

## What activities qualify for CPD credits? 2019-2020

This is a list of a range of educational and professional activities that attract CPD credits. Activities listed are classified into three categories:

C – Clinical                      A – Academic                      P – Professional

It is the responsibility of appraisers to check, at each annual appraisal, that the distribution of CPD activity corresponds appropriately to the scope of work of the person being appraised. Simply accumulating numerous CPD credits that relate to one small part of your practice is not sufficient. Any person taking responsibility for clinical work, even if only occasionally, must keep up to date in that area, to ensure patient safety.

Allocation of CPD credits for published works is particularly problematic, especially in respect of publications with multiple authors. It is NOT intended that every author of a multi-author work should claim the maximum number of CPD credits set out below. Rather, each author should reflect on the work undertaken and the learning gained, and claim an appropriate share of the CPD credits. The reasonableness of that decision should be subject to review by the appraiser.

\* The Royal College of Pathologists recognises CPD credits awarded by other medical royal colleges.

| Activity   | Description  | Maximum credits to be claimed  | Supporting information required                                     |
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| <b>Educational meetings *</b><br>(C, A, P)                                     | Lectures, workshops, journal clubs, grand rounds, teaching rounds or audit meetings  | <b>1 credit</b> per hour of educational time                         | Proof of attendance should be retained                              |
| <b>Multidisciplinary team meetings (MDTs)</b><br>(C)                           | Participants must write a reflective note per MDT meeting  | <b>1 credit</b> per hour (maximum of 50 credits per year)            | The reflective note must be entered in the online CPD portfolio     |
| <b>Reflective notes</b><br>(C, A, P)   | Participants should only claim where learning has occurred, e.g. internet research, reading an article, discussion with a colleague, etc               | <b>1 credit</b> per reflective note (maximum of 50 credits per year) | The reflective note must be entered in the online CPD portfolio     |
| <b>Self-accreditation</b><br>(C, A, P)   | CPD credits for activities that are not listed in these guidelines or otherwise approved by the RCPATH may be claimed if educational benefit is gained | <b>1 credit</b> per hour (maximum of 50 credits per year)            | Evidence should be uploaded to the online CPD portfolio or retained |
| <b>Sabbatical leave</b><br>(C, A, P)   | Training in another department/country   | Up to <b>50 credits</b> per year                                     | Self-accredit   |
| <b>Production of evidence-based clinical standards or guidelines</b><br>(C, A) | Writing guidelines   | Up to <b>10 credits</b> for each contributor                         | Evidence of review or self-accredit                                 |



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| <b>Clinical audit certification</b><br>(C, P)                        | Completed audit report(s) should be submitted to the College for evaluation/certification. See <a href="#">Certification of clinical audit</a> for further guidance on submitting an audit to the College | <b>5 credits</b>   | Proof of certificate/email  |
| <b>Clinical audit template</b>                                       | Participating in the development of audit templates   | <b>5 credits</b>   | Proof of email  |
| <b>Other audit</b><br>(C,A,P)  | Survey/study  | Up to <b>5 credits</b> per year  | Proof of email/certificate  |
| <b>Devising Interpretive EQA scheme</b><br>(C, P)                    | Clinical applicability and relevance, adequate sample supply, appropriate minimum number of potential participants for statistical analysis of data to be able to define performance standards            | Up to <b>2 credits</b>   | Self-accredit   |
| <b>Cases for comment or equivalent scheme</b><br>(C)                 | Clinical Biochemistry   | <b>1 credit</b> per hour   | Self-accredit   |
| <b>EQA participation</b><br>(C, P)                                   |   | Refer to EQA Scheme Organiser  | EQA documents, feedback sheets  |
| <b>E-learning</b><br>(C, A, P)                                       | Relevant educational activity in a purely electronic format, commonly accessed via the internet   | <b>1 credit</b> per hour<br><br>Some online resources provide a certificate/indication of CPD credits to be claimed. These may be applied if reasonable.   | If no certificate provided it is appropriate to self-accredit with a description of learning outcome<br><br>Proof of certificate/email. |
| <b>Mentoring</b><br>(A, P)   | Mentoring an individual for a specified period  | Up to <b>5 credits</b> per year per mentee   | Self-accredit   |
| <b>Research grant application</b><br>(A, P)                          | Review of grant application or writing a research grant application   | Up to <b>2 credits</b> per application   | Self-accredit   |
| <b>Ethics Committee application</b><br>(A, P)                        | Review of ethics committee application  | Up to <b>2 credits</b> per application   | Self-accredit   |
| <b>Application to Trust research governance committees</b><br>(A, P) | Should be principle author or application and contain background information of an educational nature (e.g. literature review)  | Up to <b>2 credits</b> per application   | Self-accredit   |
| <b>Slide clubs</b><br>(C)  | Slide club must involve the study of clinical material, diagnostic case histories, feedback of results and participation in discussion groups   | Up to <b>3 credits</b> if participants look at the material and attend the discussion meeting<br>Up to <b>2 credits</b> if participants look at the material, submit report and receive feedback | Self-accredit   |

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| <b>Teaching</b><br>(A)             | All participants can claim for formal teaching, e.g. undergraduates, postgraduates, BMSs, GPs or nurses             | <b>1 credit</b> per hour (maximum 12 credits per year)     | Self-accredit plus teaching time-tables, curriculum booklets or programmes |
| <b>Lecturing</b><br>(A)            | Preparing and giving a new lecture  | Up to <b>5 credits</b>                                     | Self-accredit plus programmes  |
|                                    | Modifying and giving an existing lecture  | <b>1 credit</b>  |  |
| <b>Educational supervision</b> (A) | Educational supervisor. Supervising MSc or PhD  | Up to <b>5 credits</b> per year per student                | Self-accredit  |
| <b>Higher education</b><br>(A)     | MBA/PhD/MPhil/MA/MSc/DM   | Up to <b>50 credits</b> for successful completion          | Self-accredit  |
|                                    | Postgraduate diploma or certificate   | Up to <b>30 credits</b> for successful completion          |  |
| <b>Examining</b><br>(A)            | Examining for MD, DSc, PhD and membership exams of a medical royal college, including Fellowship by Published Works | Maximum of <b>10 credits</b> per year                      | Self-accredit  |
|                                    | Author of MCQ or SAQ exam question  | <b>1 credit</b> per question                               |  |
|                                    | Author of essay question and model answer   | <b>1 credit</b> per question                               |  |
|                                    | Participation in a standard setting meeting   | <b>1 credit</b> per hour                                   |  |
|                                    | Examining of an MD, DSc, PhD  | <b>1 credit</b> per hour, (maximum of 10 credits per year) |  |
|                                    | Examining in medical Royal College examinations   | <b>1 credit</b> per hour, (maximum of 10 credits per year) |  |
| <b>Publishing</b><br>(A)           | Author of refereed article in journal   | Up to <b>6 credits</b>                                     | Self-accredit  |
|                                    | Author/co-author of chapter of book   | Up to <b>4 credits</b>                                     |  |
|                                    | Author/co-author of book  | Up to <b>30 credits</b>                                    |  |
|                                    | Editor of a multi-author book   | Up to <b>20 credits</b>                                    |  |
|                                    | Author of a review article  | Up to <b>6 credits</b>                                     |  |
|                                    | Author of editorial   | Up to <b>5 credits</b>                                     |  |
|                                    | Author of book review   | Up to <b>2 credits</b>                                     |  |
|                                    | Editor of peer-reviewed journal   | Up to <b>20 credits</b> per year                           |  |
|                                    | Sub-editor of peer-reviewed journal   | Up to <b>10 credits</b> per year                           |  |
|                                    | Member of editorial board   | Up to <b>4 credits</b> per year                            |  |
| Referee for journal                | <b>1 credit</b> per paper   |  |  |

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|  | <p>Reviewing a paper</p> <p>Author of contribution to an approved journal-based distance-learning package</p> <p>Presenting a short paper or poster</p> | <p><b>1 credit</b> per paper</p> <p>Up to <b>4 credits</b></p> <p>Up to <b>2 credits</b></p> |   |
| <b>Developing learning materials (A)</b>                     | e-learning, booklets, webinars and similar materials, updating curricula  | Up to <b>10 credits</b> per year   | Self-accredit   |
| <b>Quality inspections (P)</b>                               | QAA, UKAS, CQC visits and similar bodies  | Up to <b>2 credits</b> per day   | Self-accredit   |
| <b>Performance assessment for regulator (P)</b>              | Acting as a performance assessor for regulator  | Up to <b>5 credits</b> per assessment  | Self-accredit   |
| <b>Specialist case referrals including expert panels (P)</b> | Provision of expert opinion if educational (e.g. involving literature search)   | <b>1 credit</b> per hour   | Copy of referral letter and reply (anonymised) or reference |