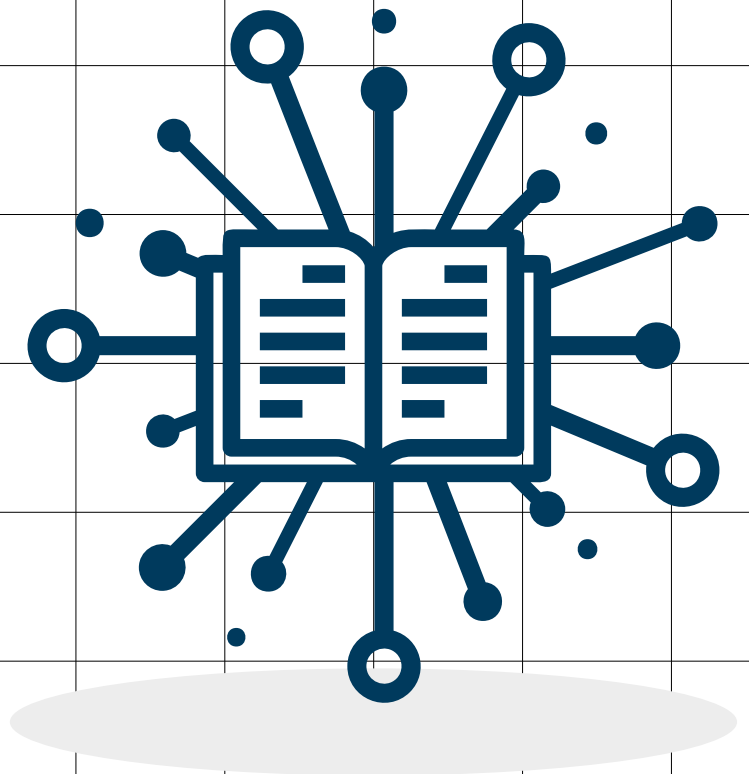


GCC Registrant Resources

Continuing Professional Development Information

FAQs & Myths



Demystifying Continuing Professional Development

The GCC has created this guide to answer some of the most frequently asked questions and myths about Continuing Professional Development (CPD), its value to healthcare professionals and the GCC processes for reviewing registrant submissions.

More detailed information is on the **GCC website**, including CPD templates and sample submissions. (www.gcc-uk.org/cpd)

If you cannot find the answer to your question, please get in touch with the GCC at cpd@gcc-uk.org

The GCC CPD process in five steps

- 1) The GCC CPD year is from 1 September to 31 August.
- 2) A registrant must complete 30 CPD hours each year with a minimum of 15 hours as joint learning.
- 3) A registrant must undertake any Directed CPD learning given by the GCC. Directed learning is included within the 30-hour CPD requirement.
- 4) Once the CPD year has ended on 31 August, a registrant has until 30 September to upload a CPD summary to their **GCC Registrant Portal page**.
- 5) The GCC will review a sample of the CPD summaries to ensure registrants have complied with the programme's requirements.

Frequently Asked Questions and Myths:

About the CPD scheme

1. Why are chiropractors expected to undertake CPD?

Myth: I know other healthcare professionals do not do CPD.

All regulated healthcare professionals must undertake Continuing Professional Development, although the exact requirements may differ between regulators and professions.

CPD should not be seen as an additional burden or task given by the GCC but as a proactive opportunity for all registrants to maintain and develop their skills and knowledge.

As a valued healthcare professional, CPD allows you to keep up to date with the latest advancements and thinking within the profession, thereby:

- Maximising your potential as a skilled healthcare professional.
- Providing networking opportunities with your peers within chiropractic and the broader healthcare community.
- Demonstrating professionalism.
- Showing commitment to your patients and the chiropractic profession.



2. What counts as CPD?

It is for a registrant to determine the types of learning and the hours to count.

However, CPD combines many different learning methodologies, such as:

- Training workshops
- Conferences and seminars
- E-learning programs
- Best practise techniques
- Peer learning
- Ideas sharing
- Reading technical journals or papers

The GCC does require registrants to complete at least 15 hours of learning with other people with whom they can interact, ie. a live webinar, meeting or training session where you can ask questions or participate in the discussion. These 15 hours are within the overall 30-hour CPD requirement.

3. Can I claim CPD hours for my everyday clinical work?

No

The CPD activity undertaken must constitute a learning experience. Therefore, undertaking your routine work does not meet the programme's requirements.

4. Can I claim CPD hours for learning about and improving the management of my business?

No

CPD must focus on advancing your professional development as a chiropractor, ie. improving the care provided to patients and/or developing the chiropractic profession.

5. I have excellent chiropractic skills and training, so why do I need to undertake annual CPD?

Myth: I've been in practice for years, there's nothing more for me to learn.

As with most professions, chiropractic is ever evolving with new ideas and techniques alongside changes to healthcare legislation and patient expectations.

As healthcare professionals, registrants must ensure they keep abreast of developments and changes that may affect their registration, ie. changes to the Code, guidance etc. Only by keeping their knowledge and skills updated can they ensure that they provide patients with the best care possible.

Finally, engaging in active professional development ensures that academic and practical qualifications do not become outdated, allowing individuals to up-skill continually or re-skill regardless of occupation, age or educational level.

6. Why does the GCC use hours and not credits?

CPD hours are more accessible for a registrant to record and understand. It is, however, essential that registrants only record the time when the CPD learning occurred. For example, you can record a relevant one-hour seminar but not the travel to the event or the refreshments/networking time.

7. Does the GCC operate a CPD accreditation process?

No

The GCC does not accredit any events or activities.

8. What is the purpose of Directed CPD?

Directed CPD is intended to prompt and encourage all registrants to examine, self-reflect and evaluate their skills and abilities on a specific topic, ie. first aid, communications or consent. This element of the CPD programme will be subject to change each year.

Directed CPD helps the GCC and profession address issues identified through Fitness to Practise investigations, registrant or patient feedback, or national or healthcare legislation changes.

By directing registrants to undertake CPD in a chosen area or topic, the GCC and patients can be assured that all registrants have an acceptable level of knowledge to practise.

9. Why do new GCC registrants have more Directed CPD requirements than someone who has been in practice for over two years?

A recent graduate will have the necessary knowledge to register as a chiropractor. However, they may lack the additional skills obtained through working within a practice or experiences gained from interactions with patients beyond those from supervised learning during their education.

The additional Directed CPD requirements ensure registrants gain the necessary knowledge and skills at the start of their careers.

10. What is reflective practice?

Reflective practice involves a registrant actively analysing their experiences and actions to help them improve and develop as a chiropractor. For example, a registrant can engage in reflective practice by thinking about mistakes they made during a treatment session and figuring out ways to avoid them in the future.

Reflective practice is becoming more common within regulated healthcare professions as it allows individuals to address a specific issue that they have experienced.

11. I'm on maternity leave or have been unwell. Do I still have to do my CPD?

Yes

It is a legal requirement for all registrants to complete the full CPD requirement. However, for those who have been unable to do so, eg. because of illness or maternity, it is possible to apply for a CPD waiver based on those exceptional circumstances. A CPD waiver application can be found on the first page of your Registrant Portal CPD summary page.

Myth: There is no provision for those on maternity leave.

While the Chiropractors Act 1994 or GCC rules do not specifically mention those on maternity, it is recognised as an exceptional circumstance.

Those on maternity leave can apply for a waiver for all or part of their CPD requirement for any year.

Frequently Asked Questions and Myths: **Applying the CPD scheme to you**

12. If I do more than 30 hours of CPD this year, can I bank those extra hours and use them in my next CPD year?

No

All CPD learning undertaken between 1 September and 31 August can only be applied to that year. A registrant cannot bank or save CPD learning for the following year.

13. What can I count towards my CPD learning with others?

- Conferences, seminars and meetings where you have the opportunity to ask questions or interact in the discussions. If you cannot interact, the event does not count as learning with others.
- Case discussions with fellow chiropractors or healthcare professionals.
- Shadowing other chiropractors or healthcare professionals.
- Talking to other healthcare professionals to understand their approach.

14. How should I decide what is of value for CPD and what is not?

Registrants are responsible for keeping a record of their learning plans and activities and documenting evidence. Ultimately, the judgement on what counts as CPD will vary for each individual. It is, therefore, up to a registrant to decide how best to fulfil their own learning needs.

Myth: I am no longer in clinical practice, so I don't need to do any CPD.

GCC rules require all registrants to complete their annual CPD unless they have exceptional circumstances preventing them from doing so and for which they may apply for a waiver.

If you are not working in a way that uses your chiropractic skills and knowledge, you do not need to remain registered with the GCC. If you retain your GCC registration, you must comply with all its requirements, including CPD.

Myth: I only work as a part-time chiropractor so only need to complete part of the CPD requirement.

No

All registrants who are in practice are required to complete 30 CPD hours each year. The required knowledge and skills do not fluctuate with the number of hours a chiropractor practises. You still need to remain up to date regardless of if you are practising for 10 or 40 hours a week.

15. What happens if I do not complete 30 hours of CPD in a year?

You may be removed from the GCC Register and no longer able to call yourself or practise as a chiropractor unless you have exceptional circumstances that have prevented you from completing your CPD.

The GCC registration system monitors each registrant to ensure they have submitted the required amount of CPD. The GCC also randomly reviews registrant submissions to ensure they have met the programme's requirements.

16. How should I allocate my CPD time, ie. is there a process I should use?

A registrant should use their professional judgement in allocating their CPD time. However, the GCC does ask that a minimum of 15 hours be spent on CPD learning with others. (See question 13)

Remember, the purpose of CPD is for a registrant to develop and update their skills and knowledge, which benefits the healthcare professional and their patients.

17. What does the GCC do with my CPD learnings?

The GCC reviews all registrant CPD submissions to ensure they fully comply with the scheme's requirements. In addition, the GCC will undertake a more detailed audit of a random sample of submissions to ensure that the content and learnings reach the required standard. If a registrant fails the CPD audit, they will be asked to provide additional information or revisions for review.

Myth: I have to complete learning around First Aid every year.

No

As part of the 2019/20 CPD requirement, the GCC directed all registrants to reflect on their First Aid knowledge and skills and arrange training if needed.

While registrants need to remain up to date with First Aid developments, relevant to their practice as a chiropractor, completing an annual course is not a GCC or CPD requirement.

Frequently Asked Questions and Myths: **Online CPD summary**

18. What can I do to minimise the chances of losing the CPD I've already entered on my GCC Registrant Portal page?

The GCC recommends that registrants complete their CPD activity in Word or similar before uploading it to the Registrant Portal. By doing this, registrants will have a saved copy of their CPD summary, helping avoid time-out, system or internet connection issues that may result in loss.

Registrants who do not follow this advice may lose all their work, meaning they have to resubmit their CPD summary.

19. Can I upload my CPD information earlier than the 30 September deadline?

Yes

Registrants can start to upload their CPD information as soon as they have undertaken CPD activities.

We strongly advise registrants not to leave uploading their CPD summary until the 30 September cut-off date. This will help avoid internet or connection issues, including the Registrant Portal being overwhelmed, which may prevent them from meeting the deadline.

Myth: I can't upload my CPD as I complete it.

The new CPD year goes live on the Registrant Portal in mid-October, or about six weeks after the new CPD year has commenced. This six-week gap avoids confusion between CPD years, ie. registrants uploading CPD information to the wrong year. However, once live, registrants can upload CPD information to their Registrant Portal page throughout the year.

Again, the GCC strongly advises registrants not to leave the process of uploading their CPD summary until the 30 September cut-off date.

20. The GCC CPD portal was very slow on 30 September. Can I get an extension to the deadline?

No

The GCC continually advises all registrants to complete and upload their summaries as soon as possible. Registrants are responsible for ensuring that this can be done by the deadline.

21. Is there an offline CPD template I can use before uploading my summary onto my GCC Registrant Portal page?

Yes

We have produced registrant guidance on completing your CPD summary. (www.gcc-uk.org/CPD-guidance). All CPD summaries must be submitted via the Registrant Portal. Paper summaries or those submitted by email will be rejected.

22. Why can't I see my CPD once I have submitted it to the GCC?

Once you've submitted your CPD summary, you will be unable to make changes. However, you can view the summary in full via the Communication and Documents tab on your Registrant Portal page.

Myth: I can't include webinars as learning now that we are no longer social distancing.

No

Registrants can include webinars within their CPD learning. If the webinar is interactive, ie. you can ask questions and interact with other participants, it can be recorded as learning with others.



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