

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

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1. **About this document**

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

2. **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 practise. 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 15 hours of relevant CPD per year, together with reflective comment for each CPD activity, and a minimum of 75 hours over a 5-year cycle, to include CPD relevant to the UKPHR four areas of practice.
- (2) Link at least one-third of the minimum required CPD to UKPHR's four areas of practice and link at least half of the minimum required CPD to a Personal Development Plan (PDP).
- (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) Read and sign the annual registration declaration statement to state, amongst other matters, that they are aware of the CPD requirement and are participating accordingly, understanding that serious or persistent failure to meet the requirements of the CPD policy will put their registration at risk.

An explanation of these principles follows and in addition UKPHR will from time to time publish guidance in support of them.

3. Meet the minimum CPD requirement

- 3.1 Practitioners must ensure they complete a minimum of 15 hours of relevant CPD, together with reflective comments for each CPD activity per year, and 75 hours over a 5-year cycle. The 5-year cycle will match UKPHR's requirement for 5-yearly re-registration (which, it is anticipated, will be superseded by revalidation in due course).
- 3.2 Acceptable CPD activity is any activity which provides new learning appropriate for the individual. CPD may be workplace based or elsewhere, including distance learning and e-learning. It is the responsibility of individuals to ensure CPD activity reflects their learning and practice needs.
- 3.3 Excessive reliance on a single or a few learning activities to meet the CPD requirement in full is discouraged. As a guide, count each hour of 'real education time', and no more than three hours for a half-day activity and no more than five hours for any other single activity. A single reflective note should not cover more than five hours of required CPD.
- 3.4 A short reflective comment (of approximately 150 words) must accompany all CPD entries, including those which registrants self-certify. Where registrants exceed the minimum 75 hours CPD requirement, they are encouraged still to include reflective comments with all entries.
- 3.3 UKPHR is not a provider of CPD activity and does not intend to produce an approved list of such providers.

4. CPD activity

- 4.1 Of the minimum of 75 hours, it is expected that at least 25 hours (**1/3rd** of the minimum required CPD) will relate to the UKPHR four areas of practice. **Half** should also relate to the individual's PDP.
- 4.2 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
 - (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.
- 4.3 The remainder of CPD hours can be self-selected allowing personal choice and development. The requirement to link half to the individual's PDP is complementary and may well include CPD activity that also links to the UKPHR four areas of practice. Other CPD activity may link to appraisals and personal development needs (whether or not identified in a PDP), peer support arrangements or other ways of progressing work-focussed performance objectives.

5. Keep a record

- 5.1 Public health practitioners are required to keep records, including reflective comments of their CPD activity as they will from time to time be required to produce them to comply with UKPHR's audit processes. UKPHR does not specify in what format (for example, paper based or electronic) records are to be kept.
- 5.2 Practitioner registrants who are members of the Faculty of Public Health may avail themselves of the Faculty's CPD online diary. The Faculty rigorously audits its members' CPD records and UKPHR will accept as evidence of compliance with its CPD requirement annual certificates of compliance produced by the Faculty.
- 5.3 CPD undertaken should be evidenced (for example, conference or training course certificates, notes made, and so on). For a limited proportion of the total CPD requirement, registrants may self-certify that they have undertaken CPD activity which is not supported with documentary evidence. The Registrar will disallow self-certified CPD activity in excess of 15 hours (1/5th of the total CPD), however, unless registrants can justify why evidence cannot be produced.

6. Read and sign an annual declaration statement

- 6.1 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 as required by the UKPHR. I acknowledge that any serious or persistent failure, on my behalf, to meet the CPD requirements may put my registration at risk".

- 6.2 UKPHR will audit registrants' CPD records. Registrants are required to produce to UKPHR their log, records and evidence as and when requested and within 4 weeks from the date of the request. Whilst audit activity will in part be intelligence-led, UKPHR reserves the right to select randomly for audit any public health registrant's CPD records.

7. Failure to meet the requirements of the CPD policy

- 7.1 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. Registrants acknowledge that they accept and understand this when signing the annual declaration.
- 7.2 UKPHR reserves the right to determine the necessary action to take, in accordance with its rules including fitness to practise rules, regarding investigating and assessing a practitioner's failure to comply with the CPD policy.

8. Additional information

8.1 Special circumstances

If at any time a registrant has difficulty in participating in CPD activity, the Registrar should be consulted as soon as possible. The Registrar has power to be flexible in assisting registrants to remain compliant with the CPD requirement and exceptionally to allow completion of a reduced CPD requirement.

8.2 CPD Providers

UKPHR will regularly satisfy itself by enquiry and surveillance that there is an adequate and diverse provision of professionally based CPD activities accessible to practitioners, so that UKPHR's requirements set out in the CPD policy are capable of being met by all registrants.

8.3 Recognition of others CPD schemes

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

8.4 Funding / costs

UKPHR will encourage employers to support registered practitioners in their employment in satisfying the minimum requirement of 75 hours of CPD. Other forms of support (for example, peer support) will also be encouraged (especially, for example, in cases of registrants who are self-employed, out of employment or working for very small organisations). UKPHR will bear the costs of audit.

8.5 Review and ongoing relevance of the CPD policy

UKPHR will regularly review the CPD policy to ensure its ongoing relevance to public health practice. Such reviews will ensure that the CPD policy is updated 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.