

A Brief Guide to Completing your CPD Summary Report

We have produced this guide because our CPD return form is changing to make the reporting process clearer and simpler, and to help you reflect effectively on your learning.

The basic requirements of GCC CPD

The GCC CPD programme provides a structure which you need to follow in order to satisfy the statutory CPD rules. The basic requirements of this programme are that each year you:

- identify your learning needs/interests and produce a personal plan of learning activities to address them,
- undertake and record at least 30 hours of CPD activity in accordance with your plan, of which 15 hours or more constitutes learning with others (see Appendix 1, note 1), and
- evaluate the effectiveness of the learning undertaken.

In addition, the CPD activity you undertake:

- must constitute a learning experience for you (therefore, carrying out your normal working activities does not meet the requirements of the programme), and
- must be focused on advancing your professional development as a chiropractor, i.e. improving the care you provide for your patients, **and/or** developing the chiropractic profession (see Appendix 1, note 2).

Making the most of your learning

A key aspect of reinforcing and deepening the learning gained from your CPD activity is reflective evaluation. Along with the other healthcare regulators, the GCC is committed to supporting reflective practice among registrants, and the new CPD reporting form is designed to assist you with this. We will be providing registrants with separate, wider ranging guidance on reflective practice in due course.

Recording your CPD for the GCC

The new GCC reporting form comprises two tables:

Table 1, when complete, provides a record of the nature of the CPD activity undertaken, what prompted you to undertake it (in the context of your identified learning interests/needs) and how much time you spent doing it. It is expected that a draft copy of this table would have been a live document throughout your CPD year. The table essentially comprises your plan of learning

which, when submitted to the GCC, needs to demonstrate completion of the required number of CPD hours.

Table 2 is structured with a series of four questions to assist you in reflecting on the most significant learning activity you undertook during the CPD year. We expect you to choose a learning experience that you feel had the most impact in terms of improving the care you provide for your patients (and/or developing the chiropractic profession).

You must ensure you answer the questions fully. By doing so, you will be demonstrating that you have addressed a learning need, have reflected on the extent to which this was satisfied, have thought about the application of your learning to your practice and have considered the need for further learning. This, in turn, demonstrates completion of a learning cycle according to the requirements of the CPD Rules.

How to complete the CPD return form successfully

You will find guidance notes alongside each question when view the CPD summary on the portal.

Dos and Don'ts

- While you might choose to compile an extended version of Table 1 covering all your CPD activity for the year, you need only report 30 hours of CPD to the GCC for a complete CPD year. Thus, please **do** be selective when completing the final copy as part of your CPD return for the GCC. This will help streamline our CPD assessment processes.
- Please **don't** claim CPD hours for 'learning with others' if the learning undertaken did not involve interaction with other individuals. Make sure you have evidence in hand for any claims relating to learning with others.
- Please **don't** claim hours for learning alone *and* learning with others in respect of a single learning activity. By definition, these will be separate activities and need to be recorded separately.
- Please be sure that you **don't** provide one-word answers or brief phrases for columns (iii), (iv) or (v) in Table 1 or for any of the rows in Table 2. These all require more detail than that, as indicated.
- Please make sure you think carefully about the answers you are prompted to give where you are asked to reflect on one activity and make sure that, in each case, you **do** address the questions posed.

Appendix 1

1) *Learning with others*

This means undertaking your CPD with other practitioners e.g. by taking part in a seminar or workshop, in a group meeting or in a real-time (not a pre-recorded) webinar. The principle of learning with others is that you have the opportunity to interact with others during the learning activity, which has the potential to enhance the learning experience. If the learning activity does not offer this opportunity, it does not constitute learning with others.

2) *CPD focused on: advancing your professional development as a chiropractor*

Ultimately, the purpose of CPD is to help you advance your professional development as a chiropractor, i.e. to maintain and develop your knowledge and skills to enable you to deliver high-quality care to your patients. Thus, the CPD you report to the GCC must focus on patient care, not developing your business. Any learning you decide to undertake that focuses on the latter must be in addition to the 30 hours of CPD that you report to the GCC.

CPD focused on: developing the chiropractic profession

CPD of this nature normally only applies to those who are working in an educational capacity and preparing new teaching materials (which requires personal learning and development) or working in a research post/undertaking a specific research programme. If in doubt, and especially if you are not working in education or research, the CPD you report to the GCC should be focused on advancing your professional development as a chiropractor, i.e. improving the care you provide for your patients.

Appendix 2 – Notes on completion

GCC CONTINUING PROFESSIONAL DEVELOPMENT SUMMARY REPORT

Table 1. List your CPD activities for the year							
(i) Type of learning activity	(ii) Date/s learning activity undertaken	(iii) Title and/or brief description of learning activity (1-2 sentences)	(iv) Explain what prompted you to undertake this activity with reference to your learning need/s (1-2 sentences)	(v) Comment on the quality of the learning activity (1-2 sentences)	(vi) Hours learning with others	(vii) Hours learning alone	
1	This may be 'seminar', 'reading', 'meeting' etc.	A single date, or date range, is suitable here.	If you attended an organised event or read a published document for example, you should provide the title. If the title does not make the subject area clear to the assessors, you should provide further description.	This section requires that you indicate why you undertook the learning activity. Your reason should relate to a learning need you have identified.	Here you should indicate whether or not the activity was a worthwhile and positive learning experience.	Provide a number which you can justify with evidence, if requested.	Provide a number. Note that you should not record hours alone <i>and</i> hours with others for the same activity.
					Totals		
					Grand total		

Table 2. Choose what you consider to be your most significant learning activity from Table 1 and document your reflection on this learning by providing answers to the questions below. Each answer should be between 2 and 4 sentences.

With reference to Table 1, indicate the number of your chosen learning activity here

(i) What new knowledge and/or skills did you gain from this learning activity?

Your answer should explain what you feel you have learned from the activity you undertook.

(ii) To what extent did the learning activity affirm or challenge your previous understanding of this topic?

Thinking back to your understanding about the topic before you undertook the learning activity, your answer should focus on whether your practice was confirmed by the learning you undertook, or if you decided changes are/were needed. You should explain why you have reached this conclusion.

(iii) How will you implement lessons drawn from this learning activity into your professional practice?

Your answer must comprise an explanation of how you intend to apply, or have already applied, your new knowledge and skills to your work as a chiropractor for the benefit of your patients (or, exceptionally, in order to contribute to the development of the profession).

(iv) How has the learning undertaken guided your future learning on this and/or other topics?

Thinking about the extent to which you feel your learning need has been satisfied, your answer should focus on whether and why you feel you should now extend your learning on this or a related topic or, if not, why not.

Appendix 3 – Example entries

GCC CONTINUING PROFESSIONAL DEVELOPMENT SUMMARY REPORT

Table 1. List your CPD activities for the year						
(i) Type of learning activity	(ii) Date/s learning activity undertaken	(iii) Title and/or brief description of learning activity (1-2 sentences)	(iv) Explain what prompted you to undertake this activity with reference to your learning need/s (1-2 sentences)	(v) Comment on the quality of the learning activity (1-2 sentences)	(vi) Hours learning with others	(vii) Hours learning alone
1	Seminar	25/07/2019	<i>“Interventions for the management of spinal pain”. Learning from a Pain Consultant about epidural injections, who should be offered them, and the role of radiofrequency denervation.</i>	<i>A recent clinical case highlighted my lack of knowledge about spinal injections. I wanted to be able to discuss this option for care knowledgeably with relevant patients.</i>	<i>Very clear and well-presented event. Plenty of opportunity for discussion.</i>	2
2	Seminar/ workshop	11/06/2019	<i>Shockwave therapy training course covering physiology of shockwave therapy, diagnostic indicators, how to apply shockwave, contra-indications & treatment protocols.</i>	<i>I have seen a number of recalcitrant cases of Achilles tendinopathy and plantar fasciitis recently. I wanted to explore the possibility of introducing shockwave therapy into my practice to improve my management of such cases.</i>	<i>Authoritative and helpful speaker. Comprehensive programme which covered most of what I needed.</i>	6
3	Reading	12-13/06/2019	<i>Further reading around shockwave therapy. “Shockwave Medicine (Translational Research in Biomedicine) (2018) Wang et al (Eds) Karger.”</i>	<i>See 3 above. Having attended the shockwave therapy seminar, I needed to extend my learning about suitable instrumentation.</i>	<i>Comprehensive, multi-author text. Helpfully written for clinicians rather than researchers.</i>	4
Total					8	4
Grand total					12	

N.B. Multiple examples of Table 2 are shown below for illustration, but your CPD return should only include one Table 2 which will relate to your chosen significant learning activity.

Table 2 Example 1

<p>Table 2. Choose what you consider to be your most significant learning activity from Table 1 and document your reflection on this learning by providing answers to the questions below. Each answer should be between 2 and 4 sentences.</p> <p>With reference to Table 1, indicate the number of your chosen learning activity here <input type="text" value="1"/></p>
<p>(i) What new knowledge and/or skills did you gain from this learning activity? <i>I gained an understanding of how epidural injections are performed, typical treatment outcomes and what patients respond best to this treatment modality. I also gained a basic overview of the value of radiofrequency denervation in spinal pain.</i></p>
<p>(ii) To what extent did the learning activity affirm or challenge your previous understanding of this topic? <i>I had only a scant understanding of epidural injections and radiofrequency denervation prior to the event. I had never considered referring a patient for these treatments before due to a perceived lack of usefulness on my part. However, I can now see a clear role for their use in some patients.</i></p>
<p>(iii) How will you implement lessons drawn from this learning activity into your professional practice? <i>I have already referred several patients to the seminar speaker for consideration for radiofrequency denervation. Discussions are planned with him to determine how best we might co-manage these patients going forward.</i></p>
<p>(iv) How has the learning undertaken guided your future learning on this and/or other topics? <i>Attendance at the seminar prompted me to extend my learning about radiofrequency denervation of lumbar facet joints because the seminar did not cover this in much depth. I undertook further reading on the subject, in particular to determine the evidence-base for its use with patients who have not responded satisfactorily to non-surgical care.</i></p>

Table 2 Example 2

Table 2. Choose what you consider to be your most significant learning activity from Table 1 and document your reflection on this learning by providing answers to the questions below. Each answer should be between 2 and 4 sentences.

With reference to Table 1, indicate the number of your chosen learning activity here

2

(i) What new knowledge and/or skills did you gain from this learning activity?

I gained an understanding of the basic mechanics of shockwave and how and when to use it as part of patient management. I also gained helpful insight into which treatment protocols work best in different situations.

(ii) To what extent did the learning activity affirm or challenge your previous understanding of this topic?

The training I received highlighted a clear role for shockwave therapy in my management of certain recalcitrant conditions - I was previously unclear about this. I was impressed to note the firm evidence-base around the use of shockwave therapy. I was previously under the impression that there were no side-effects of treatment, but I am now aware that, although very rare, some side-effects can be significant.

(iii) How will you implement lessons drawn from this learning activity into your professional practice?

Once I have made a decision regarding suitable instrumentation, I will be introducing shockwave therapy into the package of care I can offer for conditions such as plantar fasciitis. I see a large number of patients who are amateur runners and it will be helpful to be able to offer this additional treatment modality to the significant number who have problems with this recurrent condition.

(iv) How has the learning undertaken guided your future learning on this and/or other topics?

The seminar did not cover instrumentation in sufficient detail to enable me to make an informed decision regarding the equipment I should choose. This led me to undertake further reading on the topic.