

Stellar Healthcare

Continuing Professional Development (CPD) Policy

Confidentiality Notice

This document and the information contained therein is the property of Stellar Healthcare Limited.

This document contains information that is privileged, confidential or otherwise protected from disclosure. It must not be used by, or its contents reproduced or otherwise copied or disclosed without the prior consent in writing from Stellar Healthcare Limited.

Policy Statement

Stellar Healthcare is committed to supporting all clinical staff in maintaining and developing their professional knowledge, skills and competence to deliver high-quality, safe and effective patient care.

This CPD Policy complies with the requirements of the General Medical Council (GMC) for doctors, the Nursing and Midwifery Council (NMC) for nurses and midwives, and best practice guidance from NHS England and the Royal College of General Practitioners (RCGP). It supports the processes of annual appraisal and revalidation/re-registration.

Scope

This policy applies to all General Practitioners, Practice Nurses, and Midwives employed by or working within Stellar Healthcare. Other clinical and non-clinical staff must meet the CPD requirements of their relevant professional regulator (e.g. HCPC, GPhC) and will be supported through their own professional development processes.

Continuing Professional Development (CPD) for General Practitioners

All licensed GPs must engage in CPD activities every year as part of the GMC's requirements for revalidation. CPD must:

- Be relevant to the doctor's whole scope of practice (current and emerging roles).
- Be based on identified learning needs and personal development plans.
- Include reflection on what was learned and how it will be applied to improve patient care, safety or service delivery.

There is no statutory minimum number of CPD hours required by the GMC. However, the practice will allocate a minimum of 50 hours of protected CPD time per GP per year to support effective professional development.

GPs are expected to maintain accurate records of their CPD activities, including reflection, and discuss these as part of their annual medical appraisal. The appraisal will review the previous year's CPD, identify learning needs, and agree objectives for the coming year.

The practice will support GPs by:

- Providing annual appraisal with a trained appraiser.
- Facilitating access to a variety of clinical updates, in-house seminars, resuscitation training, external courses, and protected learning time where operationally feasible.
- Encouraging participation in quality improvement activities and reflective practice.

Continuing Professional Development (CPD) for Practice Nurses and Midwives

Registered nurses and midwives must meet the NMC revalidation requirements every three years. This includes undertaking at least 35 hours of CPD relevant to their scope of practice, of which at least 20 hours must be participatory learning (involving interaction with others, such as courses, workshops, or team-based learning).

Nurses and midwives must also:

- Maintain accurate records of their CPD (including topic, dates, hours, and relevance to practice).
- Complete five written reflective accounts and obtain five pieces of practice-related feedback over the three-year period.

The practice will allocate a minimum of 35 hours of CPD time per nurse/midwife over each three-year revalidation cycle.

Each member of the nursing team will receive an annual appraisal to discuss CPD undertaken, identify learning needs, and agree objectives linked to the NMC Code and standards of proficiency.

The practice will support nurses and midwives by providing access to relevant training in areas such as chronic disease management, immunisation, women's health, respiratory care, and other clinical updates.

Responsibilities

- Individual staff members are responsible for identifying their learning needs, undertaking and recording CPD, reflecting on its impact, and preparing for appraisal/revalidation.
- The Practice (through the Practice Manager and Clinical Leads) is responsible for allocating protected CPD time, facilitating access to learning opportunities, and ensuring annual appraisals take place.
- Anna Beeston (as designated lead) has overall oversight of CPD and appraisal processes.

Record Keeping

All staff must maintain their own professional portfolio (electronic or paper) containing evidence of CPD activities, reflections, feedback, and appraisals. These records will be discussed at appraisal but remain the property of the individual. Practice records of allocated CPD time and appraisal completion will be maintained separately for governance purposes.

Equality and Support

The practice will make reasonable adjustments to support staff with disabilities, caring responsibilities, or other protected characteristics in accessing CPD. Flexible learning options (including e-learning) will be considered where appropriate.

Monitoring and Review

CPD participation and appraisal compliance will be monitored as part of the practice's clinical governance and quality improvement processes. This policy will be reviewed annually or sooner if there are significant changes to GMC, NMC or NHS England guidance.
