

CPD for dental professionals in teaching and research

This advice sheet is designed to assist dentists and DCPs working in these areas to plan how they will meet the CPD requirements.

Can I record as CPD time spent for which I get paid, or receive recompense?

The Council does not distinguish between CPD activities undertaken for gain, as employment, or otherwise.

Do I have to acquire new knowledge before I can count an activity as CPD?

No, you can also count activities which usefully update your existing knowledge or skills. In an education and training context, the development of new educational or training material which involves new learning or broadens existing understanding on your part can be counted as CPD.

Whether you can record it as verifiable or general CPD will depend on whether it meets the Council's criteria for verifiable CPD.

To count as verifiable CPD, an activity must meet the following criteria:

1. You must get and keep a certificate (or other type of documentary proof) proving you took part in the activity. The certificate should come from the activity provider or organiser, and should show the number of hours you spent on the activity.

Note - The certificate or document should record attendance in hours. If CPD is recorded as points or credits you will need to get extra evidence, either from the activity provider or from the dental regulator in the country where the CPD was undertaken to confirm the equivalent number of points in hours.

The activity itself must have:

2. Concise educational aims and objectives - the activity should have a clear purpose or aim;
3. Clear anticipated outcomes - you should know what you can expect to gain as a result of taking part in the activity; and
4. Quality controls - you should have the chance to give feedback, with a view to improving quality.

If an activity does not meet the verifiable CPD criteria, you can record the time spent as general CPD.

What about the time I spend delivering education and training, say in my teaching?

Whilst the preparation of learning materials involving new learning or the extension of existing understanding on your part could count as CPD, the time spent presenting the outcome of that learning, such as a lecture or the publication process, would not in most circumstances, count as CPD.

What about the time I spend on research?

Research workers should only count their work as CPD where elements of the research extend their knowledge and understanding. This essentially means "new knowledge to you", or knowledge revisited in a significant way. Routine research tasks, which may lead to that knowledge and understanding, would not ordinarily count as CPD. Again, presentation of the results of the research would not in most cases qualify as continuing the professional development of the individual.

I have been involved in conducting an audit – will the Council accept this as CPD?

Yes, participation in an audit can contribute to general CPD hours. However if you wish to count these hours as verifiable CPD it must meet the criteria as set out above, and will need to be verified by the audit lead. You cannot self-verify participation in an audit.

What about any time I spend as part of an examination process?

Routine processes undertaken in the role of examiner (or a participant in a similar assessment process) would not normally constitute CPD. However, examinations work may count as CPD where elements of it extend your knowledge and understanding, either through you acquiring new knowledge, or revisiting existing knowledge in a significant way.

In each of these questions, and in all instances in deciding whether to count activity as CPD, the critical question must be "Does this particular component of the overall activity contribute to my continuing professional development?"