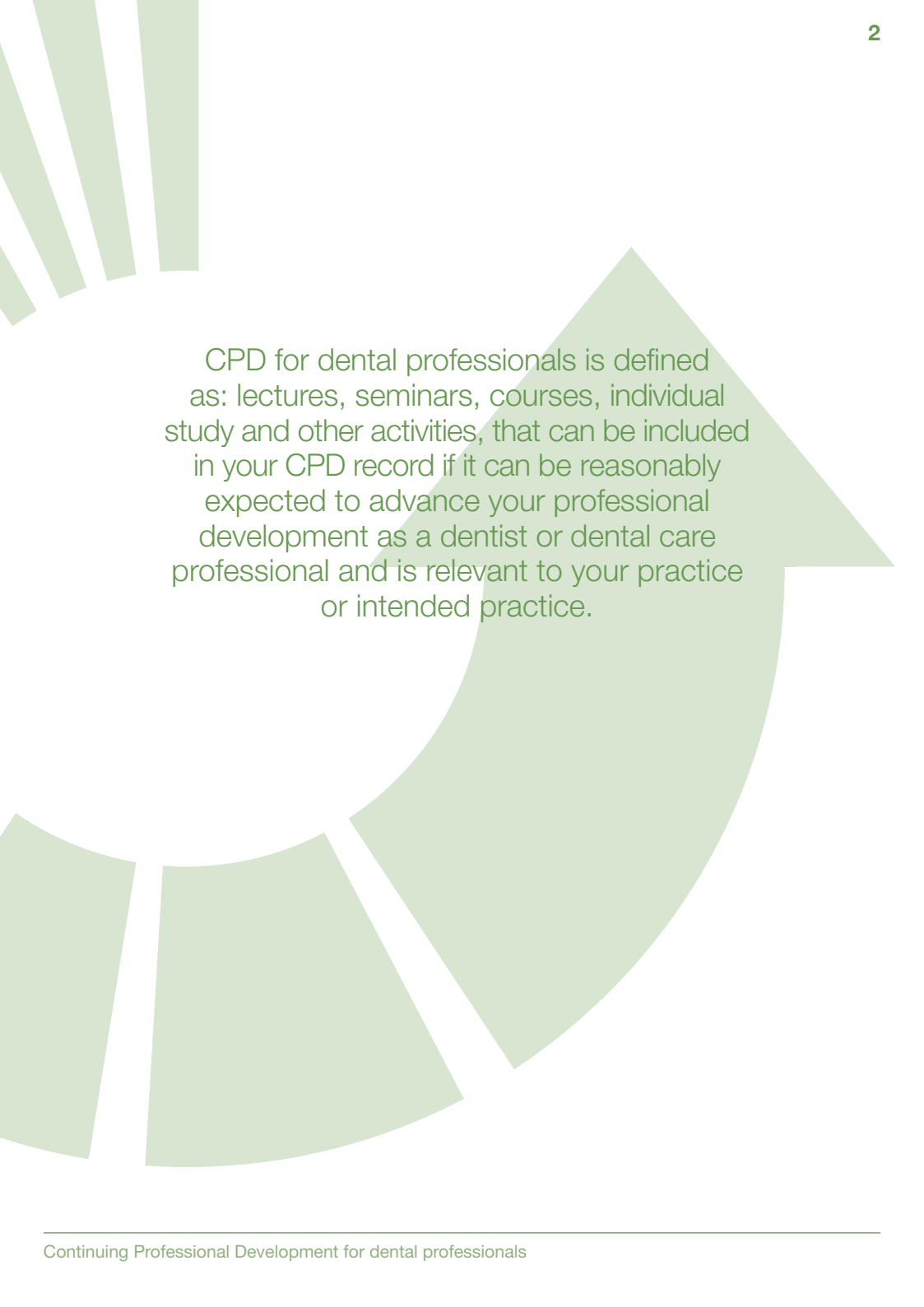


Continuing Professional Development

for dental professionals



CPD for dental professionals is defined as: lectures, seminars, courses, individual study and other activities, that can be included in your CPD record if it can be reasonably expected to advance your professional development as a dentist or dental care professional and is relevant to your practice or intended practice.

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Introduction

CPD and professionalism

Keeping skills and knowledge up to date throughout your career is at the heart of what it means to be a dental professional.

Continuing Professional Development (CPD) can support dentists and dental care professionals in maintaining and updating their skills, knowledge and behaviour throughout their working life. It may also contribute to the delivery of good quality care and service provision, that patients and the public trust is safe and the best it can be.

As a registered dental professional you have a duty to maintain, develop and work within your professional knowledge and skills and make sure your personal behaviour maintains patients' confidence in you and the dental profession, so you can provide the best possible treatment and care.

Undertaking CPD is a compulsory part of your registration with the GDC. You must meet our CPD requirements to maintain your registration with us. We also require any dental professional wishing to restore their registration to provide us with evidence of the CPD they have done.

We require you to do CPD because the GDC's purpose is to protect patients and the public. CPD helps to maintain public confidence in the dental register by showing that dental professionals are staying up to date. This is so you can give your patients the best possible treatment and make an effective contribution to dentistry in the UK.

By law, you must take part in our CPD scheme and this guidance explains what we expect from you.

This guidance booklet sets out our CPD requirements. We also include some helpful advice about how to get the most out of your CPD activity. It is important to read the whole booklet and become familiar with it.

CPD requirements

The CPD scheme

CPD makes an important contribution to patient safety and is a requirement for continued registration with the GDC.

The GDC's current requirements have been in place since 2008 and they are set out in law. These can be found at the GDC's website at <http://www.gdc-uk.org/governancemanual> You must meet our requirements to maintain your registration or restore to the register.

Our requirements are based on a minimum number of hours of CPD that you must do during the five year CPD cycle that applies to you.

We will require you to tell us about all the CPD you have done at the end of your five year CPD cycle. We will also invite you to provide us with certain information each year about the CPD you have done during your CPD cycle.

Definition of CPD

CPD for dental professionals is defined in law as lectures, seminars, courses, individual study and other activities, that can be included in your CPD record if it can be reasonably expected to advance your professional development as a dentist or dental care professional and is relevant to your practice or intended practice.

Examples of types of CPD may include:

- Courses and lectures
- Training days
- Peer Review
- Clinical Audit
- Reading journals
- Attending conferences
- E-learning activity

Visit www.gdc-uk.org for some suggestions on how to carry out your CPD.

Minimum CPD hours

You must undertake at least the minimum amount of CPD we require during your five year CPD cycle. The minimum amount of CPD you must do is determined by whether you are registered as a dentist or as a dental care professional.

Dentists

If you are a dentist your first five-year CPD cycle will begin on 1 January in the year after you first register, unless you were already on the register before 1 January 2002. In this case please check page 11 of this guidance for your start date.

You must carry out at least 250 hours of CPD every five years. At least 75 of these hours need to be 'verifiable' CPD. Verifiable CPD is explained on page 7.

You are highly recommended to carry out verifiable CPD in recommended topic areas as part of the 75 hour minimum amount (this is explained on page 14).

Dental Care Professionals

If you are a dental care professional your first five year cycle will begin on 1 August in the year after you first register. If you registered after 1 August 2008, check page 12 of this guidance for your start date.

You must carry out at least 150 hours of CPD every five years. At least 50 of these hours need to be 'verifiable' CPD. Verifiable CPD is explained on page 7.

You are highly recommended to carry out verifiable CPD in recommended topic areas as part of the 50 hour minimum amount (this is explained on page 14).

Your CPD record

You must keep a full record of all your CPD activity for five years after the end of your CPD cycle. For example, you may be selected for an audit and will be required to provide evidence to show us that you have met our CPD requirements.

Your CPD record must contain:

- **a description of each item of CPD completed and whether it is verifiable CPD**; this should include the title, date and /or topic(s), venue and provider where applicable
- **the number of CPD hours for each item**; this should exclude breaks and travel time
- **documentary evidence of each item of verifiable CPD.**

Verifiable CPD

Verifiable CPD is activity that meets our definition of CPD and for which there is documentary evidence that you have undertaken the CPD and that the CPD has:

- concise educational aims and objectives;
- clear anticipated outcomes; and
- quality controls.

This is set out in law.

You must keep documentary evidence of all the verifiable CPD that you have done. This means you must have written information from the provider confirming that you have undertaken the CPD and describing the:

- **concise educational aims and objectives;**
- **clear anticipated outcomes; and**
- **quality controls.**

This information should be given to you by the CPD provider but you may have to ask for it. Often it will be contained in a certificate of attendance or other written document. If you do not have this information you will not be able to count the CPD as verifiable.

General or non-verifiable CPD

If the CPD activity does not meet all of our requirements for verifiable CPD, but it reasonably advances your development as a dental professional and is relevant to your practice or intended practice, you can still count the time you spend on the activity in your CPD record but not as verifiable CPD. We sometimes call this general or non-verifiable CPD.

Auditing CPD compliance

Usually at the end of each five-year cycle we will carry out a CPD audit. As part of this we may require you to send us your full CPD record including documentary evidence of your verifiable CPD to check that you have met our requirements. For this reason **you must keep your full CPD record for five years after the end of your cycle**. This includes documentary evidence that you have undertaken the CPD and that the CPD has:

- concise educational aims and objectives;
- clear anticipated outcomes; and
- quality controls.

Please do not send us your CPD records unless we ask you to.

Failure to meet our requirements

If you do not meet our CPD requirements we may take you off the register. If this happens you will not be able to practise in the UK and will not be allowed back on the register until you can satisfy us that you have met the CPD requirements for restoring your name to the register. If we decide to remove you from the register you will have the right to appeal the decision.

Leaving the register and restoring

If you are thinking of leaving the register, or you are removed from the register for any reason, including for not meeting our CPD requirements, you must satisfy us that you have done a certain amount of CPD to be allowed back onto the register. This means that **you must carry on doing and recording CPD even while you are not on the register.**

If you voluntarily decide to leave the register you should consider the CPD rules and make sure that you know what you will have to do to restore your name to the register in the future. Make sure you know before you go.

If you cannot show us that you have done enough CPD when you apply to restore, you risk not being allowed to return to the register and you would not be able to practise. If this happens you have the right to appeal the decision.

Important information for registrants

Meeting the GDC's Standards

We expect all GDC registrants to practise in accordance with *Standards for the Dental Team* within their scope of practice.

Meeting our CPD requirements should help you to practise in accordance with our Standards. We expect that the CPD you choose to undertake will clearly support you to meet our Standards.

Standards for the Dental Team contains nine principles:

| | |
|-------------|---|
| Principle 1 | Put patients' interests first |
| Principle 2 | Communicate effectively with patients |
| Principle 3 | Obtain valid consent |
| Principle 4 | Maintain and protect patients' information |
| Principle 5 | Have a clear and effective complaints procedure |
| Principle 6 | Work with colleagues in a way that is in patients' best interests |
| Principle 7 | Maintain, develop and work within your professional knowledge and skills |
| Principle 8 | Raise concerns if patients are at risk |
| Principle 9 | Make sure your personal behaviour maintains patients' confidence in you and the dental profession |

The CPD you do to comply with our requirements should support you in meeting these principles and the underlying standards.

The GDC's Standards can be found at www.gdc-uk.org

Starting your CPD

The start date for your CPD cycle depends on the date you first registered with the GDC. Your CPD cycle is always five years long, and this is the period in which you must complete at least the minimum number of CPD hours, including verifiable CPD.

If you are a Dentist:

| When you registered | Your first CPD cycle start date |
|--|--|
| On or after 1 January 2002 | 1 January in the year after you first registered |
| Between 1 January 1990 and 31 December 2001 | 1 January 2002 (if you were on the register on 31 December 2001) 1 January 2003 (if you were not on the register on 31 December 2001) |
| Between 1 January 1980 and 31 December 1989 | 1 January 2003 |
| On or before 31 December 1979 | 1 January 2004 |

If you are a Dental Care Professional:

| When you registered | Your next CPD cycle start date |
|---|--|
| On or after 1 August 2010 | The next 1 August after you first registered |
| Between 1 August 2009 and 31 July 2010 | 1 August 2010 |
| Between 1 August 2008 and 31 July 2009 | 1 August 2009 |
| On or before 31 July 2008 | 1 August 2008 |

Meeting verifiable CPD requirements

The GDC does not approve any providers of CPD activity. Instead, **you are responsible for deciding whether to include an activity as verifiable CPD in your CPD record.** You are also responsible for obtaining and keeping the documentary evidence that is required for your CPD record. You should use your professional judgement to decide whether or not you believe the CPD activity you have done meets our requirements for verifiable CPD.

If you are unsure, ask the CPD provider to give you written information about how the activity will meet the requirements of verifiable CPD before you agree to take part.

If you are satisfied that an activity meets all our requirements for verifiable CPD, you may include it in your CPD record as verifiable CPD.

If we ask to see your CPD record and find that some of the verifiable activity you have included does not meet our requirements it will not be accepted and you may no longer be compliant with our requirements and we may remove you from the register (see 'Failure to meet our requirements', page 9).

Quality of CPD activity

You must meet our CPD requirements in order to remain registered with the GDC. The quality of CPD activity is likely to have an impact on whether it supports you to meet the Standards. It may also have an impact on whether it was a good use of time and in some cases money.

We recommend that all dental professionals, as consumers of CPD, make careful choices when investing time and money in CPD products and services and obtain advance assurances as to the quality and value for money.

We also encourage all CPD providers to make written participant feedback a part of their provision and to respond constructively and promptly where concerns are raised about the quality of products and services.

Where CPD providers are also GDC registrants, we will take seriously any behaviour or activity they are involved in that causes misleading statements or mis-selling of CPD products and services. All registrants who provide or deliver CPD products and services should be familiar with our Guidance on Ethical Advertising that can be found at www.gdc-uk.org

Making good CPD decisions

We expect that you will make decisions about the CPD you choose to do to meet our requirements by carefully considering Standards for the Dental Team, based on your scope of practice. The Standards are available on our website at www.gdc-uk.org

You are highly recommended to use a Personal Development Plan (PDP), to help you make good CPD decisions, and review it regularly, ideally with an appropriate colleague. Sample plans can be provided by the postgraduate deaneries and some employers and professional associations.

A PDP will enable you to decide in advance what CPD can most effectively advance your professional development and is relevant to your practice or intended practice.

Holding and maintaining a PDP will also enable you to identify your learning needs and consider them in a structured way. This should be in relation to your scope of practice and also to the work you do; the team in which you work; the patients you treat; and your contribution to safe and good quality dental care in the UK. A PDP will also help you to prioritise your CPD activity, and set out your actions to meet each need during your CPD cycle.

We also recommend you make time to reflect individually or with others on what you have learned following each CPD activity, what you will do the same or differently as a result and whether your on-going learning needs have changed.

CPD topics

We have identified some CPD topics that dental professionals are highly recommended to do as part of the minimum verifiable CPD requirement.

The topics are:

- a.** Medical Emergencies: at least 10 hours in every CPD cycle – and we recommend that you do at least two hours of CPD in this every year;
- b.** Disinfection and Decontamination: we recommend that you do at least five hours in every CPD cycle; and

c. Radiography and radiation protection: we recommend that you do at least five hours in every CPD cycle. If you are a Dental Technician you can do CPD in materials and equipment instead of radiography and radiation protection: at least five hours in every CPD cycle.

We also recommend that you keep up to date by doing CPD (verifiable or general) in the following areas.

- Legal and ethical issues
- Complaints handling
- Oral Cancer: Early detection

We make these recommendations because we believe regularly keeping up to date in these topics makes a contribution to patient safety.

Remember:

If you are a dentist you must do a minimum of 75 hours verifiable CPD in your CPD cycle.

If you are a Dental Care Professional you must do a minimum of 50 hours verifiable CPD in your CPD cycle.

Timing of CPD activity

You can choose when to do CPD within your five year CPD cycle. We recommend that you participate in CPD activity regularly and take account of our recommendations about CPD topics (see 'CPD topics', page 14). Ideally you will divide your CPD evenly between each of the five years of the cycle. **You must only count CPD dated and undertaken within the cycle. You cannot include any activities you do before your cycle starts, or after it has ended.**

Working with others

You may find it helpful to carry out CPD with other people, particularly other members of the dental team. This may be particularly helpful if you are a sole practitioner. In some circumstances, it will be useful for a dental team to carry out training together – for example, training to handle medical emergencies in the practice.

Telling us about the CPD you have done

At the end of each CPD year we will contact you to ask you about all the CPD you have done during the year, including the amount of verifiable CPD.

You do not have to wait until we ask you to let us know about the CPD you have done. We recommend that you log onto eGDC after each CPD activity to update your record and let us know how much you have done so far. You can log on to eGDC at any time at <https://www.egdc-uk.org/>

Towards the end of your five-year cycle we will send you a statement of the CPD hours you have told us about during the cycle. We will ask you to check these hours and **you must send us an end-of-cycle declaration when we ask you to.**

Restoring to the register

Your CPD cycles are fixed in law. Your cycle will carry on running whether or not you are on the register.

For example, if your first CPD cycle began on 1 January 2011 or 1 August 2011, it will end on 31 December 2015 or 31 July 2016. Your second CPD cycle then begins on 1 January 2016 or 1 August 2016 and so on.

Depending on when you left the register, you may need to provide evidence of CPD in order to restore your name to the register.

Time off the register

- If you have been off the register for less than one year and your five year CPD cycle has not ended during this time, you will not need to provide CPD evidence to us in order to restore.
- If you have been off the register for less than one year and your five year CPD cycle ended during this time, you will need to provide documentary evidence that you have at least the minimum total amount of CPD required of you in the five years immediately before your application.
- If you have been off the register for more than one year and your five year CPD cycle has not ended during this time, you will need to provide documentary evidence of the CPD you have done. If you are a dentist this must be 50 hours of CPD for each complete year of the cycle that has passed, at least 15 hours in each year of which must be verifiable CPD. If you are a DCP this must be 30 hours of CPD for each complete year of the cycle that has passed, at least 10 hours in each year of which must be verifiable.
- If you have been off the register for more than one year and your five year CPD cycle has ended, you will need to provide documentary evidence that you have done at least the minimum total amount of CPD required of you in a five year cycle.

CPD checklist

- We recommend that you hold and maintain a personal development plan to help decide how you will meet the minimum CPD requirement that applies to you.
- We recommend you regularly log on to eGDC at <https://www.egdc-uk.org/> to record the CPD you have done.
- Always ask yourself, does this activity reasonably contribute towards advancing my development as a dentist or as a dental care professional? Failure to be honest about this could mean you are not compliant with our requirements and are not adequately keeping your skills, knowledge and behaviour up to date.
- For CPD to count as verifiable CPD, check that it meets our requirements for verifiable CPD and that you have documentary evidence to demonstrate that.
- Keep up to date in the topics we recommend.
- Keep your full CPD record for five years after the end of your CPD cycle, as you may be required to send it to us.
- Let us know the amount of CPD you have done in the last year, when we ask you for it.
- Only send us your CPD record when we ask for it.
- Check our requirements if you intend to apply for removal from the register or are seeking to return. Ring 0845 222 4141 to check the CPD requirements for removal and restoration.

More information

Visit www.gdc-uk.org for more information on CPD including our advice sheets and visit www.eGDC-uk.org to log your hours using your eGDC account or get in touch with us using the following contact details.

Email: information@gdc-uk.org

Phone: 0845 222 4141

Fax: 020 7487 2643

Post: Registration Team (CPD)
General Dental Council
37 Wimpole Street
London W1G 8DQ

We want to make sure that everyone can access our information.

If you would like a copy of this leaflet in a different format (for example, in large print or audio), please contact us.

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