

## CPD Guidance for International Members

Continuing Professional Development (CPD) is the learning and personal growth that we get out of our work. This is to be distinguished from the effort that we put in; which are the work objectives.

### Your Personal Development Plan

The starting point for your CPD is your Personal Development Plan (PDP); whereby you reflect on your personal learning needs and development objectives for the year. As the CPD year runs from April to March, it is helpful to start to think of your PDP as early as January each year (or in time for your annual appraisal if you have one).

Consider the full scope of your work and the likely activities you will engage in during the year; then ask yourself how you could improve those activities, and how you can engage better with stakeholders (including colleagues, partners, senior officials, clinicians and patients). This includes keeping up to date in those topics which are of particular professional interest as well as developing new skills.

If you have a manager appraisal, you can draft your PDP in conjunction with your manager. It is also good practice to discuss your PDP with another professional or peer appraiser, and you may wish to join the Faculty CPD Buddy Scheme to allocate a peer buddy. International FPH members are a large diverse group – whatever your situation is, it is likely there are others facing similar issues.

### Claiming credits for CPD

- CPD must be documented using the on-line diary at <http://www.fph.org.uk/> This becomes mandatory from April 2016. If this represents real difficulty for you, please contact the CPD Office as soon as possible. A guide how to use the online diary is available on <http://www.fph.org.uk/uploads/Online%20diary%20guidance%20Jan%202016.pdf>
- CPD credits should always reflect new learning. You are required to undertake at least 50 credits of CPD each year; with a total of at least 250 in a 5 year cycle. As a guide, credits claimed for CPD should be based on one credit per hour of real educational or learning time, three credits for half a day and five credits for a full day.
- Write a reflective note for each CPD activity where credits are claimed. There is guidance on writing reflective notes on the FPH website. [http://www.fph.org.uk/recording\\_cpd](http://www.fph.org.uk/recording_cpd)
- You may not claim more than 5 CPD credits in any one reflective note. If you attend a conference which lasts more than one day, write a reflective note specific to each day for which you are claiming CPD credits ie the content of reflection for each day should be different. 5 CPD credits equates to one day.

- Do not claim more than 100 credits in any one year. If you have undertaken more CPD than this, select those activities which you think provide a good balance of the CPD you have undertaken and reflect on those. Quality of reflection is more important than quantity of CPD credits claimed.

## You may claim CPD credits for:

- On the job learning where you may have, for example, undertaken a consultancy, research or teaching assignment with new learning or a new context
- Preparation for teaching, consultancy, assignments, meetings, conference presentations, reports and publications where there has been new learning for you
- Leading projects, programmes or attendance at meetings, workshops, seminars and conferences which have resulted in new learning for you
- Private reading e.g. policy documents and evidence reviews. For these, the reflective note should be specific to the article or document(s).
- Acquisition of new skills or knowledge at training sessions or workshops, e.g. media skills, chairing groups, managing conflict etc.
- Reflections following CPD buddy sessions where there has been new learning e.g. on a challenging issue or developmental learning from coaching or mentoring

This list is not exhaustive. To claim CPD credits you should be able to reflect on the activity and demonstrate new learning.

## The CPD Buddy Scheme

- CPD Buddy Scheme was launched in October 2013 for mutual peer support on CPD and to strengthen networks between FPH members overseas. Members communicate with each other by Skype at least every two months (or more frequently as needed e.g. when preparing for audit).
- Members supply their details for the scheme, their scope of work and support required from a buddy. Buddies are matched according to their scope of work, and if possible by geographical location.
- Buddies can support each other with a difficult issue or career decision; or can help each other reflect on their PDPs. Buddies are reminded that reflections from such buddy activities can count as CPD credits if they are documented and represent new learning.
- Some members have signed up even if they did not particularly need a buddy themselves, but were happy to make a difference to another colleague who really needed support.
- To express an interest in the CPD Buddy Scheme, or for general support and advice on CPD and/or CPD audit, please contact the International CPD Adviser on mia20cam@gmail.com or email the Faculty CPD Office on [cpd@fph.org.uk](mailto:cpd@fph.org.uk)
- Further information and useful resources, including the CPD Policy, the FPH Global Health Strategy and Special Interest Groups, can be found on the Faculty webpages [http://www.fph.org.uk/continuing\\_professional\\_development\\_\(cpd\)](http://www.fph.org.uk/continuing_professional_development_(cpd))  
<http://www.fph.org.uk/international>  
[http://www.fph.org.uk/welcome to fph's special interest groups](http://www.fph.org.uk/welcome_to_fph's_special_interest_groups)

