

Credit allocation guidelines 2017-2018

This is a list of a range of educational and professional activities that attract CPD credit. 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
Educational meetings * (C, A, P)	Lectures, workshops, journal clubs, grand rounds, teaching rounds, NCEPOD or audit meeting	1 credit per hour of educational time	Proof of attendance should be retained
Multidisciplinary team meetings (MDTs) (C)	Participants must write a reflective note per MDT meeting	1 credit per hour (maximum of 50 credits per year)	The reflective note should 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 (maximum of 50 credits per year)	The reflective note should 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) should be submitted to the College for evaluation/certification. See Certification of clinical audit for further guidance on submitting an audit to the College	Up to 5 credits	Proof of certificate/email
Other audit (C,A,P)	Survey/study	Up to 5 credits per year	Proof of email/certificate
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 Trust 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
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 of an MD, DSc, PhD Examining in medical Royal College examinations Assessing Fellowship by Published Works applications	Maximum of 10 credits per year ¹ 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 Author/co-author of chapter of book Author/co-author of book Editor of a multi-author book Author of a review article Author of editorial Author of book review Editor of peer-reviewed journal Sub-editor of peer-reviewed journal Member of editorial board Referee for journal Reviewing a paper Author of contribution to an approved journal-based distance-learning package Presenting a short paper or poster	Up to 6 credits Up to 4 credits Up to 30 credits Up to 20 credits Up to 6 credits Up to 5 credits Up to 2 credits Up to 20 credits per year Up to 10 credits per year Up to 4 credits per year Up to 4 credits per year 1 credit per paper 1 credit per paper Up to 4 credits Up to 2 credits	Self-accredit
Developing and learning materials (A)	Computer assisted learning packages, 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 GMC (P)	Acting as a performance assessor for the GMC	Up to 5 credits per assessment	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