



About Continuous Professional Development (CPD)

Continuing professional development (CPD) is an important part of continuing registration for healthcare professionals. To uphold standards within the profession and maintain patient safety, healthcare registration bodies and colleges require all registered healthcare professionals to continue to develop their knowledge and skills while they are registered.

Healthcare professionals such as doctors, dentists, nurses and pharmacists are required by law to continuously participate in CPD and:

- 1) Maintain a continuous, up-to-date and accurate record of their CPD activities
- 2) Complete a range of CPD activities that are relevant to their current or future practice
- 3) Ensure that their CPD contributes to the quality of their practice and the service they provide to their patients/clients

The Benefits of Independent Approval and Verification from CPDHealthcare

- Draw on our expertise in healthcare CPD provision and receive advice on minimum CPD requirements for different professions.
- Have your CPD independently assessed by a relevant healthcare practitioner and receive recommendations on educational aims, learning objectives and outcomes.
- Approve CPD for all relevant healthcare professionals in one single process for one single fee.
- Have regular repeating events/courses approved under one single application.
- Join a network of healthcare CPD providers committed to improving standards of knowledge and skills.
- Enhance your reputation by using CPD Healthcare's accreditation mark to show that your CPD is independently verified and approved.
- Promote your organisation in CPD Healthcare's list of approved CPD providers.

About CPD Healthcare

CPD Healthcare is an independent organisation providing approval and verification of CPD activities exclusively in healthcare within the UK and Ireland. We provide CPD approval for all healthcare professions in the UK and Ireland including:

- England
- Ireland
- Northern Ireland
- Scotland
- Wales

We provide CPD approval for all UK and Irish healthcare professions including:

Aestheticians	Osteopaths
Arts therapists	Operating department practitioners
Biomedical scientists	Optometrists
Chiropractors	Orthoptists
Clinical scientists	Paramedics
Dentists	Pharmacists
Dietitians	Physiotherapists
Dispensing Opticians	Podiatrists
Doctors	Practitioner psychologists
Hearing aid dispensers	Prosthetists / orthotists
Midwives	Radiographers
Nurses	Social workers
Occupational therapists	Speech and language therapists

We approve all types of healthcare CPD including

- Lectures
- Workshops
- Courses
- Events
- Meetings
- Articles
- Distance Learning
- Online Activities
- Coaching & Mentoring

Good Practice for Healthcare Professionals

As a registered healthcare professional, we recommend that you should:

- Check with your college or registration body what minimum CPD requirement applies to you.
- Diarise the deadlines that apply to your CPD.
- Maintain a personal development plan to help decide how you will meet the minimum CPD requirement.
- Regularly log or record what CPD you have done using a manual or online CPD diary and remember that you may need to send it to your professional body.
- Always ask yourself, does this activity reasonably contribute towards my development in my practice?
- Always be honest about what you have done even if this means you fail to meet the minimum requirement (dishonesty can't be undone but failure to do enough CPD can be rectified).
- Check whether the CPD you complete is verifiable. Does it have quality controls, concise aims and objectives and clear learning outcomes?
- Always ask for a CPD certificate following verifiable CPD.
- Keep up to date in the topics recommended by your professional body.

Good Practice for Providers of Healthcare CPD

As a provider of healthcare CPD we recommend that you should:

- Identify your audience and understand their CPD requirements.
- Develop a clear plan of what you will deliver and how you will deliver it.
- Avoid trying to deliver a sales presentation as CPD. Instead, develop CPD on the clinical area you work in and avoid concentrating too much on your products.
- Be clear in advance about the length of time your CPD will last and aim to stick to your timings.
- Break longer CPD events (e.g. a 1-day conference) into manageable chunks (1 or 2 hours long).
- Publish clear and concise learning objectives and anticipated outcomes for the CPD you plan to deliver.
- Register as an accredited provider with an appropriate approving body.
- Have your CPD approved in advance by an appropriate approving body.
- Verify attendance by use of a signing in sheet or badge scanning.
- Issue a certificate to all delegates who attended setting out clearly what CPD they participated in.
- Maintain records of the CPD you delivered and who attended for at least 5 years and be prepared to reissue certificates to delegates who may have lost them.

How do you assess CPD?

We ask providers to register with us and to provide us with information about each course they run. This information is submitted to an appropriate member of our panel, all of whom are healthcare professionals with experience of training and education. We assess the organisation providing the training, the delivery method, the suitability of the content for the target audience, the appropriateness of the authors and trainers, whether or not the learning objectives are likely to be achieved and how achievement of the learning objectives will be assessed.

Who's on your panel?

Dr Paula Charlesworth: Chairperson

Marney Ackroyd: Dietitian

Sharon Cameron: Nurse

Sheena Murray: Podiatrist

Dr Robert Petrarca: Doctor

Meena Puar: Optometrist

How do I check that CPD carrying your accreditation mark is approved/verified?

You can view a list of our registered providers on our website here:

www.cpdhealthcare.com/cpd-providers

How to become an accredited provider of CPD

Step 1: Register with CPD Healthcare. You can register as an accredited CPD Healthcare provider online at www.cpdhealthcare.com.

Step 2: Submit details of your CPD using our online form or by email.

Step 3: Promote your approved/verified CPD to your audience using the CPD Healthcare Accreditation Mark.

Schedule of Fees

Individual

Ideal for individuals who deliver CPD through lecturing or coaching themselves. Limited to 1 presenter/author and 4 CPD course approvals per year.

Corporate

Ideal for companies or organisations delivering CPD to their staff or clients. Unlimited presenters/authors and unlimited course approvals.

	Individual	Corporate
	1 Presenter 4 CPD course approvals per year Ideal for individuals who deliver CPD by lecturing or coaching	Unlimited presenters Unlimited course approvals Ideal for larger organisations who provide a lot of CPD
Annual Registration Fee	£250 (includes one CPD approval)	£500 (includes one CPD approval)
Annual approval/verification per CPD activity	£150 per CPD activity	£250 per CPD activity

Accredited providers may use the CPD Healthcare Accreditation Mark for the duration of approval. Registration fees are charged annually. The provider must be registered to continue to use the CPD Healthcare approval service and the CPD Healthcare Accreditation Mark. CPD approval/verification fees are per day, course or CPD activity. CPD activities are approved for as long as the provider believes they remain relevant. We recommend re-approval when substantial changes or updates are made. There is no limit to the number of times each approved CPD activity can take place within the approval period, but a provider must remain registered to continue to use the approval and the CPD Healthcare Accreditation Mark.