



Defining the Continuing Professional Development Cycle

CPD Definition:

Continuing Professional Development (CPD) is the process through which licensed veterinarians maintain and enhance their post-graduate level of knowledge, skills, and judgment, and thereby maintain professional standards of practice and individual competence.

Continuing Education Requirements for Veterinarians in Ontario:

The College of Veterinarians of Ontario—a council of veterinary peers and public representatives—is mandated to ensure that the profession “maintains and develops standards of knowledge and skill” (*Veterinarians Act*).

Licensed veterinarians in Ontario are required to meet generally accepted standards of practice in the performance of their services. They have a responsibility to engage in *effective and relevant* CPD in order to demonstrate their commitment to upholding the standards of their profession.

CPD is a mandatory component of annual license renewal and must include a record of development activities and demonstrate professional reflection (By-Law 41.(1)). Veterinarians can demonstrate professional reflection (a) when they describe their unique practice, (b) when they identify CPD opportunities or learning objectives relevant to that practice, and (c) when they consider outcomes for or record key take-aways from CPD on their practice

Three-step CPD Cycle:

There are three steps in the CPD Cycle.



Step 1: Assess & Plan

In Step One, using the *Professional Practice Profile*, veterinarians will describe their unique practice including professional roles, patient or animal populations, scope of practice and services provided. After reviewing Practice Profile, they can identify CPD needs or learning opportunities relevant to their practice. Using the *CPD Plan*, veterinarians can establish specific learning objectives—which may be both long term goals and/or emerging learning needs—and develop integrated plans that include a variety of learning activities.

Step 2: Act & Log

During Step 2, after attending organized learning events and/or pursuing self-directed learning, veterinarians will maintain a record of their learning activities on the *CPD Activity Log* and consider and record the impact of CPD on their practice.

Step 3: Summarize & Report

Step 3 is mandatory and is completed at the time of annual license renewal. Using the *CPD Summary Sheet*, veterinarians will summarize by category the total CPD hours completed in the past year.