

Continuing Professional Development (CPD) Scheme

Second edition

Board of the Faculty of Clinical Oncology
Board of the Faculty of Clinical Radiology

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This document will replace the first edition with effect from 1 January 2011.

Principles of the RCR CPD Scheme

The Royal College of Radiologists' (RCR) Continuing Professional Development (CPD) Scheme applies to all clinical oncologists and clinical radiologists, other than those who are in training posts, who are practising in the UK.

It is the responsibility of individual doctors to ensure that they undertake a range of CPD activities that reflect the local and national needs of their practice and their own learning needs.

CPD credits awarded by the RCR are based on one credit equating to one hour of good quality educational activity.

All doctors who have a licence to practise will be required to provide documentation that they are participating in CPD in order to keep up to date and fit to practise. Documentation of CPD activity and learning achieved to the standards set by the RCR will be a requirement for revalidation.

Annual appraisal is a fundamental component of revalidation. The RCR, in line with other Medical Royal Colleges, takes the view that true validation of an individual's CPD activity can only be undertaken at annual appraisal. It is the individual's responsibility to ensure their CPD is of demonstrable value at appraisal. The RCR aims to set appropriate standards and a framework of CPD activity and help with the collection of activity and credits.

The updates to the RCR CPD Scheme bring the RCR into line with other Medical Royal Colleges.

Summary of main changes to the RCR CPD Scheme with effect from January 2011

The updates to the RCR CPD Scheme are primarily to recognise the growth in online CPD opportunities and the importance and requirement for reflective learning for CPD. The main changes are set out in Box 1.

The RCR, in line with all Medical Royal Colleges, encourages online learning for CPD. Evidence of reflective learning from online CPD activities (and all Category II CPD activities) will be required for this to contribute to an individual's CPD target from 1 January 2011. An RCR reflective learning template is available at www.rcr.ac.uk/cpd to assist with this and encourage a standardised approach.

Box 1. Main updates to the RCR CPD Scheme from 1 January 2011

The following items will be eligible for Category I CPD credits:

- Distance learning from online meetings, courses and events
- Authorship of an audit template for the RCR or other bodies
- Writing and editing national standards and guidelines
- Developing RCR radiology referral (MBUR) guidelines.

Setting questions for national specialist examinations and examining will be treated as two separate CPD activities and accredited for CPD on this basis. Prior to 2011, these items were classified as a single CPD activity.

The following will be eligible for Category II CPD credits:

- ISAS Assessment and Cancer Peer Review and RCR Service Review visits.

From 1 January 2011, attendance at patient management meetings such as multidisciplinary team meetings (MDTs) will only be eligible for Category II CPD credits where an individual keeps a record of their reflective learning.

Please note that the updates to the CPD Scheme do not affect the start or end date of an individual's five-year CPD cycle or the overall target requirement of 250 CPD credits.

Details on each of the above items, the number of credits available, and the evidence required to be retained, is set out in Section 3 of this document.

1. Enrolment in the CPD Scheme

Each doctor practising clinical oncology or clinical radiology in the UK should be enrolled in the RCR CPD Scheme with effect from the year following completion of training so that there is continuity between postgraduate training and continuing professional development. This will happen automatically for those awarded a Certificate of Completion of Training (CCT). Other doctors taking up a UK staff position, including those who trained or have been employed overseas, should contact the RCR at cpd@rcr.ac.uk to effect their enrolment.

2. Five-year CPD target

To be eligible for award of a certificate of satisfactory CPD participation, a *minimum of 250 CPD credits* must be achieved over an individual's five-year CPD period. Of these, *at least 125 CPD credits* must be from Category I (generally externally accredited) activities. Furthermore, a *minimum of 125 CPD credits*, including a *minimum of 63 Category I credits*, must be for clinical education (as opposed to management education).

One CPD credit approximates to one hour of educational time. Credits are divided into Category I (generally externally accredited) and Category II (generally self-accredited), which reflect different patterns of learning.

Five-year CPD target

	Clinical education	Non-clinical education	Total
Category I	≥ 63 credits	No minimum	≥ 125 credits
Category II	No minimum	No minimum	No minimum
Total	≥ 125 credits	No minimum	≥ 250 credits

There is no annual credit target. Credits in excess of the required 250 will not be carried forward to the following five-year period.

The RCR expects all participants in its CPD Scheme to achieve the minimum levels of CPD activity regardless of whether they are practising full-time or part-time or at the beginning or approaching the end of their active clinical practice.

Those who have formally retired from NHS practice but are still undertaking private work and/or locums are also expected to participate fully in the RCR CPD Scheme.

The CPD target is set over a five-year period rather than annually so as to aid those who are not able at some point during the five years to undertake as much CPD activity as they would wish. The general principle is to provide individuals with the opportunity to compensate for times when it may be difficult to undertake CPD through additional activity at other times in the five years. Any deficit in CPD activity should be made up over the remainder of the five-year cycle. This may be achieved either prospectively (where possible), retrospectively after a return to clinical work, or a combination. This is a standard principle across the Royal Colleges. An assessment of the cumulative CPD credits and activity at annual appraisal should allow adequate planning to meet the five-yearly target.

3. Approved CPD activities

Credits are divided into Category I (generally externally accredited) and Category II (generally self-accredited), which reflect different patterns of learning.

It is an individual's responsibility to ensure the CPD activities undertaken are of demonstrable value and contribute to improving patient care.

Approved CPD activities are detailed below. A summary of the activities approved for credits, the number of credits available and annual/five-yearly maximums is given in Appendix I.

3.1 Category I CPD credits

Evidence of participation and evidence of learning in relation to Category I activities must be retained by the individual.

3.1.1(a) [Attending accredited meetings, courses and events](#)

Category I CPD credits can be earned by attendance at events with CPD approval from the RCR, other Royal Colleges, the European Union of Medical Specialties (UEMS), or in the case of overseas events, from the national professional authority or its delegated radiological specialty body.

An attendance certificate from the event organiser – giving the title, date and location of the event, the name of the participant and the number of CPD credits achieved (including name of awarding body) – must be retained by the individual.

3.1.1(b) [Distance learning from accredited online meetings, courses and events](#)

Category I CPD credits can be earned by formal participation in distance learning associated with events with CPD approval from the RCR, other Royal Colleges, the European Union of Medical Specialties (UEMS), or in the case of overseas events, from the national professional authority or its delegated radiological specialty body.

A maximum of 16 Category I credits per year may be awarded.

Documentation from the organising body (such as a multiple choice questionnaire (MCQ) test, participation certificate and so on) giving the title and date of the event, and the number of CPD credits achieved (including name of awarding body) must be retained by the individual, with a reflective learning record completed for each hour claimed.

3.1.2 [Attending courses leading to a postgraduate Diploma, or for a Masters or Doctoral degree](#)

50 Category I credits may be awarded for attendance at a degree course and 30 Category I credits may be awarded for attendance at a Diploma course.

An attendance certificate from the organiser, giving the course title, dates and times of attendance and the participant's name, must be retained by the individual.

3.1.3 [Organised training secondments](#)

Organised training secondments to another centre to work with recognised specialists or managers in order to learn new skills will be recognised for CPD credits. A formal programme and timetable will be required that clearly outlines the educational goals and the methods of assessment of achievement by the individual concerned.

4 Category I credits per day can be awarded up to a maximum of 16 credits per year.

These credits will be awarded as Category II if the training takes place in the clinical oncologist's or clinical radiologist's own centre (see Section 3.2.2).

An attendance certificate from the supervisor, confirming the dates, times and content of the sessions, must be retained by the individual.

3.1.4 The following activities can attract Category I credits with a maximum of *16 Category I credits per year* from all items combined. The credits will be effective at the date of publication or presentation. For lectures, seminars, posters and audio-visual displays, credits are available only on the first occasion of presentation. Electronic media are considered the equivalent of hard-copy publication as long as the same principles of publication and levels of peer review apply.

- (a) [Preparation and delivery of formal lecture or seminar at a regional, network, national or international event](#)

3 Category I credits per first presentation.

A copy of the event programme, giving the date and title of the event, the lecture date and time, title and presenter's name, must be retained by the individual.

- (b) [Presentation of a paper or a poster at a regional, network, national or international event](#)

3 Category I credits for the lead author and *1 Category I credit* for all other authors.

A copy of the event programme, giving the date and title of the event, the title of the paper or poster and the presenter's name, must be retained by the individual.

- (c) [Authorship of a full paper in a recognised peer-reviewed medical or scientific journal or authorship of a book chapter](#)

10 Category I credits for the lead author and the corresponding author and *3 Category I credits* for all other authors.

A copy of the first page of the published paper must be retained. For a book chapter, a copy of the contents list, giving the date of publication, the title and author's name, must be retained by the individual.

- (d) [Authorship or editorship of a book](#)

15 Category I credits per book.

A copy of the title page, giving the book's title, date of publication and the name of the author or editor, must be retained by the individual.

- (e) [Authorship of a case report in a recognised peer-reviewed medical or scientific journal](#)

3 Category I credits for the lead author only.

A copy of the title page of the published report must be retained by the individual.

- (f) [Authorship of an audit template for the RCR \(or other bodies\)](#)

3 Category I credits for the lead author and *1 Category I credit* for all other authors.

A copy of the audit template must be retained by the individual.

- (g) [Audio-visual displays at an accredited regional, network, national or international event](#)

3 Category I credits for the lead author only.

A copy of the event programme, giving the event title and date, the title of the display and the presenter's name, must be retained by the individual.

- (h) [Editing, refereeing or reviewing a paper or report in a recognised peer-reviewed medical or scientific journal or assessing a grant application](#)

1 Category I credit for each paper or grant reviewed.

Appropriate supporting documentation must be retained by the individual.

- (i) [A number of medical journals have been approved for CPD](#)

They produce a regular series of update articles covering a broad range of topics in a special CPD supplement of the journal. An MCQ test based on the update material completed by an individual clinical oncologist or clinical radiologist and returned to the journal offices for validation can attract *2 Category I*

credits per issue. Up to 6 *Category I credits* per year may be earned in this way. The internet may be used to facilitate this process.

A certificate from the journal, giving the individual's name, the title, date and volume of the journal and the number of credits awarded, must be retained by the individual.

(j) [Writing and editing national standards and guidelines](#)

3 Category I credits per standard or guideline.

Appropriate supporting documentation must be retained by the individual.

(k) [Developing *Making the best use of clinical radiology services \(MBUR\) guidelines*](#)

1 Category I credit per completed guideline up to a maximum of *15 Category I credits per year* and a maximum of *30 Category I credits over the two-year cycle* of the development of any single edition of the RCR radiology referral guidelines (MBUR).

Appropriate supporting documentation must be retained by the individual.

3.1.5 [National specialist examination setting meetings](#)

4 Category I credits per examination up to a maximum of *8 Category I credits per year*.

Confirmation from the organiser, giving the examination title, date of the event and name of participant, must be retained by the individual.

3.1.6 [Examining for a national specialist examination](#)

4 Category I credits per examination sitting up to a maximum of *8 Category I credits per year*.

Appropriate supporting documentation must be retained by the individual.

3.1.7 [Imaging Services Accreditation Scheme \(ISAS\) assessment](#)

For assessors appointed prior to 1 January 2011

- Until the end of 2011, *2 Category I credits per day equivalent effort* may be earned for undertaking assessment activities as a member of an ISAS Assessment Team, up to a maximum of *25 Category I credits per year*.
- A certificate issued by the United Kingdom Accreditation Service (UKAS) must be retained by the individual.

For assessors appointed after 1 January 2011 (and all other assessors after 1 January 2012)

- Assessment activities will be eligible for Category II credits. A record of reflective learning will be required (see Section 3.2.6).

3.2 Category II CPD credits

Category II CPD credits are generally self-accredited. Self-accreditation of activities must include reflective learning. Evidence of reflective learning will be required for this to contribute to the individual's CPD target. The RCR reflective learning template is available at www.rcr.ac.uk/cpd to assist with this and encourage a standardised approach.

3.2.1 Formal local hospital educational activities

Category II credits can be claimed for formal local hospital educational activities where the aim of the activity is teaching/education, such as teaching grand rounds, organised small group teaching activities, journal clubs, clinical audit meetings, and so on .

1 Category II credit per hour can be awarded.

3.2.2 Organised training secondments

Organised training secondments to learn new skills with specialists or managers in the clinical oncologist's or clinical radiologist's own place of work are eligible for Category II credits. A formal programme and timetable will be required with prior clearly outlined educational goals and assessment of achievement by the individual will be required.

4 Category II credits a day can be awarded up to a maximum of 16 credits per year.

3.2.3 Learning or updating computer skills

Learning or updating computer skills, particularly in order to improve educational skills and for departmental uses, including picture archiving and communications systems (PACS), can attract Category II credits. A formal programme of training will be required with appropriate quality assurance.

1 Category II credit per half-day session can be awarded up to a maximum of 10 credits per year. A reflective learning record should be completed by the individual for each half-day session claimed.

3.2.4 Self-directed learning

The RCR, the Academy of Medical Royal Colleges and the European Association of Radiology (EAR)/European Union of Medical Specialists (UEMS) recognise the importance of self-directed learning by reading books, journals, and so on and by using audio-visual and computer-based resources, both free-standing and online.

1 Category II credit per hour can be awarded up to a maximum of 20 Category II credits per year, with a reflective learning record completed by the individual for each hour claimed.

3.2.5 Reflective learning from patient management meetings, eg, MDTs

1 Category II credit per hour can be awarded up to a maximum of 20 Category II credits per year, with a reflective learning record completed by the individual for each hour claimed.

3.2.6 Imaging Services Accreditation Scheme (ISAS) assessment (see also Section 3.1.7) and Cancer Peer Review and RCR Service Review visits

Assessment and service review processes can give opportunities for reflective learning.

1 Category II credit per hour can be awarded up to a maximum of 8 Category II credits per year, with a reflective learning record completed by the individual for each hour claimed.

Credits cannot be earned for service on committees or working parties whether local, national or international.

It is recognised that not all aspects of CPD can be covered by CPD credits; the credits quoted are, therefore, simply a required component, which in many instances will form just one part of a personal development plan that will be assessed at annual appraisal.

4. Recording CPD activity

It is the individual doctor's responsibility to record their CPD activity. This will be needed for appraisal and revalidation. Participants in the RCR CPD Scheme are responsible for maintaining their own diary record of CPD activity and for retaining appropriate supporting documentation, such as attendance certificates, copies of articles published or presentations made, or recorded reflection. Individuals are asked to submit a numerical summary of their CPD activity to the RCR once every five years. The RCR is developing an electronic system for participants to help individuals maintain a record of CPD.

To provide a degree of external inspection of clinical oncologists' and clinical radiologists' CPD activity for revalidation, the RCR may ask to see the evidence of an individual's CPD activity; for example, attendance certificates for Category I events, the activity recorded in a diary/log (or equivalent), copies of first page of articles, programmes for lectures and so on. These should not be submitted to the RCR unless specifically requested.

5. Accreditation of CPD events (for event organisers)

Category I CPD credits are awarded to UK meetings and courses for which the primary audience is clinical oncologists or clinical radiologists and where the content represents appropriate educational activity for individuals in either of these specialties.

The RCR will continue to accredit clinical oncology and clinical radiology events in the UK and award appropriate CPD Category I credits. These credits are accepted by many other countries for CPD. Events in other clinical disciplines will continue to be recognised for CPD credits where cross recognition between Colleges is agreed. Events outside the UK will be recognised through the European Accreditation Council for Continuing Medical Education (EACCME), which has been set up to provide an umbrella organisation for awarding appropriate credits for European and international events. American Medical Association (AMA) CME points for North American events will also be recognised.

Where events outside the UK have not been accredited, clinical oncologists and clinical radiologists may make individual applications for CPD credits retrospectively.

Applications for accreditation

The organisers of UK events should apply prospectively to the RCR CPD Lead for clinical oncology or clinical radiology at cpd@rcr.ac.uk by submitting a copy of the event programme and completing the application form at www.rcr.ac.uk/cpd Should an event be repeated, renewed approval will be required and organisers must submit a further application. This applies to all annual events.

The RCR CPD Lead for clinical radiology or clinical oncology will:

- Consider the educational content of the event
- Consider if the involved lecturers are of national or international standing
- Award an appropriate number of Category I CPD credits based on the hours of educational activity.

Event organisers will be notified of the number of Category I CPD credits awarded and will be asked to include this figure in their advertising. They will also be asked to provide a certificate confirming the number of CPD credits awarded to individual participants. The provider is responsible for awarding credits based on the extent of attendance and learning achieved by an individual at the event.

Quality assurance

The credits awarded to events by the RCR are based on the content and duration of events. The provider is responsible for awarding credits based on the extent of attendance and learning achieved by an individual at the event. All event providers are required to review the effectiveness of the educational content and the quality of the lectures, workshops and courses. In order to be awarded Category I CPD credits, event organisers are asked to provide attendees with an evaluation form regarding the quality of the event and learning outcomes.

Approved by the Board of the Faculty of Clinical Oncology
Approved by the Board of the Faculty of Clinical Radiology

29 October 2010
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Appendix I. Summary of approved RCR CPD activities from 1 January 2011

To be eligible for award of a certificate of satisfactory CPD participation, a *minimum of 250 CPD credits* must be achieved over an individual's five-year CPD period. Of these, *at least 125 CPD credits* must be from Category I (generally externally accredited) activities. Furthermore, a *minimum of 125 CPD credits*, including a *minimum of 63 Category I credits*, must be for clinical education (as opposed to management education). The maximum for each type of CPD activity is to encourage a variety of CPD activity.

Activity (evidence required)	Cat	Number of credits	Limit	
Attending accredited meetings, courses and events (attendance certificate)	I	1 per hour	No limit	
Distance learning from accredited online events (documentation from organising body and record of reflective learning)	I	1 per hour	16 per year	
Organised training secondment at a specialist centre, learning new techniques under supervision (attendance certificate)	I	4 per day	16 per year	
Attending courses leading to post-graduate qualification (certificate)	I	50 for degree course 30 for diploma course	No limit	
Preparation and delivery of formal lecture or seminar at an accredited event (event programme)	I	3 per first presentation	16 per year (This limit applies to the total of all these activities together and not the individual activity.)	
Presentation of a paper or poster at an accredited event (event programme)	I	3 for lead author 1 for other authors		
Authorship of a full paper in a recognised peer-reviewed journal / e-learning equivalent (title page of paper)	I	10 for lead and corresponding authors 3 for other authors		
Authorship of a book chapter / e-learning equivalent (contents list of book)	I	10 for lead author 3 for other authors		
Authorship or editorship of a book / e-learning equivalent (title page of book)	I	15 per book		
Authorship of a case report in a recognised peer-reviewed journal / e-learning equivalent (title page of report)	I	3 for lead author only		
Authorship of an audit template for the RCR or other bodies (audit template)	I	3 for lead author 1 for other authors		
Display of an audio-visual presentation at an accredited event (event programme)	I	3 for lead author only		
Editing, refereeing or reviewing a paper for a recognised peer-reviewed journal (appropriate documentation)	I	1 per paper		
Assessing a grant application (appropriate documentation)	I	1 per application		
MCQ-assessed reading of accredited journal / online equivalent (journal certificate)	I	2 per journal (max 6 per year)		
Writing and editing national standards and guidelines (appropriate documentation)	I	3 per standard or guideline		
Developing radiology referral (MBUR) guidelines (appropriate documentation)	I	1 per guideline (max 15 per year)		
National examination question setting (attendance confirmation)	I	4 per exam		8 per year
Examining for a national specialist examination (attendance confirmation)	I	4 per exam		8 per year
Reflective learning from patient management meetings e.g. MDTs (record of reflective learning)	II	1 per hour (max 20 per year)	125 per five-year CPD period	
Attending formal local hospital education activities (record of reflective learning)	II	1 per hour		
Organised local attachment learning new skills to support service or academic work (record of reflective learning)	II	4 per day (max 16 per year)		
Learning or updating computer skills (record of reflective learning)	II	1 per half-day (max 10 per year)		
Self-directed learning through reading books, journals etc. / online equivalent (record of reflective learning)	II	1 per hour (max 20 per year)		
Conducting ISAS assessments and Cancer Peer Review and RCR Service Review visits (record of reflective learning)	II	1 per hour (max 8 per year)		

Appendix II. Frequently asked questions

Enrolment in the CPD Scheme

How do I enrol in the RCR CPD Scheme?

An individual will be enrolled in the RCR CPD Scheme from the beginning of the year following that in which eligibility for Specialist Registration is achieved.

Clinical oncologists or clinical radiologists who take up staff positions in the UK without a Certificate of Completion of Training (CCT), including those who trained or have been employed overseas, should contact the RCR at cpd@rcr.ac.uk to effect their enrolment in the CPD Scheme.

Five-year CPD target

I work part-time. How many credits do I need?

The target of 250 credits applies to all regardless of the number of sessions per week that are worked. Doctors working less than full-time have an equal obligation to provide high-quality patient care and to update their skills as those working full-time and thus should maintain the same commitment to their CPD. Colleges and Faculties, as well as employers, should be as flexible as possible in enabling this commitment to be met for all doctors.

How does an absence from work for maternity, sick leave or other career breaks affect my target?

There is no waiver for the requirement of 250 points of CPD in five years. Short periods of absence from CPD or imbalance in one year can, and should, be redressed over the five-year period.

You should participate in CPD activities to the greatest extent possible. Any deficit in CPD activity should be made up over the remainder of the five-year cycle. This may be achieved either prospectively (where possible), retrospectively after return to clinical work, or a combination.

The RCR considers the maintenance of CPD in these circumstances to be essential to an individual's personal development plan and for appraisal.

Where the absence is for more than a year, advice from the RCR or Faculty should be sought and advice will be provided by the CPD Lead.

I have retired from my permanent NHS post but am still undertaking some clinical work. What is my CPD requirement?

All individuals practising in the UK, however infrequently or few sessions, should participate in the CPD Scheme. Doctors must keep up to date with any clinical treatments when undertaking medical-related work. Doctors undertaking medical-related work (such as medico-legal work) which requires them to be licensed will need to revalidate and participate in CPD.

I have retired from my permanent NHS post but wish to remain on the Specialist Register. Do I still need to obtain CPD credits?

Yes. All individuals practising in the UK, however infrequently or few sessions, should participate in the CPD Scheme. Doctors must keep up to date with any clinical treatments when undertaking medical work. Doctors undertaking medical-related work (such as medico-legal work) which requires them to be licensed will need to revalidate and participate in CPD.

I have retired from all clinical practice and do not intend to remain on the specialist register. Do I still need to obtain CPD credits?

No. Once involvement in clinical practice has ceased, enrolment in the CPD Scheme can be discontinued. Please contact the CPD Office at cpd@rcr.ac.uk so that the appropriate action can be taken. At the same time, arrangements can usually be made to continue membership of the RCR at a much reduced subscription rate.

I work entirely in a non-clinical role (eg, Principal of Faculty of Medicine, Medical Director, Trust Chief Executive Officer, Postgraduate Dean, Department of Health role). Am I required to participate in CPD?

Yes, if you wish to revalidate. The content of your CPD activities should reflect and support the range of your professional practice.

What happens if I am not able to achieve my CPD target?

The RCR strongly encourages all specialist registered members and Fellows to participate in the Scheme to the fullest extent possible to benefit from further education. All those who are involved in the training and education of specialist registrars are required to be up to date with their CPD targets. CPD will contribute a significant part of any doctor's evidence required for revalidation by the GMC.

Can I carry credits forward into the next five-year cycle?

No. If you exceed 250 credits in one cycle you cannot carry the extra credits into the next five-year cycle.

Approved CPD activities

Are CPD credits awarded for online learning?

Category I CPD credits can be earned by formal participation in distance learning events with CPD approval. Documentation from the organising body (such as a multiple choice questionnaire (MCQ) test, certificate etc) giving the title and date of the event, and the number of CPD credits achieved (including name of awarding body) must be retained by the individual, with a reflective learning record completed for each hour claimed.

Category II CPD credits can be earned through self-directed learning, by reading and research using online resources, with a reflective learning record completed for each hour claimed.

How many credits have been awarded to Event X?

This question is most appropriately addressed to the event organiser. The RCR's CPD Office can only advise if the RCR has made a credit award to the event.

I wasn't given an attendance certificate at a CPD event. What should I do?

Organisers of events that are accredited by the RCR are responsible for issuing certificates based on level of attendance at an event. Participants should always ask for a certificate before leaving an event if one is not offered.

Recording CPD activities

How does the RCR know how many credits I have?

For most of an individual's CPD period the RCR does not know how many credits have been achieved. Towards the end of an individual's five year CPD period, the RCR will ask an individual to indicate how many CPD credits have been achieved in each category.

Doctors abroad

I am considering working abroad for a short period of two to three years, and wish to return to the UK to work following this period.

The General Medical Council (GMC) website can provide information about return to practice and other requirements you will need to satisfy. If doctors wish to return to the UK and are maintaining GMC registration, keeping up with CPD would be strongly recommended. Recording your CPD in a portfolio will help to demonstrate that you are meeting the standards of your area of practice and will act as supporting information to take to subsequent appraisals. Remember you may also be required to be CPD compliant with any new professional body with which you register in order to practise abroad.

I now practise outside the UK. What are my CPD requirements?

The RCR has no jurisdiction outside the UK and therefore cannot prescribe CPD activities must be undertaken. However, the RCR encourages individuals to keep their CPD up to date.

I practise outside the UK, but I wish to continue to undertake CPD and revalidate in the UK. What do I need to do?

If you want to continue with your CPD you should ideally participate in the RCR CPD Scheme or follow recommendations of the Scheme. For information about meeting the requirements for revalidation while you are outside the UK, please consult the GMC website.

Appendix III. Reflective learning template

REFLECTIVE LEARNING TEMPLATE

PERSONAL REFLECTION ON CPD ACTIVITIES

This tool can be used to help personal reflection on all types of CPD activities. The template enables clinical oncologists and clinical radiologists to record their reflections on what they have learnt and subsequent changes to practice. Please refer to the RCR's CPD Scheme for guidance on the number of CPD points that can be claimed in respect of reflective learning.

Please consider how your learning may impact on your practice (patient care and safety, colleagues, allied health professionals and organisational impact).

Reflection should occur as soon as possible following the event, to be contemporaneous and meaningful.

Each box should be completed and one-word answers should be avoided.

This form is available to download at www.rcr.ac.uk/cpd

Title and description of activity

- Include the date of activity
- Why was this activity selected for CPD?

What was the learning need or objective that was addressed?

- CPD activities should ideally be linked to learning objectives, either agreed as part of your personal development plan (PDP) or those that you have considered desirable for your own development.
- Describe how the activity contributed to the development of your knowledge, skills or attitudes.
- It may help preparation for appraisal to map your reflections to the GMC's Good Medical Practice Framework Domains and Attributes: Knowledge, Skills and Performance
 - Communication/Teamwork
 - Quality and Safety
 - Maintaining Trust

What was the outcome of the activity?

- How have your knowledge, skills and attitudes changed?
- Have you identified any skills, attitude and knowledge gaps?
- How will this activity improve patient care or safety?
- How will your current practice change as a consequence of your learning from this activity?
- What aspects of your current practice were reinforced by this activity?

Further learning needs

- Outline any further learning or development needs highlighted by the activity.
- How do you intend to address these?

Number of Category II CPD hours claimed

Date reflective note completed

Appendix IV. Revalidation CPD summary tool

Summary and reflection on CPD record

Appraisal year

The following pro forma has been created to allow clinical radiologists and clinical oncologists to reflect on their annual CPD activity for appraisal and provide a mechanism for an agreed plan for the coming year.

This form is available to download at www.rcr.ac.uk/cpd

Date of last 5 year RCR certificate awarded:					
Cumulative summary of CPD recorded credit totals since last 5 year certificate					
Year	1	2	3	4	5
Category I					
Category II					
Total					
Cumulative total					
<i>NB: Average annual totals would be 50 CPD credits to reach five-year revalidation target of 250 credits (with a minimum of 50% category I)</i>					
Commentary and summary – CPD activity in the last year					
Reflection on activity or content of CPD in the last year since appraisal					
Any planned actions for CPD content or activity					

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