

Guidance for Chartered Scientists on the Assessment of their Continuing Professional Development

Why is my continuing professional development (CPD) being assessed?

Each year, at the revalidation renewal of your Chartered Scientist registration, you are required to complete a declaration that you have undertaken continuing professional development activities and are thereby maintaining your competencies. The Institute is required by the Science Council to randomly select 2.5% of its revalidated chartered members to assess their CPD activities against the Science Council standards. Further information on these standards can be found on our website www.ibms.org under the section Practice and Development.

You will also be required to undertake an assessment if you are returning to practice from a career break. It is recognised that this will be reflected in your professional summary but we do need to see that you have been still been doing CPD even though you have not been actively practicing. It is accepted that this may be largely confined to self-directed learning activities rather than those of a formal or professional nature and this will be taken into account in the assessment.

What you will need to do if selected for assessment

Firstly, do not worry or be concerned that a lot of work is involved, it is not. What is required is very straightforward, particularly if you are HCPC registered as the Science Council requirements mirror those of the Health and Care Professions Council. By completing the *Chartered Scientist CPD Revalidation Registrants Statement Form* as part of our CSci CPD audit you will be well prepared should you be selected by the HCPC for audit when undergoing your biennial registration renewal (for biomedical scientists this will next be in September 2013 and every 2 years thereafter).

Chartered Scientists selected for assessment will be asked to submit the following:

- a professional profile that summarises your practice history over the past two years and which includes reference to any CPD activities that have specifically contributed to your professional development e.g. training courses, qualifications. This is comparable to the 500 word professional practice history required by the HCPC. The assessment criteria against which your professional summary and CPD evidence will be assessed can be found in the Chartered Scientist section on the Institute website.

- A completed Chartered Scientist CPD Revalidation Registrants Statement Form (copies can be downloaded from the Institute website at www.ibms.org and go to Practice & Development where you will find information on Chartered Scientists. Sections 2 and 3 of this form request similar information to that required by the HCPC in whereby you are also asked to state how your CPD activities improve the quality of your work and also benefits the users of your service.
- evidence of the CPD you have undertaken in the previous two years that you have documented on your CSci CPD revalidation form – e.g certificates, reports

These must be returned to the Institute within **three** months of the date of the letter of notification.

Assessment deferrals and deadline extensions are only permitted in exceptional circumstances. (see ‘What happens if you are unable to provide information for assessment within the time specified?’ below).

Completing the *Registrant’s Statement form*

The form has 4 sections that you are required to complete and the information you provide will be used by the Institute’s assessors to assess whether you are meeting the Chartered Scientist standards. Where possible you should link your statements to examples of your CPD that you have given in Section 1 of the form.

1. Learning activities

This section provides registrants with the opportunity to show that they have undertaken a mixture of activities.

Registrants are typically required to show evidence of learning in three (exceptionally two) categories.

Definitions and examples of learning activities within each category can be found at www.charteredscientist.org/PDFs/categories_of_learning_activities.pdf

2. A statement (with examples) of how your CPD activity has contributed to the quality of your professional practice and service delivery

From the information provided in this section, consideration will be given to the extent to which your recent CPD activities have benefited you personally, your professional practice and service outcomes.

3. A statement with examples of how your CPD has benefitted the users of your work

Evidence for this may include information form; experiential activities, appraisals, personal development plans, changes in practice or service delivery or outcomes or learning outcomes and reflective evaluation.

4. Summary of supporting evidence submitted

This section requires you to (where possible) list the *evidence* of your CPD i.e. in the form of copies of certificates of attendance etc. If you are an active participant of the Institute's CPD scheme and have had your portfolio recently revalidated you can use your '*Continuing Professional Development Summary Form*'. It does not matter if not all of the activities and evidence referred to in the *Summary Form* for validation are included in your *Registrant's Statement* as it is recognised that some people will have a wide range of CPD activities. The activities/evidence in Section 4 should cross reference to the statements you have written for Sections 2 and 3 of your CSci Registrants Statement Form. If you are not participating in the Institute's CPD scheme or have not had your portfolio validated you will still be required to provide evidence of CPD undertaken.

What happens when you submit your CPD for assessment?

An acknowledgment will be sent by email on receipt of your assessment documentation.

A preliminary check will be made to ensure that all the required information has been submitted. Registrants are recommended to submit their *CSci Registrants Statement Form* and accompanying evidence as early as possible prior to the three month deadline, as incomplete submissions sent back to registrants will be expected to be returned within the original timescale.

Two assessors are assigned who will undertake an assessment of your completed *CSci Registrants Statement Form* and supporting evidence of CPD against the Science Council Standards of Competency and CPD requirements.

Assessment outcomes and feedback to registrants

An *Assessment Outcome Statement* will be sent showing the outcomes of the assessment against the competencies and requirements. This will include where examples of exemplary practice are noted by the assessors.

The outcomes are:

Standards Met – you will remain on the register of Chartered Scientists and not be required to undergo another assessment for at least 12 months.

Standards Not Met - If information is incomplete or missing you will be notified and given three months to submit the required information. If after assessment the new evidence meets the standards then you will remain on the register of Chartered Scientists. However, under Science Council regulations you will automatically be selected for audit in 12 months' time.

If after assessment of the new evidence it is still not sufficient to meet the standards, or the specific deadline is reached without the submission of the new evidence, you will fail the assessment and will be removed from the Chartered Scientist register and no longer permitted to use the CSci post nominals. (see below for information on re-registering as a Chartered Scientist).

What happens if you are unable to provide information for assessment within the time specified?

If you are unable to undertake the assessment at the time of the selection or to provide supplementary information when requested, you must write to the Chartered Scientist Officer at the Institute giving a reason. Each situation will be considered individually. However, deferred assessments and deadline extensions will only be granted in exceptional circumstances.

Appealing against an assessment decision

A registrant wishing to appeal against an assessment decision should write to the Institute's Chartered Scientist Officer within one month of the date of the notification letter giving reasons why they disagree with the decision and provide supporting information where relevant.

The appeal and all relevant documentation will be referred to the Membership Committee who will make the following decisions:

- uphold the appeal
- dismiss the appeal

You will then be notified by the Committee Secretary of the outcome.

Reregistering as a Chartered Scientist

Applications to reregister following a failed assessment outcome will only be considered after a period of 18 months. Applicants will be considered, without prejudice, in respect of the standards of competence and CPD requirements prevailing at the time of application.

Further Information

CPD and Revalidation for Chartered Scientists www.charteredscientist.org/about-csci/standards;

Standards of Competence for Chartered Scientists www.charteredscientist.org/about-csci/standards;

IBMS CPD ePortfolio and information downloads www.ibms.org and log into members area.

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