

How many CPD credits can I claim? 2020-2021

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

The list is not exclusive. The log is designed to allow recording of learning related to personal development in the range of clinical, laboratory and professional settings in which Pathologists work and learn.

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.

For allocation of CPD credits for published works 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
Educational meetings * (C, A, P)	Lectures, workshops, journal clubs, grand rounds, teaching rounds or quality improvement meetings in person or online	1 credit per hour of educational time	Proof of attendance should be retained
Quality improvement events (C, A, P)	In person or online	1 credit per hour of educational time	Proof of attendance or self-accredit
Multidisciplinary team meetings (MDTs) (C)	Participants must write a reflective note per MDT meeting	1 credit per meeting (maximum of 50 credits per year)	The reflective note must be entered in the online CPD portfolio
Reflective notes (C, A, P)	Participants should only claim where learning has occurred, e.g. internet research, reading an article, discussion with a colleague, etc	1 credit per reflective note	The reflective note must be entered in the online CPD portfolio
Self-accreditation (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	1 credit per hour (maximum of 50 credits per year)	Evidence should be uploaded to the online CPD portfolio or retained

Sabbatical leave (C, A, P)	Training in another department/country	Up to 50 credits per year	Self-accredit
Production of evidence based clinical standards or guidelines (C, A)	Writing guidelines	Up to 10 credits for each contributor	Evidence of review or self-accredit

Clinical audit certification (C, P)	Completed audit report(s) as part of quality improvement should be submitted to the College for evaluation/certification. See Certification of clinical audit for further guidance on submitting an audit to the College	5 credits	Proof of certificate/email
Quality improvement project including clinical audit template	Participating in the development of quality improvement and audit templates	5 credits	Self-accredit
Other quality improvement activity (C,A,P)	Survey/study Internal Laboratory Audit	Up to 5 credits per year 1 credit per audit	Self-accredit Audit outcome from QMS
Devising Interpretive EQA scheme (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 2 credits	Self-accredit
Cases for comment or equivalent scheme (C)	Clinical Biochemistry	1 credit per hour	Self-accredit
EQA participation (C, P)		Refer to EQA Scheme Organiser	EQA documents, feedback sheets
Mentoring (A, P)	Mentoring an individual for a specified period	Up to 5 credits per year per mentee	Self-accredit
Research grant application (A, P)	Review of grant application or writing a research grant application	Up to 2 credits per application	Self-accredit
Ethics Committee application (A, P)	Review of ethics committee application	Up to 2 credits per application	Self-accredit
Application to NHS or relevant research governance committees (A, P)	Should be principle author or application and contain background information of an educational nature (e.g. literature review)	Up to 2 credits per application	Self-accredit

Slide clubs (C)	Slide club must involve the study of clinical material, diagnostic case histories, feedback of results and participation in discussion groups	Up to 3 credits if participants look at the material and attend the discussion meeting Up to 2 credits if participants look at the material, submit report and receive feedback	Self-accredit
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Teaching (A)	All participants can claim for formal teaching, e.g. undergraduates, postgraduates, BMSs, GPs or nurses	1 credit per hour (maximum 12 credits per year)	Self-accredit plus teaching time-tables, curriculum booklets or programmes
Lecturing (A)	Preparing and giving a new lecture Modifying and giving an existing lecture	Up to 5 credits 1 credit	Self-accredit plus programmes
Educational supervision (A)	Educational supervisor. Supervising MSc or PhD	Up to 5 credits per year per student	Self-accredit
Higher education (A)	MBA/PhD/MPhil/MA/MSc/DM Postgraduate diploma or certificate	Up to 50 credits for successful completion Up to 30 credits for successful completion	Self-accredit
Examining (A)	Examining for MD, DSc, PhD and membership exams of a medical royal college, including Fellowship by Published Works Author of MCQ or SAQ exam question Author of essay question and model answer Participation in a standard setting meeting Examining in medical Royal College examinations Assessing Fellowship by Published Works applications	Maximum of 10 credits per year 1 credit per question 1 credit per question 1 credit per hour 1 credit per hour, (maximum of 10 credits per year) 1 credit per hour, (maximum of 10 credits per year) 1 credit per hour	Self-accredit

Publishing (A)	Author of refereed article in journal	Up to 6 credits	Self-accredit
	Author/co-author of chapter of book	Up to 4 credits	
	Author/co-author of book	Up to 30 credits	
	Editor of a multi-author book	Up to 20 credits	
	Author of a review article	Up to 6 credits	
	Author of editorial	Up to 5 credits	
	Author of book review	Up to 2 credits	
	Editor of peer-reviewed journal	Up to 20 credits per year	
	Sub-editor of peer-reviewed journal	Up to 10 credits per year	
	Member of editorial board	Up to 4 credits per year	
	Referee for journal	1 credit per paper	
	Author of a clinical case study in e.g. RCPATH newsletter or other professional publication	1 credit per paper	
	Author or reviewer of a quality improvement (patient safety) case study	1 credit per paper	
	Reviewing a paper	1 credit per paper	
	Reviewing conference abstracts	1 credit per hour (maximum 5 credits per year)	
	Author of contribution to an approved journal-based distance learning package	Up to 4 credits	
	Presenting a short paper or poster	Up to 2 credits	
Developing learning materials (A)	e-learning, booklets, webinars and similar materials, updating curricula	Up to 10 credits per year	Self-accredit
Quality inspections (P)	QAA, UKAS, CQC visits and similar bodies	Up to 2 credits per day	Self-accredit
Performance assessment for regulator (P)	Acting as a performance assessor for regulator	Up to 5 credits per assessment	Self-accredit
Research leadership (C, A, P)	Principal investigator for a clinical trial/study – minimum 1 year duration	Up to 5 credits per clinical trial/study	Self-accredit
Specialist case referrals including expert panels (P)	Provision of expert opinion if educational (e.g. involving literature search)	1 credit per hour	Copy of referral letter and reply (anonymised) or reference

Medical Examiners (C, A, P)	Completion of 26 core e-learning modules	Up to 10 credits	Certificate of completion
	Completion of additional e-learning modules	Up to 10 credits	eLfH statement of completion
	Face-to-face training attendance	Up to 6 credits	Certificate of attendance
	Face-to-face training facilitation	Up to 6 credits	Certificate of attendance
	Joint medical examiner/Coroner training	Up to 6 credits	Certificate of attendance
Membership of a Professional Committee (P)	Activity relating to a Professional Committee under a recognised organisation e.g. RCPATH	Up to 7 credits per annum	A reflective note must be created outlining meeting contribution and must be entered in the online CPD portfolio