



CPD Guidelines for RAMP 2019

RAMP focuses more on how learning changes your practice than on the number of hours spent on CPD, although a minimum of 50 hours is still required spread over two years.

A small minority of RAMP registrants (minimum 5%, selected randomly) will be involved in an annual audit to show they have met the standards.

This audit is vital for the RAMP, by demonstrating to all that the Gold Standard is promoted and policed in practice, just like other Regulators. It is also useful for sharing the added value of your practice with others (such as prospective employers, Veterinary professionals and colleagues).

The RAMP Foundation Document makes it clear that it is the responsibility of the individual registrant to ensure that they fully complete their renewal form, supply all the relevant documentation and keep appropriate records of their CPD which could be used to justify their renewal form submission during an audit.

Failure to comply with this and supply the required 50 hours of CPD by the 1st April will result in registrants being removed from the register and they will have to reapply via the initial application route. There is no grace period beyond the renewal date.

CPD should reflect the registrant's scope of practice and be clinically relevant, being representative of their practice as a whole.

50 hours of CPD and critical reflection will be required to be shown at each renewal (annually). Please remember that this includes any CPD carried out in the 48 months prior to your renewal meaning that each year there may be some overlap in your submission.

Please note:

RAMP does not require you to submit all certificates and critical reflection at each renewal. However if you are selected to be audited, you will need to submit these.

RAMP CPD guidelines:

To renew their registration annually, RAMP requires each registrant to comply with the following:

- To submit documentary proof of a minimum of 25 hours CPD per year or 50 hours over 2 years
- At least 50% of this CPD must be directly animal related, the other 50% can be human based but must be applicable to animals.
- As RAMP is a register for those currently in animal practice ensuring maintained and high standards of practice, CPD should be relatable to the standards outlined in Section 6 in our foundation document (available to view on our website) and be relevant for 'hands on clinical practice'
- All CPD should be accompanied by a critical reflection of how this has contributed to, influenced, informed and enhanced your clinical animal practice.
- As a result, work such as the creation and amendment of business cards, leaflets and websites etc. do not contribute the accepted clinically relevant hours required.

Templates for CPD storage and submission can be found on our website under the practitioner page.

What does RAMP expect of registrants' CPD?

In signing the declaration form to renew registration, you are, in effect, stating that you meet the standards of musculoskeletal practice published by RAMP.

This means that registrants must:

- maintain a continuous, up-to-date and accurate record of their *CPD* activities
- demonstrate that their *CPD* activities are a mixture of learning activities relevant to current or future practice
- seek to ensure that their *CPD* has contributed to the quality of their practice and service delivery
- seek to ensure that their *CPD* benefits the service user
- on request, present a written profile (which must be their own work and supported by evidence) explaining how they have met the standards for *CPD*

Suitable CPD:

CPD evidence (accompanied by a suitable critical reflection) can include:

- **Certification as the result of attending a course**
 - Please send a copy of this and a critical reflection of how each of these contributed to, influenced, informed and developed your clinical animal practice.
- **Learning with others**
 - Please provide a log of the event with signatures of those attending and a critical reflection of how each of this contributed to, influenced, informed and developed your clinical animal practice.
- **Self study/learning elements of CPD submission**
 - Please give dates, number of hours and write a critical reflection of how each of these have contributed to, influenced, informed and developed your clinical animal practice this can include lecturing different topics to groups if it is relevant.

Evidence of learning includes:

- Learning by doing
- Case studies
- Reflective practice
- Clinical audit
- Coaching from others
- Discussions with colleagues
- Peer review
- Gaining, and learning from, experience
- Involvement in wider work of employer or profession (for example, being a representative on a committee)
- Work shadowing
- Secondments
- Job rotation
- Journal club
- In-service training
- Supervising staff or students
- Visiting other practices and reporting back to colleagues
- Expanding your role
- Analysing significant events
- Filling in self-assessment questionnaires
- Project work or project management

Professional activity

- Involvement in a professional body
- Membership of a specialist interest group
- Lecturing or teaching
- Mentoring
- Being an examiner
- Being a tutor
- Branch meetings
- Organising journal clubs or other specialist groups
- Maintaining or developing specialist skills
- Being an expert witness
- Membership of other professional bodies or groups
- Giving presentations at conferences
- Organising accredited courses
- Supervising research
- Being a national assessor

Formal / educational

- Courses
- Further education
- Research
- Attending conferences
- Writing articles or papers
- Going to seminars
- Distance learning
- Courses accredited by professional body
- Planning or running a course

Self-directed learning

- Reading journals/articles
- Reviewing books or articles
- Updating knowledge through the internet or TV
- Keeping a file of your progress

Other

- Public service
- Voluntary work
- Courses

This list is not intended to be exhaustive and RAMPs intention is that the registrant will make a professional judgement as to which type and frequency of activity will allow them to meet the Standards. Thus, the CPD scheme is based on on-going learning and development and focuses on the individual's learning achievements and

how these have been reflected in their clinical practice and service delivery, either directly or indirectly.

CPD should not be repetitive year on year and RAMP advises that registrants do not support their application with purely self study CPD.

It is suggested that registrants organise their CPD in advance to ensure that they meet the 1st April deadline and that they use this process to review how they can strengthen their skills and clinical practice and reflect this in their CPD choices.

The RAMP Audit Process

If selected you will be asked to:

1. send your CPD history for the last 2 years as described on the website <http://www.rampregister.org/for-practitioners/> (at the bottom of the page).
2. use the critical reflection document available on the same website page (just below the CPD Guidelines) for each course or activity to write 100-250 words for each, and including copies of all certificates for courses.
3. write a summary of around 1000 words (i.e, up to 2 sides of A4) reflecting how the CPD has enhanced your clinical practice

The completed CPD audit should be with us by the end of one month (30 days from the date of the first email notifying you).

Kind Regards

The RAMP Team

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