

2<sup>nd</sup> edition December 2016

## **FREQUENTLY ASKED QUESTIONS:**

### **AUDIT of UKPHR's CPD requirement: compliance by practitioner registrants**

#### ***What is the reason for compulsory CPD?***

All practitioner registrants must comply with UKPHR's policy for CPD. You will have worked hard to achieve registration and thereby assure yourself, your work colleagues, your employer and the public of your competent public health practice. UKPHR sets a CPD requirement to make sure that you maintain and enhance your competence afterwards.

#### **What is the CPD requirement for practitioner registrants?**

UKPHR's CPD requirement is completion of a minimum of 75 hours learning activity over a period of five years. The 75 hours' total is a minimum. It is not an annual target to complete 15 hours learning activity because this may be overly inflexible for registrants in respect of their personal circumstances.

Of the minimum of 75 hours, UKPHR expects that at least 25 hours (1/3<sup>rd</sup> of the minimum required CPD) will relate to the UKPHR four areas of practice (Professional and ethical practice; Technical competencies in public health; Application of public health competencies to public health work and Underpinning skills and knowledge).

CPD undertaken should be evidenced (for example, conference or training course materials, certificates, notes made, and so on). For a limited proportion of the total CPD requirement, you may self-certify that you have undertaken CPD activity which is not supported with documentary evidence.

A short reflective comment (of a maximum of 150 words) must accompany all CPD entries, including those which you self-certify.

The CPD requirement commenced July 2014 and you are not expected to produce to UKPHR any records pre-dating this.

## **Are there rules for what counts as acceptable CPD?**

As the CPD policy states, you are expected to keep your learning and development up to date and to exercise your professional judgement and responsibility in deciding how best to do so. The CPD policy supports your decision-making by setting a framework within which you may decide how to keep your learning and development up to date.

In deciding what counts as satisfactory CPD, you might ask yourself:

- Are the aims and objectives of the activity clear?
- Will attendance be verified?
- Will there be a CPD certificate at the end?
- Are there opportunities to ask questions?
- Is it possible to give and receive feedback?
- Are the activities subject to quality assurance?

This is not an exhaustive list of the matters you will weigh up in deciding what CPD learning activity to undertake but the answers to these questions should help with assessing quality.

Similarly, the following is not an exhaustive list of types of CPD activity but describes the types that UKPHR might expect that you will undertake:

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

## **What evidence should I collect and retain?**

It is a requirement of the CPD scheme that you must keep a log of your CPD activity. UKPHR does not prescribe a form for this log so you can choose whether it is paper-based or electronic and you can choose what you put into it.

When checking that you have complied with the CPD requirement UKPHR will expect to be able to see in your log:

- A date for each CPD activity
- A description of the CPD activity
- Whether you have independent evidence of your completion of the CPD activity or you are relying on self-certification
- A reflective note for each entry in your log
- A quantum for your CPD activity that will enable UKPHR to see whether or not the CPD requirement has been met.

## **What do I need to put in reflective notes?**

The concept of reflective practice is based on the idea of lifelong learning in which you analyse experiences in order to learn from them. It is therefore important that you take time systematically to reflect on the learning gained through your CPD activities as this is more likely to embed the learning within your subsequent practice.

UKPHR does not prescribe the format for your reflection. Numerous models of reflection exist and your individual preference will determine your chosen method.

However, to support your decision, UKPHR has produced guidance by way of these key questions you may want to consider when making your reflective comments:

- Why did I choose this activity for my CPD?
- What did I learn from this activity, experience or event?
- How am I going to apply this learning in my future practice?
- What am I going to do in future to further develop this learning and/or meet any gaps in my knowledge, skills or understanding?

## **How will UKPHR check that registrants are complying with the CPD requirement?**

Each year when you apply for renewal of your registration, UKPHR will require declaration that the CPD requirement is being complied with and a statement of how many hours of CPD you have completed in the past year. The latter requirement is for monitoring purposes only and the answer will not affect renewal of your registration for another year. UKPHR will also require declaration that you have written a reflective note for each CPD entry that you have made.

These annual declarations help satisfy the Registrar that you are keeping your learning and development up to date and hence you remain fit to practise.

In addition to this annual self-declaration, UKPHR has an audit plan for checking compliance systematically. UKPHR's approach will include a combination of surveillance, random checking and intelligence gathered through registrants' annual declarations as well as registrants' and others' comments received by UKPHR.

The Registrar will have regard to any patterns of slips below acceptable standards of public health practice and the effect of carrying out some element of random checking.

Audit activity will be continuous but the amount of audit activity in any given year may vary.

## **I have received an audit request from UKPHR, how do I respond?**

UKPHR has the power, under its CPD policy to require you to produce your log and evidence for inspection. If you receive such a requirement you must comply within 28 days.

In cases of random checking, UKPHR will first invite the recipient of the audit request to complete a short questionnaire and will decide whether or not to require production of the log and evidence based on the answers given.

### **Where can I find further information about UKPHR's CPD requirement?**

UKPHR's CPD policy, our accompanying CPD guidance and these FAQs are all on our website:

<http://www.ukphr.org/registration/cpd-practitioners/>

### **What if I want to complain about some aspect of UKPHR's contact with me over the CPD requirement?**

If you have a complaint about a member of UKPHR's staff and the way staff are carrying out their duties, you have the right to make a complaint. The policy and a form for making a complaint can be found on the website:

<http://www.ukphr.org/comment-complain-compliment/>

The Registrar's powers and duties relating to the CPD requirement are carried out in a quasi-judicial manner and there is no administrative complaint available for challenging the Registrar's decisions. However, the Registrar's decisions can be challenged by way of appeal and UKPHR's appeals rules can be found on the website:

<http://www.ukphr.org/appeal/>

An individual who felt that UKPHR's behaviour was unfair might have the right to challenge the behaviour through the law courts, for example, by way of Judicial Review. UKPHR would suggest that you seek legal advice if this is something you might wish to pursue.

*December 2016*

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