

# Improving quality, protecting patients

## Standards of Continuing Professional Development

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# Foreword

I am pleased to present the Academy for Healthcare Science Regulation Council's *Standards of Continuing Professional Development for Healthcare Science*, which first came into effect on 31 July 2014.

We developed these standards through extensive discussion and consultation with professional bodies, existing voluntary registration bodies, the *Modernising Scientific Careers* team at the Department of Health, Health Education England and, most importantly, patient and public representatives.

One of the Academy for Healthcare Science's key tasks is to uphold professional standards across Healthcare Science, providing assurance for the public and commissioners of services. We believe it is vital to establish an appropriate and effective system for the registration and regulation of the Healthcare Science workforce who are not currently regulated by law. These standards have been developed to be consistent with the requirements that the Healthcare Science workforce currently regulated by the Health and Care Professions Council have to meet.

I am confident that these standards are fit for purpose and will ensure that our registrants are able to maintain and develop their professional practice.



Janet Monkman, CEO & Registrar



# The standards

As someone registered with the Academy for Healthcare Science (the Academy), you must ensure that you continue to maintain and develop your knowledge and skills to demonstrate your continued fitness to practise.

As a registrant, you must:

- maintain a continuous, up-to-date and accurate record of your continuing professional development (CPD) activities
- undertake CPD activities that are a mixture of learning activities relevant to your current or future practice
- ensure that your CPD has contributed to the quality of your professional practice
- ensure that your CPD benefits the service user
- present a CPD portfolio (a written record, with evidence, of your CPD activities and their impact on your professional practice) explaining how you have met the standards for CPD, when requested by the Academy's Registrar.

As a registrant, you might decide to meet our standards by taking part in a scheme run by your professional body or your employer. You could also add to this with other activities, or you could structure your own CPD activities around your personal development plan.

Our standards give you the flexibility to plan your own CPD in a way that suits your work, your learning needs, your preferences, and the time and resources available to you.

CPD is a requirement of your on-going registration with the Academy. When you renew your registration, you will need to sign a declaration to confirm that you have met our standards for CPD. Each year, we will audit a random sample of our registrants to make sure our standards are being met. If you are audited, we will write to you and ask you to send us information showing how you have met our CPD standards over the previous two years.



The standards are flexible, enabling you --- as a professional --- to decide how best to maintain your knowledge and skills. However, it is important to stress that CPD is an essential requirement of your continuing registration with the Academy as it is a way of demonstrating your continuing fitness to practise.

The table below provides some examples of how you might demonstrate that you meet our standards of CPD. We will also publish guidance and examples to help you.

Proposed standard	Meeting the standard
Maintain a continuous, up---to---date and accurate record of your CPD activities.	You must keep a record of your CPD activities, in whatever form is best for you.
Undertake CPD activities that are a mixture of learning activities relevant to your current or future practice.	You must make sure your CPD is a mixture of different kinds of activities --- not just one kind of learning --- and that it is relevant to your work. It could be relevant to your current role or to a planned future role. You can make your own decisions about the kinds of CPD activities that are relevant to your role and your work. For example, CPD activities could include going on secondment, in---service training, mentoring, or reading or reviewing journal articles.
Ensure that your CPD has contributed to the quality of your professional practice.	You should aim for your CPD to improve the quality of your work. It may not actually improve your work, due to factors beyond your control, but when you choose your CPD activities you should intend for them to improve your work.
Ensure that your CPD benefits the service user.	You should aim for your CPD to improve the quality of your work. Sometimes this is not achievable, but it should be your objective for undertaking CPD.
Present a CPD portfolio (a written record, with evidence, of your CPD activities and their impact on your professional practice) explaining how you have met the standards for CPD, when requested by the Academy's Registrar.	If you are chosen for audit, you need to send us a CPD profile to show how you have met our standards.

