

Faculty of Public Health CPD Scheme

As outlined by the GMC in its guidance *Continuing Professional Development*, CPD is an integral part of formal appraisal and one of the elements of supporting information required for revalidation.

What the scheme provides

- Quality assured CPD scheme
- On-line CPD diary
- Facility to link CPD to Personal Development Plan (PDP)
- Evidence for revalidation portfolio which will assist you in preparing for formal appraisal
- Network of CPD Advisers

Who participates in the FPH CPD scheme / exemption eligibility

All FPH members and fellows are required to participate in the scheme unless they are claiming exemption from CPD on one of the following grounds:

- They are currently in a recognised public health training scheme (automatic exemption)
- They do not undertake any public health practice
- They participate in an equivalent scheme which is more relevant to their professional practice
- They have been out of public health practice for at least 9 months during the CPD year (e.g. leave due to sickness, maternity, paternity, adoption or sabbatical)
- They confirm to the FPH that as an Honorary Member, they do not require to revalidate and therefore would like to be granted exemption.

All members must submit an annual return before the end of April which states how many CPD credits are claimed for the year ended March 31st or which claims exemption. Additionally, non-members may participate in the scheme for an annual fee, details available from the FPH CPD Administrator.

Requirements of the scheme

Unless claiming exemption, participants must:

- Record their CPD using the online CPD diary (<https://cpd.fph.org.uk/>) which is mandatory from 1 April 2016. If you are unable to do this due to personal circumstances, contact the FPH CPD Team
- Produce a Personal Development Plan (PDP) each year, preferably at professional appraisal. If participants do not have regular appraisals they should reflect on their developmental needs, ideally with the help of a colleague, and produce their own PDP
- Undertake a minimum of at least 50 credits of CPD every year. One credit is equivalent to one hour of CPD, 5 credits to one day and 3 credits to half a day



- FPH CPD policy explains what activities may be claimed as CPD
- There is no requirement for individual CPD activities to be formally accredited. All credits claimed must be supported by a meaningful reflective note (in keeping with FPH CPD guidance), and should be recorded in the online CPD diary on the FPH website at <https://cpd.fph.org.uk/>
 - No more than 5 credits may be covered by a single reflective note
 - At least 40 credits must be covered by reflective notes which would be assessed as satisfactory when subject to formal audit as part of the FPH CPD scheme requirements
 - At least 25 credits must be linked to the PDP
 - Do not claim more than 100 credits in any one year

Requirements for retired members

They can be exempted upon request from participating in the CPD scheme if they have retired from all public health practice. For doctors who wish to keep their licence to practice and engage in revalidation, the GMC does not require doctors to be members of a formal CPD scheme. As long as the doctor can demonstrate at annual appraisal that they are keeping up with CPD in whatever way they see fit, they do not need to formally register with anyone for this CPD. But they need to be able to demonstrate appropriate CPD for their role at appraisal.

Quality assuring the CPD scheme

In order to provide evidence for quality assurance of the scheme, each year FPH audits a sample of CPD documentation. This sample comprises a 20% non-random sample of scheme participants, an additional 2% random sample plus anyone who had an unsatisfactory audit result the previous year or who has not submitted an annual return. This means that all participants are audited at least once every five years. The additional random sample means that some participants will be audited more frequently. Auditees are asked to submit their reflective notes and their PDP for the previous year. This can be done directly from the on-line CPD diary. Standards for audit are set out in the FPH CPD policy at www.fph.org.uk.

Since the audit is reviewing documentation for the previous year, exemption for audit is only given in highly exceptional circumstances. Participants who are experiencing difficulties documenting their CPD should seek advice from FPH or from their CPD Adviser as soon as difficulties arise rather than waiting to find they have been selected for audit.

Auditees whose documentation is assessed as unsatisfactory are offered advice and support to improve their documentation and invited to submit again the following year. Participants whose documentation is assessed as unsatisfactory or who fail to submit documentation for three consecutive years will be referred to the FPH Board for consideration of removal from membership. Potentially their employer may be notified as set out in the FPH CPD Policy.

Further information and advice

Further advice about CPD is available from:

- <https://cpd.fph.org.uk/>
- Your regional CPD Adviser, details on the FPH website
- The CPD Administrator at the Faculty office (cpd@fph.org.uk)
- www.gmc-uk.org/education/continuing_professional_development/cpd_guidance.asp



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