

## **Guidance for CPD submission April 2026**

**Dr Tanya Miller – AGIP Accreditation Officer**

### **It's that time again, CPD submissions are due by 31st March 2026!**

The process has been updated to allow submission of documentation via SurveyMonkey, this link is accessible via the BSG website (under the AGIP, GI Physiology section), the SurveyMonkey link contains all the necessary forms and instructions to enable a complete submission.

Please be aware that this is now the only process for CPD submission and that postal or email documentation submissions to the Accreditation Officer are not accepted.

On-line Teams/Zoom meetings are acceptable as external CPD, this includes attendance of webinars, conferences, training courses and distance learning. Please ensure that you include certificates/evidence of attendance for this CPD – programme schedules ARE NOT valid evidence of attendance.

Internal CPD not only includes all statutory and mandatory training but can include internal meetings (either face to face or online). Evidence for meetings is acceptable in the form of a signed letter from the Chair of the meeting who should be able to confirm participation from the register of attendance.

Internal and external CPD can also be the base for reflective practise where appropriate –Six reflective practice accounts spread over 2 years are required (3 per year). Please try to provide a selection of experiences: these may range from case studies, research projects, review of interesting articles/research papers, knowledge gained from attending training/conferences, teaching, processes involved to purchase new equipment etc and discuss (where possible) if these experiences have impacted or changed your service.

**N.B.** 2025 graduates from the STP program are NOT required to submit CPD for the 2026 submission. Graduates from 2024 will be required to submit for the year May 2025 to March 2026. Prolonged absences due to sickness, maternity leave are all subject to pro rata submissions. Working from home IS NOT acceptable as exclusion criteria.

**Late submissions are subject to an administrative charge of £50 and the portal for submissions will be closed after 31st March 2026**

Review of submissions is subject to the availability of the panel. The result of the CPD submission will allow either continuation of membership, OR a request for additional information due to an incomplete submission – a time frame for re-submission will be provided if this is the case.

**Failure to submit will lead to removal from the register as an Accredited Independent Healthcare Professional in GI Physiology.**