

CPD Guidance for Academics

Your PDP

Continuing Professional Development (CPD) credits should always reflect new learning and how you apply this learning to your area of work or other professional interests. The starting point for CPD is your Personal Development Plan (PDP). This should be produced at the start of each year, ideally as part of professional appraisal. If you do not have an appraiser, reflect on your forthcoming needs and draw up your own PDP. The PDP is not a list of work objectives but should identify those areas where you need to develop in order to meet your work and personal professional objectives. This includes keeping up to date in those topics which are of particular professional interest as well as developing new skills. Participants must undertake at least 50 credits of CPD each year, at least 25 of which must be linked to their PDP.

Claiming credits for CPD

- You are required to undertake a minimum of at least 50 credits of CPD each year with a total of at least 250 in a 5 year cycle.
- CPD must be documented using the on-line diary at fph.org.uk.
- Write a reflective note for each CPD activity where credits are claimed.
- You may not claim more than 5 CPD credits in any one reflective note.
- If you attend a conference which lasts more than one day, write a reflective note specific to each day for which you are claiming CPD credits ie the content of reflection for each day should be different. 5 CPD credits equates to one day.
- Do not claim more than 100 credits in any one year. If you have undertaken more CPD than this, select those activities which you think provide a good balance of the CPD you have undertaken and reflect on those. Quality of reflection is more important than quantity of CPD credits claimed.



- There is guidance on writing reflective notes on the FPH website.
- If you are selected for audit, a minimum of 40 credits must be supported by a reflective note that has been assessed as 'satisfactory' to achieve a satisfactory audit outcome.

You may claim CPD credits for:

- Preparation of teaching materials, lectures, conference presentations and publications where there has been **substantial new learning** eg review of relevant literature.
- Private reading including literature reviews for research. If you are claiming credits for private reading, the reflective note should be specific to the article.
- Attendance at lectures, seminars and conferences which has resulted in new learning.
- Acquisition of new skills or knowledge at training sessions or workshops, eg media skills, chairing skills, managing conflict, developing new training and teaching skills etc.
- On the job learning where you may have, for example,
 - acquired substantial new knowledge eg from co-researchers with a different field of expertise
 - learnt new research techniques
 - acquired substantial new learning at a meeting.

This list is not exhaustive. If you are claiming CPD credits you should be able to reflect on the activity and demonstrate how it contributed to your continuing personal development.

Do not claim CPD credits for:

- Routine teaching, including giving lectures or seminars where there is no new learning;
- Presenting at conferences, unless you have learnt something new yourself;
- General private reading eg 'I read the BMJ every week';
- Undertaking research which has not resulted in new learning for yourself;
- Writing articles/books etc which has not resulted in new learning for yourself eg writing on familiar topics which have not needed substantial literature reviews.

