



IBMS CPD Scheme





We want to provide our members with a CPD scheme that offers a flexible system of recording CPD that is easy to use and meets your requirements for achieving and maintaining your professional registration.

What is Continuing Professional Development (CPD)?

The IBMS definition of CPD is:

“A process of lifelong learning, which enables you to meet the prerequisite knowledge and skill levels that relate to your evolving scope of practice, thereby maintaining competence in your scope of practice as a practitioner in biomedical science”.

The practice of CPD should be seen as a **continuous process of learning** and **professional activities with recognisable outcomes and benefits**, rather than a series of events and activities for updating or acquiring knowledge. Reflection is the systematic enquiry into your practice, in order to improve your practice and deepen your understanding of your practice.

A key element of reflection in Continuing Professional Development (CPD) is to focus on whether the learning from undertaking CPD activities has led or may lead to changes within your current or future practice.

Benefits of undertaking CPD

Undertaking CPD:

- Broadens your professional knowledge base and acquiring new skills
- Recognises the achievement of your learning outcomes through reflective practice
- Supports renewal of your registration with the Health and Care Professions Council (HCPC)
- Supports revalidation for the designation of Registered Science Technician (RSci Tech), Registered Scientist (RSci) and Chartered Scientist (CSci).
- Enhances your curriculum vitae and employment prospects
- Provides a benchmark for your performance appraisal



The IBMS CPD scheme

The IBMS CPD scheme provides an opportunity for you to participate in a variety of structured activities and formally record your learning experience and outcomes.

The IBMS recognises members' continuous learning through the award of IBMS CPD Diplomas.

In order to gain an IBMS CPD diploma, you will need to complete **24 activities** and **reflection** on those activities across **three categories**.

Achieving an IBMS CPD diploma by completing a broad range of activities across different CPD categories will enhance your knowledge and skills and support you in identifying and achieving learning outcomes.

The **IBMS CPD ePortfolio** provides a platform for you to record and monitor your CPD activities online.

The ePortfolio is designed to enable you to critically analyse and reflect on your learning experiences and record the resulting benefits to your professional practice and development.

Benefits of the IBMS CPD scheme

Benefits of the IBMS CPD scheme include:

- An ePortfolio to record your CPD activities, evidence and reflection
- CPD recorded in the IBMS CPD scheme can be used to demonstrate that you meet HCPC and Science Council CPD standards
- Designed to encourage you to undertake a broad range of CPD activities
- Supports you in identifying and achieving learning outcomes
- Quick and easy recording of your CPD activities
- Streamlined validation process

IBMS CPD Diploma

To achieve an IBMS CPD diploma you will need to undertake a range of learning activities during the **2 year validation period** and reflect on how your CPD has enhanced the quality of their practice and benefited service users.

You will need to achieve **24 activities across a minimum of three categories**, with **reflection on those activities**, during the **2 year cpd cycle** to be eligible to for the award of an IBMS CPD diploma.

For activities to count towards the award of an IBMS CPD diploma they must be:

- less than two years old (from the date you apply for validation)
- completed after the start date of your current diploma

To help you keep track of the number of activities that you have completed across different IBMS CPD categories in your current validation period a chart will be displayed when you log in to your CPD ePortfolio.

When you have achieved a minimum of 24 activities across three categories and have carried out reflection on each of those activities, you will receive a message when you log in to your ePortfolio letting you know that your CPD portfolio is ready to submit for validation.

CPD activities

All formal and informal learning that contributes towards your continuing effectiveness as a professional practitioner are accepted as CPD activities by the IBMS

However:

- Only activities undertaken during the CPD cycle of your current registered diploma (**two years from your diploma start date**) count towards the award of an IBMS CPD diploma.
- Activities that are **over 2 years old** when you submit your CPD diploma for validation the **will not count towards the diploma** but will still be recorded in your CPD.

You can find a list of some of the formal and informal learning activities that might contribute to your continuing professional development at:

<http://www.hcpc-uk.org/registrants/cpd/activities/>

IBMS CPD categories

IBMS CPD categories have been designed to reflect HCPC and Science Council CPD categories. This will make it easier for you to use activities recorded in your IBMS CPD ePortfolio as evidence that you have met [HCPC](#) and [Science Council](#) CPD standards.

IBMS CPD categories are:

- Work-based learning
- Professional activity
- Formal education
- Self-directed learning
- Other



How will I know which IBMS CPD category to use?

As well as reflecting HCPC and Science Council CPD categories, the new IBMS CPD categories are also related to the old IBMS CPD codes.

We have listed how the old IBMS CPD codes are linked to the CPD categories used in the IBMS CPD scheme in our CPD Categories Quick Guide.

However, this is a guide and you can select whichever CPD category that you feel best suits an activity.

If you do not think the activity that you are recording fits under the Professional Activity, Formal Education, Work Based Learning or Self-Directed Learning IBMS CPD categories, you can record the activity under our “Other” category.

You may find this listing of CPD activities and categories on the HCPC website useful:

<http://www.hcpc-uk.org/registrants/cpd/activities/>

Recording activities in the IBMS CPD ePortfolio

You will be able to select pre-defined activities from a list on the IBMS website or create your own activity and add it to your ePortfolio. Activities listed on the IBMS website will already have a CPD category allocated.

You can add activities that are not listed on the IBMS website to your ePortfolio by completing an Add New Activity form and selecting the appropriate category from the drop down list.

You can add a new activity by visiting My CPD, clicking on the diploma you would like to add an activity to and selecting “Add New Activity”.

For each activity, you will also be able to upload documents, add reflective notes and, where appropriate, relevant learning outcomes.

You find detailed instructions on how to use our new ePortfolio, including how add activities to your CPD diplomas in our CPD User Guide.

How do I apply for validation to achieve a CPD diploma?

When you have achieved a **minimum of 24 activities** across **three categories** and have carried out **reflection on each of those activities**, you will receive a message when you log in to your ePortfolio letting you know your portfolio is ready to submit for validation.

You will be asked to review your ePortfolio and will then be able to submit your ePortfolio for validation by simply clicking a button. The IBMS Education Team will then review your portfolio and issue you with a diploma.

You will not be able to edit your diploma once you have submitted it for validation. You will not be able to add further activities to your ePortfolio until your new diploma has been released.

You can find detailed guidance on how to apply for an IBMS CPD diploma in our CPD User Guide

FAQs

“How do I use my IBMS CPD ePortfolio?”

We have created a detailed user guide to our new ePortfolio, including information on adding activities, reflection and supporting documents to your diploma, submitting your diploma for validation and starting a new diploma.

Please see our CPD User Guide for further information.

“I haven’t previously registered on the IBMS CPD scheme, how do I join?”

To join the IBMS CPD scheme and access an ePortfolio you will need to register as an IBMS website user. Once you have registered and logged in to the IBMS website, you will need to visit the Update my Contact Details and Interests page and select My Preferences. Scroll to the bottom of the page and tick the CPD User box.

You will be registered as an IBMS CPD User within 24 hours. Once your registration has gone through you will be able to start your access your IBMS ePortfolio and start your CPD diploma by visiting My CPD.

“I am not a member of the IBMS, can I use the IBMS CPD scheme?”

No. The IBMS CPD scheme is a benefit of IBMS membership and only open to IBMS members.

Will I still be able to send in a paper portfolio for validation?

No. You will no longer be able to submit a paper portfolio to the IBMS for validation. The new IBMS CPD scheme only allows for online submissions and validation of a CPD diploma.

You can keep paper records of your CPD but will need to upload your CPD activities, reflection and supporting documentation to your IBMS CPD ePortfolio to have your CPD validated and receive a diploma.

“I previously submitted my CPD in a paper portfolio, how do I start an online IBMS CPD ePortfolio?”

As you are registered as a user of the IBMS CPD scheme you will already be registered on a CPD diploma. As part of the move to our new CPD scheme we will have created an online version of your current CPD diploma (an ePortfolio).

To access your ePortfolio, all you need to do is register as an IBMS website user and log in to the IBMS website.

Once you are logged in to the IBMS website, go to My CPD and you will be able to view your current CPD diploma.

“How can I use activities, reflection and supporting evidence stored in my IBMS ePortfolio to support maintaining my Science Council and HCPC professional registration?”

You can download the activities and reflection from each of your IBMS CPD diplomas in either .csv or .pdf format by visiting My CPD, clicking on the diploma you would like to download the activities and reflection from and clicking either the .csv or .pdf buttons.

To download supporting evidence visit My CPD, click on the diploma you would like to download the supporting evidence from. Find the activity that you would like to download the supporting evidence from and click “Edit”. Click on the Uploaded documents tab and select the document title to download the supporting evidence.

Please note that evidence can be uploaded against each activity on the CPD portfolio.

Original attendance certificates or other forms of evidence must be retained by the member, as these may be required in the event of an audit of your CPD.

User Guide

We have created a detailed User Guide to our new ePortfolio, including information on adding activities, reflection and supporting documents to your diploma, submitting your diploma for validation and starting a new diploma.

You find detailed instructions on how to use our new ePortfolio, including how to download activities, reflection and supporting evidence from your CPD diplomas in our CPD User Guide.

You can download our CPD User Guide and other CPD guides and resources from www.ibms.org/resources/cpd

IBMS CPD scheme at a glance:

2 year CPD cycle
24 activities with reflection
In **3 categories**

Contact

You can **contact** the **IBMS CPD Team** at:

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