UKPHR CONSULTATION

in relation to

A CPD Scheme for practitioner registrants

Commencement Date: Monday 17 February 2014

Date consultation closes: Friday 28 March 2014

Send responses to:
Professor Nairn Wilson, Registrar,
UKPHR,
Chadwick Court,
15, Hatfields, London   SE1 8DJ

Email: d.kidney@cieh.org
A CPD Scheme for practitioner registrants

This consultation

UKPHR is seeking your views on the draft scheme it has devised for the standard of Continuing Professional Development it will require of registrants who are public health practitioners.

The draft scheme is attached for your perusal.

Form of response

UKPHR does not require responses to be in a specified format and has not set questions for answer.

Free text responses will be welcome and/or return of the draft scheme electronically containing your suggested track changes and any comments.

Summary of draft scheme’s contents

The basic requirement is for a registered practitioner to complete 75 hours of relevant CPD, together with reflective comments, over a 5 year cycle. Of that, it is expected that at least 25 hours (1/3rd of the required CPD) will relate to the UKPHR four areas of practice.

The remainder of CPD hours can be self-selected allowing personal choice and development and links to appraisals and personal development plans (PDP).

CPD claimed should be supported by evidence. A small amount of CPD can be “self-accredited” - a maximum of 15 hours (1/5th of the total). All self-accredited CPD must be recorded with reflective notes.

There is no intention for UKPHR to approve or accredit any CPD activity.

There is a requirement to keep records, including reflective comments, which may be required to be produced in the event of UKPHR audit.

Practitioner registrants must read and sign an annual declaration statement to state that they are aware of the CPD requirements and are participating accordingly.

Failure to meet the requirements of the CPD policy will put registration at risk.

UKPHR is able to accept certified CPD from other relevant professional bodies (potentially including bodies overseas) in order to ensure consistency between regulators and to keep burdens on registrants to a minimum.
Who is invited to respond

Any individual or organisation with an interest in this matter is welcome to respond to this consultation. The consultation will be live on UKPHR’s website throughout. In addition, the consultation document is being sent to the consultees listed below.

How to respond

UKPHR is not prescribing a format for responding to this consultation nor is it providing a form for completion and return. Additionally, UKPHR has not set any specific questions for you to answer.

The draft scheme accompanies this consultation document and you are asked to provide in free text, by post or email, your comments in response to the draft scheme.

If it is convenient for you, please feel free to use the draft scheme itself as your response, returning it to us electronically with your tracked changes and/or comments on it.

When to respond

This consultation will close on Friday 28th March 2014

Please return your response to us by 17.00 hrs on this date.

Where to send responses

If you post your response please address it to:
Professor Nairn Wilson, Registrar,
UKPHR,
Chadwick Court,
15, Hatfields, London SE1 8DJ

If you email your response please send it to:
d.kidney@cieh.org

Please state “CPD Consult” in your response.

Any queries?

If you have any queries about this consultation please telephone David Kidney on
020 7827 5841 or email him at d.kidney@cieh.org

List of consultees

For a full list of consultees please see the next page

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List of consultees

543 Dental Care Centre
Association for Nutrition
Association of Directors of Public Health
Association of Port Health Authorities
British Dietetic Association
British Medical Association
Brook
Cancer Research UK
Chartered Institute of Environmental Health
Chief Fire Officers Association
Chief Medical Officers of England, N. Ireland, Scotland and Wales
Convention of Scottish Local Authorities
East Midlands LETB/PHORCaST
Genera Dental Council
General Medical Council
General Pharmaceutical Council
Health and Care Professions Council
Health Departments of England, N. Ireland, Scotland and Wales
Health Education England
Health Protection Scotland
Institute of Healthcare Management
Institute of Health Visitors
Joseph Rowntree Foundation
Local Government Association
National Council for Voluntary Organisations
National Oral Health Promotion Group
NHS Scotland
Nursing and Midwifery Council
Open University
Professional Standards Authority
Public Health Agency, N. Ireland
Public Health England
Public Health England, Nursing Directorate
Public Health Wales
Royal College of Nursing
Royal Environmental Health Institute of Scotland
Royal Pharmaceutical Society
Royal Society for the Prevention of Accidents
Royal Society for Public Health
Royal Town Planning Institute
Scottish Council for Voluntary Organisations
Society of Sexual Health Advisers
Trading Standards Institute
UK Faculty of Public Health
UK Health Forum
UKPHR registrants
UKPHR assessors, moderators and verifiers
Unison
Welsh Local Government Association
University of Bedfordshire
University of Coventry
University of Greenwich
University of Swansea
Annex 2

Protecting the public – improving practice

Continuing Professional Development (CPD) policy for UKPHR registered Public Health Practitioners

Draft: January 2014

About this document

This document sets out the principles which must be followed regarding Continued Professional Development as a UKPHR public health practitioner registrant. It is the registrant’s professional responsibility to be prepared to justify any departure from the principles and serious or persistent failure to follow this policy will put their registration at risk.

The key principles of the UKPHR’s CPD policy for Practitioners

These key principles will guide and support practitioners in the CPD they do and the decisions they make with regards to remaining fit to practice. They should influence all areas and stages of their continuing professional development and public health practice.

UKPHR public health practitioner registrants must:

1. Meet the minimum requirement of 75 hours of relevant CPD, together with reflective comment, over a 5 year cycle, to include CPD relevant to the UKPHR four areas of practice.

2. Read and sign an annual declaration statement to state that they are aware of the CPD requirements and are participating accordingly.

3. Keep records of their CPD, including reflective comments, as they may be required to produce them in order to comply with UKPHR’s audit processes.

4. Accept and understand that serious or persistent failure to meet the requirements of the CPD policy will put their registration at risk.

1. Meet the minimum CPD requirements

1.1 Practitioners must ensure they complete 75 hours of relevant CPD, together with reflective comments, over a 5 year cycle. Of that, it is expected that at least 25 hours (1/3 of the required CPD) relates to the UKPHR four areas of practice.

The four areas of public health practice are:

1. Professional and ethical practice – this should be at the heart of everything a public health practitioner does

2. Technical competencies in public health – covers the essential knowledge and skills that all public health practitioners need to have

Comment [SM1]: It is unclear whether the 75 hours needs to be spread evenly over the 5 year cycle of whether this can be undertaken all at the start, middle or end of the cycle.

Comment [SM2]: We did view 25 hours as quite low for covering the core requirements of public health practice as this allows 50 hours of free study.

Comment [SM3]: This may be covered elsewhere in UKPHR literature, however from an outsider’s perspective it is unclear how the four core areas were initially decided upon.
3. **Application of public health competencies to public health work** – this relates to the specific functions undertaken by public health practitioners

4. **Underpinning skills and knowledge** – needed by all public health practitioners to act effectively and achieve improvements in population health and wellbeing.

The remainder of CPD hours can be self-selected allowing personal choice and development and links to appraisals and personal development plans (PDP), see item 1.3 below.

1.2 A range of CPD activities are allowed as per the following categories:

1. Learning as part of your job
2. Group work, seminars and journal clubs
3. Conferences, workshops and educational meetings
4. Formal courses
5. Private study and reading
6. Public health audit, appraisal and reflective practice
7. Training, teaching, examining and preparation time
8. Research
9. Organisational development activities
10. Inspection and review activities

1.3 It is recommended that CPD activities should be linked to the registrants’ Appraisal or Personal Development Plan (PDP).

1.4 CPD undertaken should be accompanied with evidence to support the CPD activity claimed (i.e. conference or training course certificates, notes made on). There is an allowance that a small amount of CPD can be “self-accredited” i.e. not be supported with documentary evidence. This allowance is a maximum of 15 hours (1/5 th of the total CPD), however all self-accredited CPD must be recorded with reflective notes.

1.5 A short reflective comment (of a maximum of 150 words) must accompany all CPD entries. However if undertaking CPD above the minimal requirement, reflective notes are only required for a maximum of 150 hours. Additional hours of CPD with reflective comments are encouraged.

1.6 There is no intention for UKPHR to approve or accredit any CPD activity.

2. **Read and sign an annual declaration statement**

2.1 When completing annual registration documents, practitioners must ensure they read and sign the declaration statement confirming that they are aware of the CPD requirements and are participating accordingly:

“I declare that I am aware of the CPD requirements, I am undertaking learning activity relevant to my practice and am maintaining a CPD log with evidence to support this if required by the UKPHR”.

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**Comment [SM4]**: Will UKPHR accept web-based learning as an acceptable form of CPD and would this count as verifiable or self-accredited CPD? Has UKPHR considered whether there is anything which would not constitute suitable evidence such as the giving of presentations?

**Comment [SM5]**: It is unclear whether this is an exhaustive list of a sample of ideas. Will further guidance be given for each of these categories?

**Comment [SM6]**:

**Comment [SM7]**: Registrants may find it useful to have guidance around what is meant by reflective practice.

**Comment [SM8]**: This statement does slightly contradict with the information provided under the heading 'CPD providers'.

**Comment [SM9]**: Whilst UKPHR does not propose to approve or accredit CPD activities it may be helpful to registrants to have some additional information on how they can select a suitable provider.
3. Keep records of CPD undertaken

3.1 Public health practitioners are required to keep records, including reflective comments of their CPD activity as they may be required to produce them to comply with UKPHR’s audit processes. Initially the CPD log will be paper based until any electronic means of logging CPD is available (an electronic log is envisaged to be available through an appropriate provider; this will not be through UKPHR).

3.2 The UKPHR reserves the right to audit at random any public health registrants CPD records.

3.3. On request from the UKPKR, registered practitioners should produce their CPD log within 4 weeks from the date of the request.

4. Failure to meet the requirements of the CPD policy

4.1 Serious or persistent failure to meet the requirements of the CPD policy will put a practitioner’s registration at risk, and may result in removal from the register.

4.2 UKPHR reserves the right to determine the necessary action to take regarding assessing and investigating a practitioner’s failure to comply with the CPD policy.

Additional information

Review and ongoing relevance of the CPD policy

This CPD policy for practitioners is intended to be constantly monitored to ensure its ongoing relevance to public health practice. Such review will inevitably lead to its updating from time to time in the future. It is the UKPHR’s responsibility to ensure that any updating is timely, effective and relevant and communicated to registrants accordingly. It is each registrant’s responsibility to check for updates and to adjust their activity accordingly.

CPD Providers

UKPHR will work with training providers – examples include the Royal Society for Public Health, the Faculty of Public Health and the Chartered Institute for Environmental Health - to ensure professionally based accredited CPD programmes, accessible to practitioners, are available to meet all UKPHR’s requirements.

Recognition of others CPD schemes

UKPHR reserves the right to accept certified CPD from other relevant professional bodies (potentially including bodies overseas) in order to ensure consistency between regulators and to keep burdens on registrants to a minimum.

Funding / costs

UKPHR will encourage employers to support registered practitioners in their employ in satisfying the minimum requirements for CPD. The cost to UKPHR will be limited to the random audit of CPD records as considered appropriate. Electronic recording of CPD is anticipated but this cost will fall to one or more potential providers of the appropriate educational support.

NW/DK/07.02.2014/CPD4PR