



Continuing Professional Development (CPD) Cycle

GUIDANCE NOTES *for 2009-2010*



THE COLLEGE OF
VETERINARIANS
OF ONTARIO

Regulating the Ontario veterinary profession in the public interest.

All CPD forms are available on the **QUALITY ASSURANCE** page of the CVO website at: www.cvo.org/member-enhancement.cfm

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. Since veterinary medicine is constantly evolving, CPD is necessary for all practitioners in order to stay current. 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 the profession.

What is the minimum requirement for CPD?

The College of Veterinarians of Ontario is mandated to establish, maintain, and develop standards of knowledge and skill among its members. Therefore Council recommends a minimum of **50 hours of CPD per year, or 150 hours over a 3-year period**. It is appreciated that most Ontario veterinarians are highly committed to CPD and do considerably more than this.

What “counts” as CPD?

CPD includes both organized, structured learning, traditionally referred to as CE (what the CVO calls Type A activities) and self-directed, unstructured learning that directly impact the practice of veterinary medicine (Type B activities). *Any activity undertaken to further your knowledge and skill in veterinary medicine “counts” as CPD.*

It is important to note that for CPD purposes, self-directed activities are those that go beyond day-to-day look-ups or informal conversations; they are learning opportunities that

the veterinarian identifies and actively pursues using independent research (which may include consulting with colleagues, reviewing articles in journals or on VIN, etc).

1. How do I Plan my CPD?

Undertaking CPD is not only about attending CE courses; it is about continuing one’s professional learning in ways that work best for the individual, in order to maintain competence and enhance the provision of services. Veterinarians should review their CPD needs regularly and plan ahead where possible in order to maximize the usefulness and efficacy of their CPD activities.

The enclosed CPD Planning Tool helps you to record both long-term learning goals relevant to your practice, and emerging learning needs that arise in the course of your work. It also asks you to record your selection of focused CPD activities that will help you meet those goals and needs.

In order to plan appropriate activities, you first should assess your CPD needs by reflecting on your practice profile—in other words, by reviewing data about your (1) workplace activities and career goals, (2) clients, (3) current challenges and issues, and (4) services. A Practice Profile tool is enclosed to support this step (it is also on CVO’s website).

The Planning step in the CPD Cycle produces a reviewable record of the thought process followed to identify those CPD needs and opportunities that are specific to your unique practice. *Your Practice Profile should be completed annually, but the Planning Tool is an evolving, living document that should be updated throughout the year.*

2. How should I Log my CPD Activities?

The purpose of the CPD Activity Log is twofold: first, it helps you track your ongoing CPD throughout the year to make summarizing easier; and second, it helps you to assess both whether your goals were met by participating in an activity and its impact on your practice and on your continuing competence. Refer to the Activity Codes on the Log for definitions of each type of activity.

If you are claiming B-type activities on your annual CPD Summary, use a Documentation Sheet B (available on the website) to easily record your independent study. Use Documentation Sheet A if the CE provider did not give you handouts or certificates.

By using the CPD Activity Log in the **Excel Worksheet** format as the year goes on (available for download on the website), members will have their CPD Summary Sheet *automatically* created. A Word version is also available.

3. How do I Report, and what proof do I need?

CVO members **must** submit their CPD Summary Sheet to the CVO each year with their annual licence renewal. The other tools in the CPD Cycle—the Activity Log and the Planning Tool (including the Practice Profile)—have been developed to make documentation of the CPD Cycle easier.

In a folder or binder, retain attendance certificates, agendas, handouts, etc. as given to you by CE providers, as well as any notes taken. You should also retain your evolving Planning Tool, Activity Log (with Documentation Sheets), and Summary Sheets for the past 3 years. You must submit your completed CPD Summary Sheet for the 2009-2010 CPD cycle with next year’s annual licence renewal, which will be due by November 30th, 2010.

These Guidance Notes and attached CPD Cycle Tools are for the next CPD Cycle and Reporting Year, 2009-2010.