

## **Guidelines for the review of CPD portfolios 2019–2020**

### **1. Introduction**

The Royal College of Pathologists has implemented an annual quality assurance process (known as the CPD review) since 1999 to maintain the integrity and quality of the College's continuing professional development (CPD) scheme.

In January 2016 a decision was made at College Council to discontinue the CPD review for medical Fellows, for whom CPD is reviewed at medical appraisal. This brings the RCPATH into line with other medical Royal Colleges. The Royal College of Pathologists has a substantial number of non-medical members who do not have annual appraisals for revalidation and therefore the annual review process would be helpful to them.

The CPD review will be conducted in-house by the Professional Standards Department of The Royal College of Pathologists, and will be supervised by the Clinical Director for Safety and Quality.

### **2. The 2019-2020 CPD review**

#### **Selection**

The selection of records for review is made by the College database. For 2019–2020 this will be 10% of non-medical pathologists.

#### **Process**

The Professional Standards Department will notify selected participants of their selection for review. This will be done after receipt of their submitted annual CPD returns. Participants who do not make a CPD return by the deadline of 30 September will be reminded to make their return and submit the record for review in October 2020.

Selected participants will be given 4 weeks to submit the online report of their CPD record to the College. The Professional Standards Department will conduct the review online and check to see if the criteria (see page 2) have been met. All selected participants will be informed of the outcome of their review and the completion of the review will be noted on their College database record.

Failure to submit a report of CPD activities and failure to comply with the CPD review will ultimately result in removal of the participant from the RCPATH CPD scheme. A new validated CPD statement will be issued to all selected participants on completion of the review.



### **What do you have to do?**

Selected participants will be contacted and will be required to send us a report of the activities they have entered via the online portfolio for the period 1 April 2019 to 31 March 2020.

For more information please visit this webpage: <https://www.rcpath.org/profession/professional-standards/cpd/cpd-review.html> which includes a video tutorial and PDF instructions on how to submit your report.

If you are not contacted you have not been selected.

### **3. Criteria and standards**

To achieve a successful review you must meet *both* the following criteria.

#### **3.1 The record is an accurate, intelligible, representation of CPD activity and corresponds to the annual return**

**Satisfactory** - the portfolio is presented with all relevant sections completed in accordance with College guidance on credit allocation and corresponds with the annual CPD return made to the College.

**Unsatisfactory** - there is a mismatch between entries in the online CPD portfolio and the credits detailed in the annual CPD return.

#### **3.2 Evidence of participation or learning is present for at least 70% of credits claimed**

**Satisfactory** - uploaded supporting evidence such as certificates, attendance lists, references of publications, notes from meetings, etc.

Also accepted are photos taken of evidence by a smart phone and uploaded to the online portfolio and emails confirming an activity has been completed or thanking the participant for undertaking an activity; the text of these may be copied and pasted into the online CPD portfolio.

Reflective learning evidence, i.e. entries in online portfolio that show you have learned something from the activity.

A link to a website where the supporting data may be viewed.

**Unsatisfactory** - less than 70% of credits claimed contain uploaded supporting evidence, reflective evidence or a weblink.

### **4. Notes and additional information**

#### **4.1 Supporting information**

Supporting information should be in electronic format and uploaded to the online CPD portfolio. Paper supporting information should be scanned and saved to your computer, before being uploaded. You may also take and upload images via a smartphone or tablet. Email evidence of an activity (i.e. confirming or thanking you for completing an activity) is acceptable.

A link to a website where the supporting information may be viewed is acceptable. If the website requires log-in information, this should be provided.

Participants should not send paper copies of supporting information to the College.

#### **4.2 Exemptions**

If you feel you have any extenuating circumstances, including sick leave or maternity leave, which should exempt you from participating in the 2019–2020 CPD review, please contact the Professional Standards Department. Please note you will still be expected to make a CPD return for the period.

#### **4.3 Multidisciplinary team (MDT) meetings**

CPD credits for MDT meetings will only be accepted if a separate reflective note is entered for *each* MDT meeting.

If you have claimed CPD credits for MDT meetings without entering the activity as a reflective note, you should do so via the online CPD portfolio ([www.rcpath.org](http://www.rcpath.org)) or exclude the activities from your CPD return. Credits claimed for MDT meetings where there is no reflective note will not be accepted and will be deducted from the total credits claimed. Content and appropriateness is a responsibility of local appraisal systems.

#### **Contact the CPD Department**

If you have any queries on the CPD review please contact the CPD Department on telephone number: 020 7451 6720 or email [cpd@rcpath.org](mailto:cpd@rcpath.org).