

## Guidance notes on Continuing Professional Development (CPD) for part-time employees and those on, or returning from, career breaks

Continuing Professional Development (CPD) aims to support each member's professional development and is also a vital part of maintenance of registration. The following information addresses both of these criteria.

CPD is defined by the Health and Care Professions Council (HCPC), and endorsed by IPEM, as a range of learning activities through which health professionals maintain and develop throughout their career to ensure that they retain their capacity to practise safely, effectively and legally within their evolving scope of practice.

Maintaining a CPD record for at least a two year period is recommended to even out opportunities and range of CPD activities.

### **Part-Time Staff**

It is recognised that part-time staff may well encounter problems with achieving the expected CPD per year but, however few hours they are working, they have the same requirement and responsibility as full time staff to maintain their professional competence in their (reduced) area of work. No concession in the amount or breadth of CPD can be made, but these are targets, not absolute requirements. Evidence of attempt is valuable. There are many ways of achieving CPD, some of which can be undertaken outside work or at home.

### **Staff on Career Breaks**

During the course of their career, many health professionals may not practice their profession for a period of time. The IPEM 'Career Break Policy' defines a career break, for the purposes of a reduced IPEM membership fee, as 'an extended period of unpaid time away from work'. Specifically, breaks shorter than one year will not be eligible under the IPEM 'Career Break Policy'. These breaks may occur for many reasons which could include parental leave, extended travel, caring responsibilities or illness.

It is recognised that staff on career breaks may or may not continue with CPD activities during their break. If CPD is undertaken, it is recommended that a record is kept. Evidence of attempt is valuable and should be presented to the employer on return to work to aid in the decisions made about the period of updating programme.

The HCPC 'return to practice' requirements apply to anyone who has not practiced their profession for more than **two** years and the IPEM CPD guidance is based on the same criterion. The HCPC requires, and IPEM also recommends, the following periods of updating following a return to practice:

- 0-2 years out of practice - no requirements
- 2-5 years out of practice - 30 days of updating
- 5 years or more out of practice - 60 days of updating

The HCPC has guidance on what the content of updating can be and how it can be undertaken. See: [http://www.hpc-uk.org/assets/documents/10001364Returning\\_to\\_practice.pdf](http://www.hpc-uk.org/assets/documents/10001364Returning_to_practice.pdf)

You should structure your update in consultation with your line manager around your job description and the competency requirements of your job. It will be necessary to schedule an appraisal with your line manager when you return to work so as to set out the objectives as part of your Personal Development Plan.

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### **Sources of Support**

It is important that information is easily available when a member is having a career break or not working in a department. However, the onus is on the member to contact their local department who will have information available on local meetings and opportunities.

### **Support from IPEM**

- Members who wish to apply for a career break under the IPEM 'Career Break Policy' must complete the IPEM Career Break Application Form. If eligible, the member will pay an annual membership fee which will be equivalent to the Affiliate Member rate applicable at the time that the career break begins. Members will retain the grade they have achieved prior to their career break and all the privileges and responsibilities of that grade including continued receipt of regular e-mailings. In addition, those members who have been granted a career break under the IPEM 'Career Break Policy' and are also registered on IPEM's CPD scheme will be given free registration at any scientific meeting organised by IPEM they wish to attend.
- On return from a career break, a member will need update training which qualifies as CPD. The details would be discussed and agreed with the member by the head of department and/or the CPD co-ordinator on return to the department.

### **Support from local departments**

It is expected that most of the following will be current practice but, if not, it is recommended to departments as good practice:

- To identify changes in professional standards and practice with members returning from career breaks and draw up a plan for update training.
- To make available information about relevant meetings and allow attendance at them.
- To encourage visits by those members on registered career breaks, including those who may have been employed in departments elsewhere, but may have changed location.
- Encourage members to submit CPD returns for any appropriate activity undertaken.

### **Informal and individual efforts**

Would include:

- To investigate support from other sources.
- To attend meetings organised by other Institutes.
- To keep in contact with the mentor and the local department.

### **General support schemes**

There are a number of general support schemes available including:

- Website of the UK Government: [www.direct.gov.uk](http://www.direct.gov.uk)
- Working Families: [www.workingfamilies.org.uk](http://www.workingfamilies.org.uk)
- A Return to Work: [www.areturntowork.co.uk](http://www.areturntowork.co.uk)
- Women's Engineering Society: [www.wes.org.uk](http://www.wes.org.uk)
- Women into Science, Engineering and Construction: [www.wisecampaign.org.uk](http://www.wisecampaign.org.uk)
- Daphne Jackson bursary: [www.daphnejackson.org](http://www.daphnejackson.org)

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### **Frequently Asked Questions**

#### **I work part-time. How much CPD must I do?**

There is no pass/fail line. CPD activity is about recording what you do whether working full or part-time. The 'self-directed learning' category can be very useful as a structured plan including journal reading, management training or specific areas. Some activities outside 'normal' work may also be eligible for inclusion on the CPD record – ask your CPD co-ordinator.

#### **How will it affect my registration on the CPD scheme if I don't achieve the expected amount of CPD?**

The amount of CPD will vary from one year to the next during your working life. The individual circumstances will be taken into account in any audit. It is far better to show evidence of effort, which will be regarded much more sympathetically, than no effort at all. Also bear in mind the previous year can also be considered in an audit of CPD activity.

#### **I'm planning a career break. What plans can I make to cover this time?**

Read the IPEM 'Career Break Policy' and, if eligible, complete and return the Career Break Application Form. You will pay an annual membership fee which will be equivalent to the Affiliate Member rate applicable at the time that the career break begins. You will still receive regular e-mailings with meeting notices. In addition, registration at meetings organised by IPEM are free for those registered on a career break. This should help you to keep up with scientific developments and with meeting colleagues.

Ask your head of department to keep you informed of local seminars and meetings which will help you keep in touch. It might also be possible to visit your local department to keep up with journals.

Keep in contact with your mentor!

#### **Any ideas for CPD while I'm on career break?**

If you wish to continue doing CPD while on your career break you could consider discussing with your employer the following:

- Keeping in contact with your local department.
- Lecturing.
- Attending meetings/conferences/courses.
- The possibility of joining an agency/bank.
- Working from home on a specific project.
- Access to university libraries.
- Local lectures e.g. arranged by IEE or a similar body.

The audit of CPD activity can also take account of the previous year so a 'leaner' year can be helped by another year.

When you return to work there will probably be some update training that will help boost the CPD quickly.

#### **What happens if I move away?**

Before you move away ask your local department for contact details in the new area.