



CONTINUING PROFESSIONAL
DEVELOPMENT

RECORD BOOK

FACULTY OF HOMEOPATHY



INTRODUCTION

Along with other professional health care organisations, the Faculty believes it is the responsibility of its members to continue their professional development. To encourage all members to engage in continuing homeopathic education, the Faculty has set minimum annual requirements for CPD. These are:

LFHom

- 6 hours attendance-based learning
- 10 hours self-directed learning

DFHom, MFHom or FFHom

- 12 hours attendance-based learning
- 20 hours self-directed learning

The CPD requirements are the same if you are retired and are still seeing patients for homeopathy, even if it is infrequently.

There are two stages to completing a CPD record.

SECTION ONE PLANNING YOUR CPD

We encourage you to complete Section One at the beginning of each calendar year. Planning your CPD in this way will help you focus on your learning objectives. You might find it helpful to work with a colleague to share ideas. This section is for your personal use; you will not be required to submit it to the Faculty. You should however, summarise your CPD plan in Section Two.

SECTION TWO YOUR CPD RECORD

Section Two is the actual record of your CPD which you will be asked to submit to the Faculty approximately every five years.

As evidence that you have met your conventional medical CPD requirement we will require your GMC / GDC / RCVS / RPSGB or NMC registration or PIN number.

GUIDANCE

The next page provides examples of activities that could be used to meet the CPD requirements.

Guidance is also available from the Academic Office. Tel. 0870 444 3955 or email info@trustrhomeopathy.org



FACULTY OF HOMEOPATHY

EXAMPLES OF APPROVED ACTIVITIES FOR CPD

ACTIVITIES FOR ATTENDANCE-BASED CPD

- The bi-annual Faculty Congress
- National or international conferences, workshops, symposia, case conferences, master classes, seminars held by the Faculty or academic centres or equivalent medical homeopathic organisations
- Training delivered or accredited by Faculty of Homeopathy accredited teaching centres and course providers
- National, regional and local activities organised by healthcare professional allied organisations eg BAHVS, BHDA, BAHChP
- Local groups' educational activities
- Local study groups
- Post-MFHom peer-support groups
- Personal supervision sessions
- Teaching events other than those organised or accredited by the Faculty which fulfil learning objectives in your CPD plan. These might, for example, be organised by the Society of Homeopaths or other respectable CAM organisations.

ACTIVITIES FOR SELF-DIRECTED LEARNING CPD

- Clinical audit
- Writing papers & articles for *Homeopathy* & other peer-reviewed journals; writing books or chapters in books or reports for which you have had to undertake new learning as well as making a substantial contribution to the writing
- Refereeing journal articles
- Preparing and refereeing research proposals
- Participation in Faculty research projects
- Making presentations at conferences & seminars for which new learning has to be undertaken
- Distance learning (for LFHoms en route to MFHom)
- Reading journals and textbooks (opportunistic or planned). Bear in mind that this is a normal part of your professional development, and for DFHoms, MFHoms, and FFHoms, should account for only a small proportion in this category
- Undertaking formal teaching for which the individual has had substantial new learning
- Examining
- Supervising or mentoring
- Preparing cases or dissertation for the Specialist Register
- Informal collegial discussions of cases or materia medica

PLEASE NOTE

The Faculty aims to encourage and support professional development by being flexible about the activities it accepts for CPD. The lists above are meant as examples of activities that can meet CPD requirements in each category. Other unlisted activities will be equally valid for CPD credit as long as they fulfil your personal development objectives and can be shown to enhance your homeopathic practice and skills.



PROFESSIONAL DEVELOPMENT PLAN

What are your learning objectives for this year?

Year:

HOW WILL YOU MEET THESE OBJECTIVES?
(This will be a mixture of private study and other activities)



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As is now the practice throughout medicine, the Faculty has implemented a mandatory CPD requirement for Faculty accredited practitioners in order to assure the highest standards of practice. All LFHom, DFHom, MFHom and FFHom practitioners must take part in homeopathic CPD to retain their accreditation. If the requirement is not fulfilled, the practitioner will be given two years to make up the deficiency. Although every assistance will be given, the Faculty reserves the right to withdraw membership if CPD requirements are not met.

THE ANNUAL REQUIREMENTS

The annual requirements for each calendar year are:

LFHom

- 6 hours attendance-based learning
- 10 hours self-directed learning

DFHom, MFHom or FFHom

- 12 hours attendance-based learning
- 20 hours self-directed learning

Although you are encouraged to view this as an annual exercise, the Faculty will, when monitoring your CPD consider the average number of hours of CPD activity over a period of three years. This means, for example, that if you attend the Faculty Congress once in three years, you will have fifteen hours of attendance-based learning and up to ten hours of self-directed learning to count towards the total CPD requirement for the three-year review period.

Examples of attendance-based and self-directed learning are given on page 3. If you anticipate difficulties fulfilling the requirements, we encourage you to contact the Academic Office or your professional Dean (via the Academic Office) who will help you devise an individual programme.

If your homeopathic CPD activities are covered by:

- a) appraisal at a homeopathic hospital;
- b) an independent doctor's formal appraisal;
- c) a GP appraisal;
- d) formal appraisal in your discipline; or
- e) CPD records for your discipline,

the signed-off forms or records will count as evidence of the activities and hours to be credited towards your Faculty CPD, so long as the homeopathic activities are clearly identified.

Please keep your CPD records on the forms provided or in a format which can easily be reviewed. If your CPD in allopathic and homeopathic medicine is on one record that is fine. If you prefer to use a computer, you can download the forms from www.trusthomeopathy.org. Be sure to retain all certificates and documents that verify your attendance at activities. With the exception of Faculty Congress and seminars, the provision of proof of attendance at events is your responsibility.



In addition, you will need to provide some evidence of self-directed learning. Here are some examples:

- Bibliographies to support reading and learning for the purpose of writing, teaching or personal development;
- Bibliographic details of research proposals and journal articles refereed;
- Bibliographic details of books and articles published;
- Dates of exams and supervision;
- Brief details of cases or title of dissertation prepared for the Specialist Register

You do not need to provide copies of actual books or articles.

If you have any questions please contact the Academic Office.
Tel. 0870 444 3955 or email info@trusthomeopathy.org

WHAT YOU WILL NEED TO SUBMIT

When requested, but approximately every five years, you will need to submit the booklet, the dark blue record sheets at the end of this section, or the equivalent, with evidence to confirm

- a) your attendance at the activities listed;
- b) self-directed learning activities

Please be sure you keep copies of information in case your materials are lost in the mail.

SEND YOUR RECORDS TO

Academic Office
Faculty of Homeopathy
Hahnemann House
29 Park Street West
Luton
LU1 3BE

Tel. 0870 444 3955
Email info@trusthomeopathy.org



PERSONAL INFORMATION

Name

Are you retired? Yes/No

GMC / GDC / RCVS / NMC / other statutory organisation (*please specify*) registration or PIN number

Work address

Home address

Contact details

Work phone: Home phone:

Mobile/Pager: Fax:

Email:



CPD PLAN

Year:

Please fill in number one when you first consider your CPD plan at the beginning of the year.
Answer numbers two and three at the end of the year.

1 Please provide a brief description of your CPD plan

2 Do you believe you have met your CPD objectives this year?

3 What additional activities, resources or guidance would assist you with your CPD?



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