How many CPD credits can I claim? 2022-2023

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 selfaccredit
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		Self-accredit
Other quality improvement activity (C,A,P)	Survey/study Internal Laboratory Audit	**5 credits** 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 |

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 timetables, 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	Maximum of **10 credits** per year	Self-accredit
	Author of MCQ or SAQ exam question	**1 credit** per question	
	Author of essay question and model answer	**1 credit** per question	
	Participation in a standard setting meeting	**1 credit** per hour	
	Examining in medical Royal College examinations	**1 credit** per hour, (maximum of 10 credits per year)	
	Assessing Fellowship by Published Works applications	**1 credit** per hour, (maximum of 10 credits per year) **1 credit** per hour	

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		
	Referee for journal	Up to **4 credits** per year	
	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	
		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**	
College Assessor on AAC (A)	Reviewing candidates' CVs and representing the Royal College of Pathologists by sitting on Advisory Appointment Committee (AAC) for Workforce department	**2 credits** per AAC	Proof of certificate / email
Specialty Reviewer for job descriptions (A)	Reviewing job descriptions for Workforce department	**1 credit** per job description	Proof of certificate / email
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