

# Call and review for CPD records starts this summer

Since the announcement that the Royal Pharmaceutical Society will begin to ask practising pharmacists and pharmacy technicians to send in their CPD records this summer (*PJ*, 21 February 2009, p179), the Society has received a number of related queries. In this article, **Heidi Wright**, the Society's head of practice, summarises the most common

**What do the standards for CPD require me to do?** The standards require you to keep a legible record of CPD, make a minimum of nine entries per year, reflect on and record how the CPD task has helped you to develop or improve the quality of your practice, and submit your records to the regulator when requested to do so. The full standards and good practice guidance are available at [www.rpsgb.org](http://www.rpsgb.org).

**When did these standards come into force and what does that mean?** These standards came into force on 1 March 2009. This means that any entries made in your CPD record from this date will need to comply with them.

**What about entries made before 1 March 2009?** These entries will not be required to meet the CPD standards but would be expected to follow previous guidance on CPD, such as being legible and kept in an approved format.

**When could my CPD record be called in by the regulator?** The Royal Pharmaceutical Society is the current regulator. It will call in records from the summer of 2009. This will be an integral element to mandatory CPD recording and review before statutory CPD (and, subsequently, revalidation), which will be part of the General Pharmaceutical Council's (the new regulator) remit. The GPhC is scheduled to take over this role in 2010.

**How long do I have between being asked for my CPD record and having to submit it?** You will have up to six weeks to submit your CPD record from the date of the initial request. Your record can be submitted either electronically or on paper.

**What do I need to submit if my records are requested this summer? What is the minimum requirement?** Since 2005, it has been a mandatory requirement of the code of ethics for pharmacists and pharmacy technicians to keep a record of their CPD. If you were registered with the Society, you would have agreed to do this as part of your annual declaration each year. The absolute minimum in order to demonstrate compliance would be one entry per year, although before the CPD standards came

into force, the Society recommended making at least one entry per month in your CPD record.

You can decide which entries you would like to submit. These could all be from one year or across a number of years. If you are asked to submit your CPD record before 1 March 2010 you will be invited to send up to 20 entries.

**What if my CPD record gets called for review after 1 March 2010?** Because the standards will have been in force for one year by then, you will be expected to demonstrate that you have made a minimum of nine entries between 1 March 2009 and 1 March 2010. These entries must comply with the standards, and the proforma on the Uptodate website will help you to ensure this. In addition, you may also submit entries made before 1 March 2009, up to a maximum of 20 entries in total. Any entries that were made prior to 1 March 2009 do not need to comply with the standards.

**What happens if I do not submit my CPD record within the six weeks?** You will receive a limited number of reminders; however, if you do not submit a CPD record when requested by the regulator you will receive a warning letter from the chief inspector. This fact will stay on your registration record for five years. If you continue not to submit your CPD record on request then this could lead to disciplinary action.

**How often will my CPD record be called in?** You can expect to have your CPD record called in at least once every five years.

**What type of activities should I include in my CPD records?** Not all CPD records have to be clinical, or relate to dealing with patients. Your CPD records should reflect the role that you do so you need to record anything that is relevant to your particular role as a pharmacist or pharmacy technician. For example, a manager's record might reflect managing, coaching or training skills being developed. CPD records do not have to reveal confidential details of your work. For example, entries of people working in research would not be expected to contain confidential information.



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**What if I work across different areas of pharmacy?** Your CPD record needs to be relevant to you and reflect the area(s) of practice that you currently work in. Therefore, if you are working in a specialist field, such as oncology, or as an advanced practitioner, such as a prescriber, your records would need to contain entries to reflect this. Likewise, if you work in secondary care but undertake locums in community practice your records should include CPD from both areas.

**What if I work part-time?** If you work part-time you will still be expected to produce, as a minimum, nine records a year starting from 1 March 2009. Like full-timers, you will be expected to have undertaken and recorded CPD since 2005 if you were registered with the Society.

**What evidence, if any, do I need to support my CPD entries?** The Society will not be asking for evidence of CPD routinely but if there are issues relating to fitness-to-practise or authenticity (eg, plagiarism) of records, the Society may ask for evidence to support your record. You could collect records of attendance, meeting notes and presentations produced. But be pragmatic — the Society will not expect a lot of supporting evidence.

**When the reviewers look at my record how will they mark what I have learnt?** It is the process that is being assessed, not the information learnt, although you do need to

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record what you have learnt and how you have put that into practice.

**What feedback can I expect?** You will receive a feedback report based on the entries submitted and it will provide advice on good recording practice.

**How many records are likely to be called in during 2009?** The initial call of records will begin slowly, building up to a planned maximum of 200 records per week during 2009.

**The good practice guidance in the CPD standards talks about a "learning portfolio". What is this?** This is a way of keeping a more informal collection of all of your learning — you may not necessarily want to make a CPD entry for everything you do. More information about learning portfolios is available at [www.rpsgb.org](http://www.rpsgb.org).

**What support and resources are available from the Society to help me with my CPD?** There are a number of resources available. These include:

- A guide to help you understand CPD
- A guide on how to complete your CPD record online (electronic and hard copies available)
- CPD technical support (there is a helpline tel 01225 383663 and techni-

cal questions and answers are available on the Uptodate website)

- Guidance published in *The Pharmaceutical Journal*
- A variety of CPD resources in different formats, stocked in the Society's library

The existing Uptodate website will be modified to make it easier to record CPD. The Society is also developing a range of additional support, which will include:

- Local CPD facilitators who can talk at branch meetings and other local events

### What is CPD?

CPD (continuing professional development) enables pharmacists and pharmacy technicians to develop as professionals and demonstrate that they are competent in their area(s) of practice. It is a cyclical process of reflection, planning, action and evaluation. It is not just about participating in continuing education.

### Who should do CPD?

Any practising pharmacist or pharmacy technician registered with the Royal Pharmaceutical Society must undertake and record CPD. Undertaking and recording CPD will continue to be a requirement when they register with the General Pharmaceutical Council.

- Telephone helpline for one-to-one advice and support
- A mentor system
- CPD reviewers who will be able to review your records before submission to the regulator
- A five-minute guide to CPD

**Where else can I go for support with CPD?** There are a wide range of organisations that provide opportunities for education and professional development. They include:

- The Centre for Pharmacy Postgraduate Education ([www.cppe.ac.uk](http://www.cppe.ac.uk))
- The Welsh Centre for Postgraduate Pharmaceutical Education ([www.wcppe.org.uk](http://www.wcppe.org.uk))
- NHS Education for Scotland ([www.nes.scot.nhs.uk](http://www.nes.scot.nhs.uk))
- The National Prescribing Centre ([www.npc.co.uk](http://www.npc.co.uk))
- The UK Clinical Pharmacy Association ([www.ukcpa.org](http://www.ukcpa.org)) and a number of other specialist pharmacy groups
- The College of Pharmacy Practice ([www.collpharm.org.uk](http://www.collpharm.org.uk))

Some employers provide CPD support and materials as do pharmacy organisations, such as the National Pharmacy Association and the Pharmaceutical Services Negotiating Committee.