

Continuing Professional Development (CPD) Policy

Introduction

Continuing Professional Development (CPD) is the planned acquisition of knowledge, experience and skills and the development of personal qualities throughout the working life of an individual. CPD should be a normal part of every professional's work in order to maintain competence and keep abreast of new developments. Ideally, CPD programmes should be promoted and managed on a departmental basis within places of work, perhaps as part of a wider Professional Development Record (PDR) or similar, and should encompass, where appropriate, scientific, technical, clinical, and more general matters.

The benefits of CPD

The benefits of CPD accrue both to an individual and to an employer but are greatest when continued learning is part of an employer's policy for the planned, coherent development of its staff. Reasons why individuals should undertake CPD, and why employers should strongly encourage them to do so, include the following:

- shorter product cycles and faster obsolescence of product processes, caused by technological and market changes, are making knowledge and professional expertise outdated more quickly than ever before requiring the rapid and thorough acquisition of new knowledge to keep up;
- scientists, engineers and technologists, trained to work in professions associated with medicine and biology, constitute a costly human resource in whom a high investment has already been made – if they are not to become a dwindling asset for an employer, their skills and knowledge must be kept at their peak;
- increasing competitiveness and risk of litigation mean that failure of an employee to keep up to date could be disastrous – continuing formal education and (re)training is an essential component of an employer's defence against a charge of negligence in the event of an accident, untoward event or unexpected treatment outcome;
- the satisfaction of an employee knowing that s/he is doing her/his job not only to the greatest benefit to patients and other clients, and most cost-effectively for the employer, but to the best of her/his ability;
- the awareness that when promotion or other opportunities arise the employee will be best placed to be selected;
- benefits to the service users of accuracy, efficiency and safety;
- a CPD record contributes to the employer's appraisal process and can be used to inform a PDR.

CPD activity

The most important aspect of CPD is the outcome of the activity for an individual rather than the length of time engaged in it. Learning outcomes and, where relevant, their application to practice should be recorded for each piece of CPD undertaken. CPD should be undertaken throughout the year to maintain a continuous record. Gaps in CPD activity due to specific reasons should be documented.

Individuals will be employed in a wide range of occupations and at differing levels of responsibility. Their continuing learning needs will be equally varied and a range of subjects and experience can, therefore, count as CPD.

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Some of the primary aims of CPD activities are:

- maintaining and updating scientific and technical knowledge in one's speciality;
- developing scientific and technical knowledge in one's speciality;
- broadening scientific and technical knowledge beyond one's speciality;
- acquiring professional life skills and knowledge, e.g., management techniques, interpersonal skills, finance, languages.

Almost all activities may include an element of CPD. It is for an individual to recognise and record learning outcomes. It is important that CPD covers a range of activities in at least three of these categories:

- work-based learning;
- professional activities;
- formal/educational;
- self-directed learning;
- other.

An extensive, but non-exhaustive, list of potential CPD activities can be found in IPEM's '**Types of CPD activity and examples**'.

To be able to demonstrate active participation in CPD, for example to meet the requirements of regulation with the Health and Care Professions Council (HCPC) (<http://www.hpc-uk.org/registrants/cpd>), evidence should be maintained alongside the formal record. This may include:

- certificates of attendance;
- certificates of achievement;
- notes of courses, seminars, etc;
- examples of work (documentation produced, papers written).

Quality, rather than the quantity, of CPD is important. However, individuals may wish to record the amount of 'quality' time whilst engaged in a CPD activity. For example, the number of hours spent on a training course might all be considered valuable whereas only some of the time spent at a conference may be relevant for an individual's development. The CPD requirements of the HCPC do not require a record of time but other schemes, for example that operated by RPA 2000, do require a quantitative record.

A minimum of one CPD activity should be undertaken per month, preferably more. For extended periods of study, for example if you are completing an apprenticeship, CPD activity should be recorded and reflected on throughout your study and not just recorded as one entry.

The IPEM CPD scheme

In order to contribute to the promotion of undertaking CPD, and the recording thereof, the Institute of Physics and Engineering in Medicine (IPEM) has developed a scheme allowing a structured and disciplined approach. IPEM recognises that many scientists, engineers and technologists involved directly, or indirectly, in health care already undertake CPD and the IPEM CPD scheme aims to formalise that with the following objectives:

- to articulate the value of, and need for, CPD to individuals and their employers;

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- to provide advice and guidance to individuals in identifying their educational needs so as to strengthen their performance and further their careers;
- to enable individuals to identify the activities that will satisfy their own learning needs;
- to establish a credible mechanism by which individuals receive formal recognition for their CPD activities and thereby demonstrate their commitment to the profession and to their employers;
- to promote the highest professional standards to individuals;
- to enhance the status of scientists, engineers and technologists in medicine and biology.

Registrants on the IPEM CPD scheme accept that IPEM may inspect some, or all, of their CPD portfolio.

IPEM will audit a percentage of CPD scheme registrants each year. This is currently fixed at 5%. It is a requirement of the Science Council that a minimum of 3% of Science Council registrants are audited annually (this is 3% across all their registers not 3% per register). IPEM also audits a minimum of 5% Engineering Council registrants annually (this is 5% across all their registers not 5% per register). In addition, 2.5% of Register of Clinical Technologists (RCT) registrants are audited using the same process.

There are consequences to not meeting the CPD audit standards either by not responding to a request to submit a CPD summary or by not providing enough information to pass the audit:

1. In respect of Science Council registrants, the consequence is that registrants who do not respond or do not meet the standards for two consecutive years will be removed from the Science Council register and shall lose the right to use the designatory letters of their register. Removed registrants must wait for a period of 18 months before they can reapply and must demonstrate their CPD activity for the 18 months leading up to their re-application.
2. In respect of Register of Clinical Technologists registrants, the consequence is that registrants who do not respond or do not meet the standards for two consecutive years will receive a suspension of registration due to CPD failure and their registration status on the online register will be updated to reflect this. This status will remain against the registrant's name for 12 months after which time the registration status will be changed to 'deregistered' until a full re-application is submitted and approved. RCT registrants should refer to the RCT Policy on CPD.
3. In respect of Engineering Council registrants who do not respond or who do not meet the standards, the consequence is that registrants will be removed from the Engineering Council register and shall lose the right to use the designatory letters of their register. Removed registrants must wait for a period of 18 months before they can reapply and must demonstrate their CPD activity for the 18 months leading up to their re-application.

The IPEM CPD scheme has been designed to include those in full time training posts and training portfolios will be considered to be evidence of CPD. IPEM members undertaking training (such as the IPEM Part II/Route 2 Training Scheme) are automatically registered on the IPEM CPD scheme and should complete their annual declaration as normal. Part II trainees will not, however, be selected for the IPEM CPD scheme audit.

CPD is linked to registration and it is compulsory for IPEM members who are regulated by the HCPC or registered by the Science Council, the Engineering Council and/or the RCT to maintain a record of CPD in order to stay registered. The HCPC audits a sample of CPD records of Clinical Scientists on their register every two years whilst the other bodies require an annual audit of their registrants.

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The IPeM CPD scheme has been designed to fulfil the requirements of these regulatory and registration bodies. There are five CPD standards which must be met:

A registrant must:

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

Roles and responsibilities

The **Professional Manager** (often the Head of Department) is responsible for the local administration of CPD. The main responsibility of this individual is to encourage staff to undertake CPD activities and maintain a record; to assist in ensuring that resources are available for CPD; and to facilitate regular appraisal and the development of an action plan.

Some IPeM CPD scheme registrants may wish to seek support and guidance from a **Mentor**. The value of mentoring will differ according to the registrant's situation. Where the registrant is following a clearly defined career pathway there is likely to be little gained from mentoring. However, if a registrant is near the top of a career pathway, perhaps in a leadership role or in a relatively novel area of work, mentoring may be more valuable. A mentor is an individual with some relevant experience either in a specific work area or with a similar range of responsibilities who is willing to discuss problems, share ideas and provide advice based on experience.

CPD is, first and foremost, the personal responsibility of the **Registrant** who must take responsibility for undertaking CPD activities, maintaining a record of those activities together with supporting evidence and ensuring that they receive regular appraisals and reviews of action plans.

Registrants on the IPeM CPD scheme should develop and maintain a CPD programme preferably in conjunction with a line manager, mentor or professional peer and review regularly to assess progress. Registrants should adopt the following code of practice.

1. Prepare a CPD plan, following a review of development needs, identifying:
 - elements of expertise, knowledge, skills, understanding and attitudes to be acquired or developed taking into account the individual's current role, responsibilities and personal interests, which add value to the quality of service today and allow for efficient adaption to changes in the future;
 - elements relating to career aspirations or personal interest, both short and long term, designed to add greater breadth to the portfolio of expertise of the individual;
 - the requirements of any statutory or mandatory regulating body; and
 - an employer's business objectives and contractual expectations.
2. Identify the actions to be taken to meet the identified needs.
3. Keep a record of CPD activities and achievements, opportunistic as well as planned, so that progress towards implementing the plan and maintaining professional competence can be demonstrated and the benefits can be independently evaluated – it is likely that the CPD record

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will include not only the selected items in the PDR generated at an appraisal but also learning activities outside the PDR or that contribute to it indirectly.

4. Provide to IPEM, by way of the online annual declaration, confirmation that CPD has been undertaken so that this may be formally recorded.
5. Provide to IPEM, if selected for the IPEM CPD scheme audit, an audit submission via **IPEM's CPD portal on the LMS** by the deadline specified.
6. Support the CPD of others.

Local recording and monitoring of CPD activities

IPEM CPD scheme registrants should put together a formal record of personal performance and standard of practice which will form part of their PDR. CPD records should be kept systematically to facilitate discussion of CPD activities with the professional manager and/or mentor and for occasional audit. These records should be kept in a form that will assist the compilation and maintenance of a registrant's comprehensive curriculum vitae (CV).

It is essential for registrants to record what they and their employer/service user have gained from the activity. This may be the acquisition of new skills or knowledge or the maintenance of competency in a particular element of their professional role. This is demonstrated by reflection on what has been learned, rather than by a description of the activity itself. In reflecting on what has been learned, one approach would be to justify having taken time and resources to take part in that learning activity; how it has helped further meet the job description; implement a new/updated technique; do a task more efficiently or in a more up to date way; etc. In reflecting on how the activity benefits the service user, consider how it improves efficiency in the work; provides greater knowledge to improve working practice in the immediate or wider working area; meets a strategic objective; etc.

IPEM's **CPD portal** can be used to plan, evidence and record professional development. The tool, which is compatible with smart phones, tablets, PCS and Macs, is accessed by logging on to the IPEM website, navigating to Learn and selecting the **Learning Management System** from the left-hand menu.

The CPD audit

IPEM will keep a record, centrally, of all registrants on the IPEM CPD scheme.

By the end of December, each year, all registrants will be sent an email from IPEM to remind them to complete the annual online CPD declaration.

The CPD Audit Committee, reporting to IPEM's Professional and Standards Council, will audit a percentage of CPD submissions each year. Inspections and audits are undertaken both to enable advice and guidance to be given to individual registrants and enable evidence of good practice to be promulgated throughout the profession.

Registrants may also request IPEM's CPD Audit Committee to examine their individual record if they have concerns or wish to seek guidance.

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The CPD Audit Committee meets annually to assess the CPD submissions. The committee consists of professional members of the community volunteering their input and scientific judgement on the submissions.

It is the responsibility of the registrant to ensure their CPD submission provides enough evidence and reflection of CPD activity throughout the year to demonstrate the registrant meets the 5 CPD standards outlined above.

Registrants must submit their CPD submission via **IPEM's CPD portal** by the deadline advised.

Disabled health professionals

IPEM mirrors the HCPC in respect of disabled health professionals (please see http://www.hcpc-uk.co.uk/assets/documents/10002216How_to_fill_in_your_CPD_profile.pdf – page 17).

If you are disabled, we will assess your CPD submission fairly. You do not have to tell us about your disability in your CPD submission if it is not relevant to your CPD activities.

However, if you think your disability is relevant to your CPD (for example, if part of your development is making reasonable adjustments to your work with your employer, reviewing those adjustments and improving them) you can mention your disability in your CPD submission. This information will be seen by the CPD assessors and the members of staff who process your submission. We will not share the information with anyone else and we will keep this information securely and confidentially.

If you need any information from us in alternative formats (for example, in Braille or large print) please let us know. Similarly, if you would like to provide your CPD submission in an alternative format we will be happy to accept it. Just let us know that you intend to do this so that we can make any necessary arrangements.

When you are putting your CPD submission together you can use any reasonable adjustments that are useful to you. For example, if you normally take notes at work by dictating to an assistant, you could put your CPD submission together in the same way. If you have any questions about how you want to put your CPD submission together, please do not hesitate to contact us.

Deferral of audit

IPEM's CPD Audit Committee recognises that, due to unavoidable circumstances, some CPD scheme registrants may need to defer their audit, either due to a break in availability to undertake CPD for a period that would breach the 'continuous CPD activity' clause of Standard 1 or due to the time required to submit their CPD record. This may be as a result of illness, family circumstances, maternity/paternity leave, etc. The IPEM deferral process means that any registrant selected for audit can write to IPEM's Membership and Training Department and ask for a deferral. The registrant will need to provide evidence of the reason why they cannot submit for audit. IPEM's Membership and Training Manager, together with the Chair of the CPD Audit Committee if necessary, will look at the registrant's situation to see whether it would be fair to the registrant, and to the other registrants who have to submit, to defer the audit. If a registrant's audit is deferred the registrant will automatically be pre-selected for audit the following year. This deferral process

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ensures, as far as possible that, although the CPD Audit Committee is fair to registrants who cannot submit, it is still maintaining standards and being fair to registrants who are audited. If a registrant needs to apply for deferral more than once the Membership and Training Manager, together with the Chair of the CPD Audit Committee if necessary, will check the application for deferral very carefully and will look for clear evidence that a deferral is absolutely necessary. In that case the registrant may wish to apply for a career break and will be automatically selected for audit when they return from a career break and can provide an audit record which meets the standard for continuous CPD activity.

False evidence submissions

If the evidence submitted for audit is found to be false or misleading, registrants may be removed from the IPEM CPD scheme and may have any professional registrations withdrawn. In addition, sanctions may be imposed such that registrants cannot re-apply to the IPEM CPD scheme.

Appeals procedure

Please refer to the P&P document 01-13-02 0330 CPD Audit Appeals Procedure for information relating to appeals.

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