

3rd March 2020

Dear <<ENROLEE NAME>>,

The Medical Council will be monitoring CPD compliance for the current Professional Competence year which ends on the 30 April 2020. This monitoring is linked to the annual declaration you complete on your retention of registration process.

In your 2020 Annual Retention Application Form, you are required to complete a declaration about your maintenance of professional competence under Question 1. You will be asked to declare that:

- You are enrolled in a Professional Competence Scheme in Ireland and have paid your Scheme enrolment fee for the Scheme year 2020 – 2021. You will also be asked to declare which Scheme you have enrolled in from the available list. At the time of completing your retention of registration, you must have paid your Professional Competence Scheme enrolment fee for the 2020 -21 year;
- Your Statement of Participation as of May 2020 demonstrates that you have met your maintenance of professional competence requirements for the Professional Competence Scheme year ending 30 April 2020.

In answering the following question:

- *My Statement of Participation as of May 2020 demonstrates that I have met my maintenance of professional competence requirements for the Professional Competence Scheme year ending 30 April 2020 [YES/NO].*

If you tick “Yes”, this indicates to the Medical Council that your Statement of Participation issued to you by your Professional Competence Scheme shows that for the Scheme year 2019 – 2020, you have recorded the minimum requirements of one clinical audit/ practice improvement activity and 50 CPD credits in total, of which 45 credits must include:

- 20 minimum external credits;
- 20 minimum internal credits; and
- 5 minimum personal learning credits.

If for any reason you have not met the requirements (as outlined in the previous paragraph) for the Scheme Year 2019 - 2020, tick “No”.

The Medical Council will cross check enrolment and CPD compliance data with the Professional Competence Schemes. **Making a false declaration could result in a doctor facing an allegation of professional misconduct**

Doctors who continue to meet their professional competence requirements each year are unlikely to be affected by the monitoring process.

If you have any questions, please contact your Professional Competence Scheme in the first instance.

FREQUENTLY ASKED QUESTIONS

It is very important that you do not say that you are compliant with your requirements if you are not. Making a false declaration could result in you facing an allegation of professional misconduct.

Being compliant means that you have recorded the minimum requirements of one clinical audit/ practice improvement activity and 50 CPD credits in total, of which 45 credits must include:

- 20 minimum external credits;
- 20 minimum internal credits; and
- 5 minimum personal learning credits.

1. What is a Statement of Participation?

Each doctor who is enrolled in a Professional Competence Scheme is issued with a Statement of Participation in May of each year by their Professional Competence Scheme. Your Statement of Participation provides evidence that you are enrolled in a Scheme. It also shows the CPD activity (50 credits across relevant categories and one clinical/practice audit) you have recorded with your Professional Competence Scheme over the last five consecutive years.

2. What will happen if I am not compliant?

If your Statement of Participation as of May 2020 shows that you have not met your maintenance of professional competence requirements for the Scheme year 2019-20, you should answer 'no' to this question on your Annual Retention Application Form. It is very important that you do not say that you are compliant with your maintenance of professional competence requirements for 2019 – 2020 if your Statement of Participation shows are not. **Making a false declaration could result in a doctor facing an allegation of professional misconduct.**

Following the retention of registration process, the Medical Council will contact all non-compliant doctors to let them know that their ongoing maintenance of professional competence is being monitored. Those who declare that they are compliant when they are not will be brought to the Council's attention and possible escalation as a complaint. Doctors who declare they are not compliant on their annual retention application form will be referred to their Professional Competence Scheme for advice and support. An infographic has been included with this correspondence which provides details of the monitoring process.



3. I have recorded more than 50 CPD credits with my Professional Competence Scheme but I am short of a small amount of credits in one category(external/internal/personal). How should I complete my ARAF?

It is not enough to have 50 or more CPD credits overall – you must also meet the minimum category credits for internal, external and personal learning credits. If you have not recorded the required activity (one clinical audit/ practice improvement activity and a minimum of 50 CPD credits across each of the relevant categories), you need to declare this under Question 1 of your Annual Retention Application Form by ticking ‘No’ to the question regarding your maintenance of professional competence.

4. I was on leave of absence for some of the 2019-20 Professional Competence Scheme year. How should I complete my ARAF?

If you have not recorded the required activity (one clinical audit/ practice improvement activity and a minimum of 50 CPD credits across each of the relevant categories) as a result of an absence from practice (e.g. due to illness, maternity leave, other extenuating circumstances for more than three months), you must contact your Professional Competence Scheme to let them know. If you were unable to meet the requirements during this time, you also need to declare this under Question 1 of your Annual Retention Application Form by ticking ‘No’ to the question regarding your maintenance of professional competence.

It is very important that you keep your Professional Competence Scheme up to date of your circumstances whenever you need to take a leave of absence.

If you have any questions, please contact your Professional Competence Scheme in the first instance.

Kind regards,

**The Professional Competence and Research Directorate
Medical Council of Ireland**