

Professional Competence Requirements

Over the course of the professional competence year (1 May to 30 April) you will need to:

- Complete an audit (one clinical or practice related audit)

Gather and record a minimum of 50 Continuing Professional Development (CPD) credits across four CPD categories:

- External 20 CPD credits (minimum)
- Internal 20 CPD credits (minimum)
- Personal Learning 5 CPD credits (minimum)
- Research, Postgraduate Examining and Teaching 2 CPD credits desirable

Audit

Requirements: 1 clinical or practice related audit

Clinical (Practice) Audit is not the same as CPD - it's a separate Professional Competence requirement. To meet this requirement, you must complete one audit or quality improvement project about an aspect of your own practice every year. This is a requirement for **all** doctors enrolled on a Professional Competence Scheme, not just those working in hospitals. We recommend spending at least 12 hours per year on your audit or quality improvement project. If you find it difficult to identify a topic, the information below will help.

External

Requirements: 20 credits per year (minimum)

External credits are allocated for learning activities or events that take place 'external' to your usual work such as CPD courses organised by the College. These may include regional and national scientific meetings, conferences and workshops, international conferences run by equivalent bodies and online courses with a formal assessment process. Event organisers apply to the College's Professional Competence Scheme for accreditation in advance of the event and the number of credits awarded is based on time and educational content.

Internal

Requirements: 20 credits per year (minimum)

Internal credits are allocated for activities and meetings that take place usually during your work such as departmental or hospital meetings, multidisciplinary meetings, grand rounds and case presentation/discussion. It is not necessary to seek CPD approval from the College for these events. However, under the requirements of the Professional Competence Schemes, doctors must provide evidence of having attended these activities. Your Department Chair should keep a record of the contents and focus of the meeting, time and date and a logbook of attendees to simplify the collection of internal credits for each member. Any doctor can use this record, signed by the Chair of the Department of Anaesthesia or convenor of the event as evidence of having attended. If you are selected by the College for the annual audit process a letter from the Head of the Anaesthetic Department, certifying completion of at least 20 hours of internal points activity was achieved during the relevant period of time, is required.

Personal Learning

Requirements: 5 credits per year (minimum)

Credits can be claimed for time spent reading academic journals or relevant reading and study logged with a brief note of the topic and learning outcomes. It is not necessary to apply to the CAI for approval of Personal Learning Activities.

Research or Teaching

Desirable: 2 credits

These credits are awarded for postgraduate teaching, postgraduate examining, research, analysis of learning needs and planning development can generate credits. It is not necessary to apply to CAI for approval of research or teaching activities. Supporting documentation, if requested, for this activity could comprise of; tutorial or lecture schedules, medical school curricula, publications, meeting programmes, workshop programmes.