

# Framework for continuing professional development

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# Framework for continuing professional development

The General Pharmaceutical Council (GPhC) is the regulator for pharmacists, pharmacy technicians and registered pharmacy premises in England, Scotland and Wales.

Our standards for conduct, ethics and performance require all pharmacy professionals to maintain and improve the quality of their practice by keeping their knowledge and skills up to date and relevant to their roles and responsibilities. You should therefore undertake as much continuing professional development (CPD) as is necessary for you to be able to practise safely and effectively. This document sets out the framework relating to the minimum requirements and conditions that must be met by pharmacy professionals in respect of their CPD (including any additional CPD that a pharmacy professional is required to undertake after the restoration of their entry, or an annotation to their entry, in the register).

The CPD requirements apply equally to all pharmacy professionals. They are not changed by factors such as part-time employment or working in a position of authority. You are expected to cover the full scope of your practice in your CPD record, including responsibilities such as being a superintendent pharmacist or pharmacist prescriber and roles in different settings such as industry and community pharmacy.

Each time you renew your registration you must complete a declaration agreeing that you will comply with the requirements and conditions of this framework. The CPD review mechanism is designed, in part, to monitor compliance with this declaration. When your CPD record is called for review it will be judged against the requirements of the framework. Failure to comply could put your registration at risk.

## Plan and Record

To help you to understand our CPD requirements we have also published a guidance document [Plan and Record](#) which can be found on our website [www.pharmacyregulation.org](http://www.pharmacyregulation.org). Please refer to [Plan and Record](#) for further information on

- how to meet our standards,
- the activities that may lead to learning that could be included in a CPD record,
- the CPD cycle,
- good practice criteria for recording CPD,
- approved formats for CPD recording.

# 1. Amount and type of CPD

You must meet the standards for Continuing Professional Development set by the GPhC. This means that you must meet the following requirements.

- 1.1 Keep a record of your CPD that is legible, either electronically online at the website [www.uptodate.org.uk](http://www.uptodate.org.uk), on a computer or as hardcopy on paper and in a format published or approved by us and carrying the CPD approved logo.
- 1.2 Make a minimum of nine CPD entries per year which reflect the context and scope of your practice as a pharmacist or pharmacy technician.
- 1.3 Keep a record of your CPD that complies with the good practice criteria for CPD recording published by us in [Plan and Record](#) and in appendix 3 of this document.
- 1.4 Record how your CPD has contributed to the quality or development of your practice using our CPD framework.
- 1.5 Submit your CPD record to us on request.

## 2. Information to be provided by registrants about CPD

### 2.1 Entries within your CPD record must:

- be relevant to the safe and effective practice of pharmacy, within the scope of your practice;
- address learning needs that are relevant to your current scope of pharmacy practice, including any specialisation and the environment in which you practise;
- be structured according to the CPD cycle of reflection, planning, action and evaluation as set out in appendix 1 of this document.

### 2.2 If you are required by the Registrar to undertake additional CPD after the restoration of your entry in the register, or after the restoration of an annotation to your entry in the register, your CPD record must also reflect these requirements.

## 3. Calling CPD records for review

- 3.1 The GPhC may ask you to submit a CPD record for review at any time. Normally, this will happen every five years, but in some cases you may be asked to submit your CPD record for review more frequently than this, for example if you have been required previously to undertake remedial measures following a review of your CPD record or if you have a history of poor compliance with any of our standards.
- 3.2 When your CPD record is called for review we will invite you to submit CPD entries for review that have been recorded over a period of 5 years prior to the date on which your record is called for review or from the date your CPD record was last called for review if this is sooner (we call this the **review period**). If you have been registered for less than 5 years when your CPD record is called for review, then your review period will cover the period from the date of your first registration as a pharmacist or pharmacy technician.
- 3.3 When you are asked to submit your CPD record for review, you will be given details of how to do this and how long you have to respond. If you do not submit your CPD record by the deadline given, without good reason, the GPhC may cancel your registration.
- 3.4 If you have a good reason why you will be unable to meet your deadline (for example, you or a close family member is seriously ill) you must contact us in advance of your deadline to request an extension. Requests for extensions must normally be supported with relevant evidence.
- 3.5 If, at any time during the review period, you have been unable to undertake and record CPD, for example because you have taken a period of maternity leave, you must tell us before submitting your record for review. Gaps in your CPD record must, where possible, be supported with relevant evidence and should not normally exceed 12 months.

## 4. Records of registrants' CPD kept by the GPhC

- 4.1 The GPhC will keep a record of the outcome of every review of your CPD and the date that the review was completed. The date when the last review of your CPD was completed will be retained in our registration database. This does not necessarily mean that this information will appear on our online register.
- 4.2 Copies of CPD records submitted for review and a record of any supplementary information submitted or obtained during the review process will be retained securely and in accordance with Data Protection Act requirements for a period of 5 years after the review has been completed, after which the data will be destroyed.

## 5. Transitional arrangement for CPD entries recorded prior to the establishment of the GPhC

- 5.1 Continuing professional development was rolled out to pharmacy professionals from 2002 onwards. In 2005, the Royal Pharmaceutical Society of Great Britain (RPSGB) implemented an obligation under its codes of ethics for practising pharmacists and registered practising pharmacy technicians to maintain records of their CPD and to submit these records to the RPSGB on request.
- 5.2 In March, 2009, the RPSGB implemented standards and guidance for CPD under its revised code of ethics, ahead of the start of the call and review process later in 2009.
- 5.4 In cases where your review period includes any period before 27 September 2010, we would expect your CPD record to reflect the obligations and standards that were in place at that time. This means that if your review period includes any dates between 2005 and 2009 and at any time during this period you were registered in the RPSGB's practising registers, we would expect to see some entries in your CPD record between these dates. If your review period covers any dates between 1 March 2009 and 26 September 2010, we would expect the entries made during this period to reflect the RPSGB standard of a minimum of nine entries per year.

## 6. Circumstances in which additional CPD activities may be required

6.1 We may ask you to undertake additional CPD activities and make a record of this learning in your CPD record if any the following circumstances apply to you:

- if the outcome of your CPD record review is that you have not met the GPhC's CPD requirements
- your register entry has been restored following a period of removal and your application for restoration to the Register has been granted subject to you agreeing to comply with additional CPD requirements;
- a direction has been given by a Fitness to Practise Committee that your continued registration is conditional on you undertaking additional CPD activities.

## 7. Visiting practitioners (registered in parts 4 and 5 of the Register)

- 7.1 If you are registered with us on a temporary basis because you are registered as a pharmacist or pharmacy technician in another European state where you normally practise then we are able to take account of any continuing professional development that you are required to undertake in your home state.

## 8. Review of CPD records

- 8.1 CPD records submitted for review are reviewed against the requirements of the CPD framework. The review criteria are set out in appendix 2.
- 8.2 Your CPD record will be reviewed by a CPD reviewer who has been appointed and trained by us. Our team of reviewers comprises pharmacists, pharmacy technicians and some who are not registrants. All of our reviewers are appointed on basis of their ability to review information objectively against the review criteria and the quality of their work is monitored frequently.
- 8.3 As part of the review of your CPD record we may ask you to provide supplementary information to enable us to verify that the information submitted relates to learning you have undertaken and to your scope of practice.
- 8.4 Once the review of your CPD record has been completed we will send you a report confirming whether or not you have met our CPD requirements and showing your performance against the review criteria. You will also have access to a more detailed feedback report showing the areas of the CPD cycle where you have been recording well and highlighting areas where improvements can be made. This will be particularly useful to you if your feedback report shows that you are not following the GPhC's criteria for good recording practice, set out in appendix 3, consistently.
- 8.5 If, without valid reason:
- you fail to submit your CPD record by the deadline given after your CPD record is called for review;
  - the information about your CPD that you submit for review is not recorded in the manner specified in this framework;
  - the number of entries in your CPD record covering any relevant period is found to be insufficient;
  - the number of entries in your record that are relevant to the safe and effective practice of pharmacy within your scope of practice, including any specialisations or the environment in which you practise, is found to be insufficient;

- you submit a CPD record for review which is illegible or is not in a fit and proper state to be reviewed;
- your CPD record does not adequately reflect any special conditions that have been placed on your practice by the GPhC, for example by the Fitness to Practise Committee or by the Registrar if your registration has been restored following removal; or
- your CPD record is found to contain false or misleading information,

you will be regarded as having failed to comply with the requirements and conditions of the CPD framework. The full range of circumstances in which registrants are to be regarded as having failed to comply with the requirements and conditions of the CPD framework is set out in the CPD rules.<sup>1</sup>

8.6 The CPD rules also set out the procedures that the GPhC will follow for dealing with registrants who are found to have failed to comply with the requirements and conditions of this framework. In most cases, if your record is not fully compliant with the requirements and conditions of this framework, we will ask you to improve it within a set timescale. We may ask you to undertake additional CPD activities and/or to make additional entries in your CPD record. In some circumstances we may request that you undertake activities which are targeted at specific areas of your practice. If there are significant deficiencies in your record and if you fail to improve it when asked, the GPhC may cancel your registration or remove an annotation to your register entry relating to a speciality.

8.7 If there are grounds for thinking that your CPD record is fraudulent or contains false or misleading information, we will launch an investigation and may deal with this under our fitness to practise procedures. This could result in your registration being cancelled.

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<sup>1</sup> The General Pharmaceutical Council (Continuing Professional Development and Consequential Amendments Rules) Order of Council 2011

## Appendix 1

# Structure for CPD Recording

CPD entries within a CPD record submitted to the GPhC for review must be structured according to the cycle of reflection, planning, action and evaluation as set out below, in a format that has been approved or published by us. We encourage you to record your CPD electronically online using the website [www.uptodate.org.uk](http://www.uptodate.org.uk). Further guidance on how to record your CPD and the master record sheets for recording on paper can be found in the document *Plan and Record* published by us.

## Structure for CPD recording for entries starting at reflection

Name of entry

Date entry is started

**Reflection on practice** (Identifying what you want to learn and why)

What do you want to learn?

How is this learning relevant to the safe and effective practice of pharmacy and to your own scope of practice?

What methods did you use to identify that you needed to learn this?

- |  |  |
|--|--|
| <input type="checkbox"/> Critical incidents                | <input type="checkbox"/> Audit                                   |
| <input type="checkbox"/> Appraisal                         | <input type="checkbox"/> Feedback from users of service/products |
| <input type="checkbox"/> Peer review/talking to colleagues | <input type="checkbox"/> Reading                                 |
| <input type="checkbox"/> Personal interest                 | <input type="checkbox"/> Other                                   |

### Planning your learning activities (Identifying priorities)

When do you need to have completed this learning activity by? (dd/mm/yy)?    /    /

Why is this learning important to you and your practice?

How important is it? (1=low, 5=high)

|                     |           |                             |           |
|---------------------|-----------|-----------------------------|-----------|
| To you?             | 1 2 3 4 5 | To patients and the public? | 1 2 3 4 5 |
| To your colleagues? | 1 2 3 4 5 | To your organisation?       | 1 2 3 4 5 |

What might you need to do in order to achieve this learning? (Consider the range of options for achieving your learning, including the different types of learning, and the advantages or disadvantages of each and choose the activity or activities that are most appropriate for you).

### Action

What did you do to complete the activities in your plan, and when?

What have you learnt?

### Evaluation (reflecting on learning)

Have you been successful, what are the benefits?

To what extent did you learn what you wanted to? Fully  Partly  Not at all

If you ticked fully or partly, give an example of how you have applied or how you intend to apply what you have learnt to your practice.

If you ticked fully or partly, what have been or what will be the benefits to your practice/patients and/or the public?

If your learning has not been fully achieved, what has not been achieved?

If your learning has not been fully achieved, why has it not been achieved?

What are you going to do next?

- Nothing, I've learnt enough for what I need
- Review to see if I can complete what I want to learn within this CPD cycle
- Start a new CPD cycle and complete what I want to learn.

If this entry is complete, tick here

# Structure for recording unplanned learning (learning starting at action)

CPD entries that are a result of unplanned learning must be structured as set out below, in a format that has been approved or published by us. We encourage you to record your CPD electronically online using the website [www.uptodate.org.uk](http://www.uptodate.org.uk). Further guidance on how to record your CPD and the master record sheets for recording on paper can be found in the document *Plan and Record* published by us.

Name of entry

Date learning undertaken

What did you do to learn something new?

What have you learnt?

## Evaluation

Give an example of how you have applied or how you intend to apply what you have learnt to your practice

What have been or what will be the benefits to your practice/patients and/or the public?

What are you going to do next?

- Nothing, I've learnt enough for what I need
- Start a new CPD cycle at reflection about what I still need to learn.

## Appendix 2

# Criteria for Review of CPD Records

1. A CPD record has been submitted to the GPhC in the time specified by the Registrar.
2. The CPD record is legible and has been structured as specified in appendix 1 in a format published or approved by the GPhC.
3. The CPD record contains entries covering the full period of the review, or, where there are gaps in the record, an adequate explanation has been provided.
4. There are nine entries completed for each full year of the review period which are relevant to the safe and effective practice of pharmacy within the individual's scope of practice, including any specialisations and the environment in which the individual practises. At least three of the entries completed for each full year start at reflection.
5. Entries within the CPD record comply with the GPhC's criteria for good recording practice (outlined in appendix 3). Collectively, the entries demonstrate that at least half of the assessable good practice criteria have been applied<sup>2</sup>.

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<sup>2</sup> Feedback will be provided to individuals confirming the areas of the CPD cycle where they are following the criteria for good recording practice and highlighting any areas where improvements to CPD recording could be made.

## Appendix 3

# Criteria for good recording practice

### **Criteria for recording learning starting at reflection**

- There is a description of what the registrant wants to learn.
- There is a description of the relevance of the learning to the registrant's practice.
- There is an explanation of the methods used to identify what the registrant wanted or needed to learn.
- There is a planned completion date indicating that the learning has been prioritised according to urgency.
- There is a description of why the registrant believes it is important for them to complete this learning that indicates that learning needs have been prioritised.
- There is a description of the different options that are available to meet the registrant's learning objective.
- There is a description of the registrant's consideration of the appropriateness of the different options.
- There is a description of the activities that have been selected to be undertaken from the different options.
- There is a description of what the registrant has learnt.
- The date that the learning was completed has been recorded.
- There is a description of how the learning has been applied or will be applied.
- There is a description of how the learning has benefited or will benefit the registrant's practice.
- Where the learning has not been fully achieved, there is a description of what has not been achieved.
- Where the learning has not been fully achieved, there is an explanation of why.
- Where the learning objective has not been fully achieved or not achieved at all, there is an indication of what the registrant is going to do next.

### **Criteria for recording learning starting at action (unplanned learning)**

- There is a description of what the registrant has learnt.
- The date that the learning was completed has been recorded.
- There is a description of how the learning has been applied or will be applied.
- There is a description of how the learning has benefited or will benefit the registrant's practice.

# Glossary

## CPD

Continuing professional development (CPD) is a continual process of lifelong learning and includes everything that you learn that makes you better able to do your job as a pharmacy professional.

## CPD activity

Any activity that is relevant to your role or scope of practice which results in learning or the development of skills.

## CPD cycle

This is the framework introduced to the pharmacy profession from 2002 onwards for the analysis and recording of CPD based on the four stage cycle of reflection, planning, action and evaluation.

## CPD entry

A CPD entry will contain information about one piece of learning you have done; it can start at any stage in the CPD cycle and should always end at “Evaluation”, although we recommend that you start your entries at either “Reflection” or “Action”.

## CPD framework

This is the framework adopted by the GPhC that builds on the CPD standards and sets out the minimum requirements and conditions that you must meet as a pharmacy professional in respect of your CPD.

## CPD record

A CPD record is a written or electronic record in which you keep your CPD entries, in a format that has been approved by us, containing information about the CPD that you have undertaken that relates to the scope of your practice as a pharmacy professional.

If your CPD record **has been reviewed previously** it must cover the period since the date of completion of the last review of your CPD.

If your CPD record **has not yet been reviewed** it should include details of

- the CPD you have undertaken over the last five years or,
- if you have been registered for less than five years, the CPD you have undertaken since the date of your first registration as a pharmacy professional; or
- if you have returned to the register within the last five years following a break of one year or more, the CPD you have undertaken since you returned to the register.

## CPD rules

These are set out in a statutory instrument (a legal document that has been approved by the Privy Council) and outline

- the circumstances in which registrants can be regarded as having failed to comply with our CPD requirements; and
- the steps that we may take if a registrant fails to comply with our CPD requirements.

## CPD standards

These are the standards for CPD that you will need to meet in order to maintain your registration with the General Pharmaceutical Council. The standards contain information about how you must keep information about your CPD, the amount and type of CPD that is required, how you should record CPD and when you should submit your record to us.

## CPD year

For the purposes of determining whether the requirement within the CPD standards to record a minimum of 9 CPD entries per year has been met, a CPD year is a period which ends on the expiry date of your entry in the register. For any part-year within the review period, for example, the part-year that follows the date on which your CPD record was last called for review, or the part-year in which your record is called for review, your CPD record must contain an appropriate proportion of the required number of entries.

## Criteria for good recording practice

These are the criteria used by our CPD reviewers to check that the information you have recorded in your CPD entries follows the CPD cycle.

## Criteria for review of CPD records

These are the criteria that we will use when your CPD record is submitted for review to determine whether or not you have met our CPD requirements.

## Pharmacy Order

The Pharmacy Order 2010 sets out the role, functions and powers of the GPhC. Article 43 of the Pharmacy Order sets out the role, functions and powers of the GPhC in relation to CPD.

## Plan and Record

'Plan and Record' is a guidance document available from our website that contains more information about our requirements for recording CPD. It covers: how to meet our standards, the activities that may lead to learning that could be included in a CPD record, the CPD cycle, good practice criteria for recording CPD and approved formats for CPD recording.

## Review period

A period of up to 5 years ending on the date that your CPD record is called for review. The circumstances in which your review period may be less than 5 years include:

- where the period from your first registration as a practising pharmacist or practising pharmacy technician is less than 5 years;
- if you have returned to the register within the last five years following a break of one year or more; or
- if you have previously failed to comply with our CPD requirements or have a history of poor compliance with any of our standards.

## Scope of practice

Any area of pharmacy within which you practise or intend to practise.