

General Guidance Sheet / FAQs

This guidance sheet answers some frequently asked questions about how to submit your CPD record, what you must submit and the time scales for doing so. If you do not find the answers to your questions, you can contact us using the details at the end of this sheet.

What is the difference between a record and an entry?

A **CPD record** is made up of several CPD entries and consists of every entry you have written since you began recording your CPD. You must use one of the Society's approved formats for recording your CPD. Every pharmacist or pharmacy technician has only one CPD record.

A **CPD entry** is one piece of learning you have done; it can start at any stage in the CPD cycle and should always end at 'Evaluation'.

How many entries do I have to submit?

You must submit a maximum of **twenty** entries.

What is the minimum time period my entries should cover?

Five years. CPD became mandatory under the Code of Ethics in 2005, although the current standards did not come into force until 1st March 2009. All entries made after 1st March 2009 must comply with the standards of nine entries per year, but you should have at least some entries for each year from 2005, or the year you registered if you registered after 2005, to 2009.

When do I have to submit my record?

You should check the submission date printed on your letter of notification, which should give you roughly six weeks to submit. Please remember that we must *receive* your submission by your deadline, so you must send it in good time. We recommend that you submit your record as soon as possible.

What will happen if I miss my deadline?

Failure to respond to an invitation to submit your CPD record for review may be considered a breach of the Code of Ethics. Your situation will be considered under the Society's Fitness to Practise procedures in the same way as any alleged breach of any part of the code.

I will not be able to meet my deadline due to circumstances beyond my control. What should I do?

If you have a good reason why you will miss your deadline (for example, you or a close family member is seriously ill) you **must** contact us in advance of your deadline to explain why. You should immediately write to us or email us at CPDsubmissions@rpsgb.org with relevant evidence as to why you will miss your deadline and we will send you the appropriate paperwork to try to arrange an extension. You should include a daytime telephone number so that we can contact you if necessary. If you do not contact us and you miss your deadline, then we will be forced to take appropriate action.

I have written to you to request an extension. How and by when will I know if I have been granted an extension?

Your request will be referred to a panel, who will decide whether or not your circumstances warrant an extension. This decision will be taken on a case by case basis and we will inform you of our decision within 14 days of our receipt of your completed extension request documentation.

I was absent from work for a few months because I was on maternity leave/due to illness. Do I need to have made CPD entries during that time?

If you were absent from work due to illness or maternity leave, you are exempt from making CPD entries during that period as long as you can prove to us that this was the case

and the period was twelve months or less. You should contact us to explain the reason and we will send you the relevant documentation. You should include a daytime telephone number when contacting us so that we can contact you if necessary.

I have only recently returned to/joined the practising register, so I haven't got all the required entries for the last five years. What should I do?

You should write to us or email us at CPDsubmissions@rpsgb.org to inform of us of this, along with the dates you were on the practising register. You do not need to send any evidence, as we will be able to check this on our system.

I have lost my record. What should I do?

If you have lost your record or individual entries you must contact us in writing with as much evidence as possible showing that entries have been made. You should include a daytime telephone number so that we can contact you if necessary. An extension may be granted if you can provide reasonable evidence that you have lost records through no fault of your own. Examples of this may include a recent fire or flood. Foreseeable events such as moving house will not be accepted as an excuse, and you are very unlikely to be granted an exemption by the panel in these circumstances. You can avoid losses by keeping your CPD record on line. The Society has back-up procedures in place for all online records.

I do not think my CPD entries are very good. Will I be struck off?

No, you will not. As long as you have tried your best to fulfil the requirements, no action will be taken against you. Our reviewers will provide feedback, detailing the strengths and weaknesses of your entries, to help you improve your future entries.

I have made some entries on paper and some on CPD Online. Can I submit some of each?

Yes, you can, but dual submission records must contain a minimum of five paper entries to be processed. You should refer to the [Guidance Sheet for Dual Submission](#) for more information about this.

How and when will I receive feedback on my CPD record?

Once your entries have been submitted, you can expect to receive within eight weeks. If you have submitted via CPD Online, you may well receive your feedback sooner than this. If you submit via paper or CPD Desktop, your entries will be uploaded into your CPD Online account automatically. For all submissions, whether by paper, CPD Desktop, or CPD Online, we will send you an executive summary of your feedback through the post, but it will also be available via your CPD Online account.

If you need to contact us about submitting your CPD record, or you have any questions that aren't answered in any of the guidance sheets, you should:

Telephone us on: 020 7572 2540
Email us at: CPDsubmissions@rpsgb.org

We can also send you all this information in large print if you need us to.