

## Continuing Professional Development (CPD) Guidance for Registrants

Undertaking Continuing Professional Development (CPD) is important for keeping your knowledge current and ensuring best practice standards are upheld. For the Association for Nutrition, CPD is essential to our core purpose of protecting the public, as this enables us to ensure that all UKVRN Registrants are competent and up to date in all areas of their practice. This obligation extends to all Registrants, not just those whose primary role involves working directly with clients or other members of the public, but also to those in industry, government and teaching roles for which knowledge and skills must also be kept current.

With so many opportunities for learning now available, CPD is easy to access and does not need to be expensive, it can even be undertaken without any costs to the individual other than time. It is worth remembering that the range of activities which can lead to professional development are much wider than just formal conferences and training sessions. CPD can also provide opportunities for peer-to-peer learning among professional groups and can be undertaken face-to-face, at your desk or even when you are travelling.

### Registered Nutritionists (RNutrs)

The Association for Nutrition's CPD scheme begins from 1st October 2019 and applies to all RNutrs. The only exception is individuals who have taken RNutr (retired) status or who have voluntarily suspended their registration (during inactive period).

### Registered Associate Nutritionists (ANutrs)

The scheme also applies to all ANutrs who have been registered for more than four years without transferring from ANutr to RNutr.

There will be no formal auditing of CPD for ANutrs with less than four years' registration, as it is expected that a transfer portfolio will be being developed during this period. Therefore ANutrs with less than four years' registration should keep a portfolio of CPD, as this will be useful for preparing a submission for transfer to RNutr.

### Scheme Details

The main features of the scheme are:

- Each year eligible Registrants are expected to complete a minimum of 30 hours of CPD
- Over a 3-year period the range of activities should encompass all of the five core competencies (1-Nutrition Science, 2-Food/Feed Chain, 3-Social/Behaviour, 4-Health and Well-being and 5- Professional Conduct). The topics within these can be chosen to reflect your specialism and field of activity. If you hold multiple specialisms it is expected that CPD activities will cover professional development in all areas you are actively specialising in and that you will undertake adequate CPD before returning to any non-active areas.
- CPD should be undertaken using a range of different types of activities, including both self-directed, as well as face-to-face or online learning activities.
- Your reflection on the intended and actual learning outcomes for each activity is an integral part of the scheme.

CPD activities should be aimed at a defined goal or particular learning need, and can include activities such as:

- Formal lectures or talks
- Seminars/Conferences
- Webinars
- Reviewing for a journal
- Self-directed reading
- Preparation of a presentation
- Peer-led discussions
- Production of consultation responses
- Work shadowing
- Participation in advisory groups
- Public engagement
- Contribution to online discussion fora

These activities should be followed by reflection on what has been learned and how this can be incorporated into your future practice.

An annual discussion with another Registrant on CPD intentions for the coming year is encouraged. If you are self-employed or are not working with registered colleagues, this could be done through social media or AfN Regional Groups.

You can record your CPD using the AfN template forms or moving forward, via the online record system which will be an added function to your AfN website account. As an alternative, your CPD can be recorded using an approach already in use by yourself, your employer or another professional body you are registered with (e.g. HCPC, GMC). You must however be able to extract the relevant data from this to submit to AfN if you are selected for auditing.

### **Auditing by the AfN**

A random sample of 5% of eligible Registrants will be audited each year. Those selected will be required to provide evidence of CPD hours undertaken, with details supplied on the duration and breadth of activities and the use of reflective practice.

### **Frequently asked questions**

#### **Q: I work part-time: am I still expected to do 30 hours' CPD each year?**

A: Yes: 30 hours per year is in line with that of other regulated professions and was also supported in the public and Registrant consultation, where it was agreed to be a suitable minimum for all registrants.

#### **Q: I already have to record CPD for another professional body. Does this exempt me from the AfN scheme?**

A: No: but some of your other activities may be relevant to AfN and can count towards it. You can record these activities using a template of the other professional body. You need to be able to submit records to demonstrate that the activities are appropriate for continuing practice as a UKVRN registrant.

**Q: I am engaged in a very specialised professional role: do I still need to do CPD in all five core competencies?**

A: Yes: It is a condition of your registration and it is essential for members of the public to have confidence in the Nutrition profession, that knowledge and skills in all five core competencies is up-to-date

**Q: Does the number of hours spent in CPD have to be the same for all core competencies?**

A: No: Some activities can cover more than one core competency so engaging in activities covering all five core competencies over the course of three years should be realistically achievable by all Registrants.

**Q: Will periods of absence from work be taken into account in calculating the number of hours of CPD required?**

A: This depends on the duration: for short periods of absence ( $\leq 3$  months) the expectation for CPD in that year will not change as would be possible to still complete 30 hours. For evidenced absences of several months ( $> 3$  months) it will be possible to delay some of the year's CPD to the following year, however the total over 3 years will remain unchanged.

**Q: I will be on maternity leave for the next year and will voluntarily suspend my registration: do I still need to do CPD?**

A: No: if your registration is voluntarily suspended your name will not be shown on the register and during this period CPD is not required. If you do not reinstate your registration before the end of the maximum 24 months period of voluntary suspension, engagement in CPD will be required for an application for restoration to the Register.

**Q: If I am selected for CPD auditing but I cannot demonstrate I have undertaken the required amount or breadth of CPD, will I be automatically removed from the Register?**

A: No: In the first instance you will be asked to submit a plan for the outstanding CPD and will then be required to demonstrate that this has been completed. If you again fail to complete the required CPD after one further year, then for public protection and the trust they can place in the integrity of the Register, it will be considered if any sanction relating to your registration and/or practice are required .

If you have any further queries please email us at [registration@associationfornutrition.org](mailto:registration@associationfornutrition.org)

### ***Some Examples of CPD activities***

***Recorded lectures and webinars (free or paid) giving an overview of a topic can be a very effective way of updating knowledge.***

***Textbooks from libraries can be good core reference sources, but may not be completely up-to-date, particularly in fast-evolving areas of research. Always ensure that you use the most recent edition and that the author(s)' credentials are appropriate: good scientific training and extensive experience of the subject they are writing on are essential: RNutr or RD registration is highly desirable.***

***Peer-reviewed journal articles cover more recent scientific findings with many being freely available through Open Access arrangements. Electronic databases such as Google Scholar, Pub Med and Science Direct have wide coverage and the latter two allow use of detailed search terms. Some training in systematic literature searching, critical appraisal and evidence synthesis is required to ensure that the selection of articles is unbiased. For example media reports of publications are prone***

*to exaggerate the importance of the findings of a single study, so reflecting on the paper within the context of the consensus of evidence available is important.*

**Government publications** e.g. reports of the UK Scientific Advisory Committee on Nutrition are available to freely download from the Department of Health & Social Care website: these provide a thorough summary of the evidence from experts in the field, with the most recent reports giving updated knowledge on topics, which for example are of particular public health importance.

**Reports of non-governmental organisations** e.g. the World Cancer Research Fund Continuous Update Project on the relationship between diet and cancer, can be extremely useful and most are available to download free of charge. These should be from recognised authorities on the topic, whereby the credentials demonstrate good scientific training and experience in the subject the report is produced on. Consideration should always be taken within reflection on reports as to whether author-bias has influenced the content or if the report provides an un-biased assessment of the totality of evidence.

**Conference presentations** (which are sometimes recorded for live or later on-line access), posters and published abstracts often provide the latest research findings. However when reflecting on these it is important to consider that these may be incomplete, contain provisional results, have often not been subject to peer-review and may need to be interpreted with caution.

**Training in new methods and skills** may be offered by commercial providers but can also be achieved by shadowing colleagues or via peer-led learning through professional networks e.g. AfN regional networks and AfNutr Twitter chats.

**Self-directed learning modules and articles** are becoming more widely available, with a number offered at low or no cost: some offer self-assessment and certification of completion, with reflection particularly beneficial for strengthening the learning experience when no assessment is provided to accompany the module/article.

## **Sources of training**

AfN Endorsed CPD activities have undertaken assessment to confirm they are both evidence-based and suitable to the professional development of Registrants. Details of these can be found in your regular Registrant e-newsletters and on the AfN website.

*If you are employed, you may wish to discuss your CPD requirements with your line manager as part of your annual appraisal as support may be available to identify and undertake CPD activities.*

*The provider, funding source and source of any training should always be taken into consideration when reflecting on the information presented, such as in presentations or resources, as these will only represent the producers selection of what information to include and therefore a real or perceived potential conflict of interest can arise from research funding, sponsorship, campaign opinions, personal beliefs etc..*

Example CPD Record Summary

Year.....

Name ..... Registration number.....

Specialism/s (if RNutr).....

Activity	Date(s)	Total No. of hours	Core Competency Areas Covered	Record <sup>1</sup> of activity (Y/N)	Record <sup>2</sup> of reflective practice (Y/N)
<i>Example: Training in new dietary assessment software</i>	<i>30/02/2019</i>	<i>4</i>	<i>2 - Food Chain 3 – Social and Behaviour</i>	<i>Y</i>	<i>Y</i>

**Total hours completed: \_\_\_\_\_ All 5 competency areas covered: Y/N**

<sup>1</sup>Certificate of attendance etc. <sup>2</sup> Personal record  
AfN CPD annual peer conversation record

Name of registrant.....

Name of peer advisor.....

Date of conversation.....

Main discussion topics

Decisions or recommendations from discussion

Personal Development Plan

I confirm that this is an accurate summary of our discussion

Registrant

Name: \_\_\_\_\_

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Peer Advisor

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_