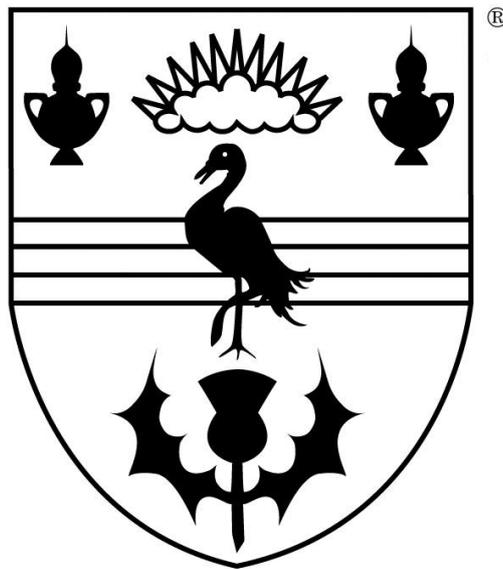


The Royal Environmental Health Institute of Scotland



Scheme of Continuing Professional Development

March 2019

The Royal Environmental Health Institute of Scotland

Scheme of Continuing Professional Development (CPD)

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CONTINUING PROFESSIONAL DEVELOPMENT FOR MEMBERS WHO ARE ENVIRONMENTAL HEALTH OFFICERS REGULATIONS

These Regulations were adopted by the Council of the Royal Environmental Health Institute of Scotland (REHIS), using the powers contained in Bye-Law 9.3, on 1 March 2014 and are now in effect.

1. Except as otherwise provided in these Regulations, all members of the Institute who are Environmental Health Officers are invited to comply with the approved scheme of continuing professional development, as amended from time to time. Members accepting this invitation are hereafter referred to as scheme participants.
2. For the purpose of these Regulations, continuing professional development (CPD) shall be defined as activities which:
 - maintain, improve and broaden the knowledge, skills and expertise of scheme participants
 - stimulate reflection and develop analytical and investigative competencies within a range of defined core concepts of underpinning skills and knowledge
 - develop personal qualities necessary to undertake professional tasks and duties
 - develop the management skills which are needed to supplement professional knowledge
 - are undertaken regularly so as to ensure that the learning process is continuous throughout the working life of the scheme participant.
3. In order to comply with the CPD requirement, a minimum aggregate of 60 hours of core and supplementary activities must be completed in any three consecutive calendar years provided that:
 - within this period no fewer than 15 hours of CPD activities shall be completed in each calendar year, and
 - at least 10 hours of this activity must be devoted to core activities each calendar year
 - where specialist work forms the main part of employment activities, CPD on the specialist area of work must equate to at least 50% of the minimum CPD core requirement of 10 hours. No fewer than 5 hours of specialist core activities must be completed in any one calendar year.
 - in addition, but inclusive within the CPD hours requirements, a written submission of no less than 2,000 words must be submitted at least once within every consecutive three year period. The written submission must address a core environmental health activity and incorporate at least one of the following elements of underpinning skills and knowledge:
 - evaluative practice
 - sustainable development
 - environmental epidemiology
 - communication
 - collaborative working
 - public health challenges

The written submission can be connected to a project, research, private study or initiative which incorporates new learning.

For the purpose of these Regulations, a calendar year commences on 1 January and ends on 31 December.

4. In calculating such an aggregate, time spent on supplementary activities shall count as 50% of the time requirement, eg, in order to satisfy the 15 hour minimum requirement in any one year, 10 hours of supplementary activity would have to be added to the compulsory 10 hours of core activity to achieve the 15 hours requirement.
5. Scheme participants taking career breaks are permitted one calendar year exempt from CPD activities in any three consecutive calendar years, provided that a minimum aggregate of 60 hours of core and supplementary CPD activities is completed in the same three consecutive calendar years. Scheme participants taking career breaks, either, greater than one year or where more than one break is taken within a consecutive three year period, can submit a written submission as described in section 3 for that particular year. This provides scheme participants a degree of flexibility whilst remaining compliant with CPD requirements.
6. Scheme participants are required to maintain a documented record of their CPD on the official record card, which is a summary of the evidence included, and which contains a declaration from the scheme participant that the CPD claimed is true and accurate. By prior agreement with the Director of Professional Development a computer printout or similar document attached to the official record card may be accepted, as a summary of the evidence included, provided the remainder of the card is completed. Scheme participants will be required to submit to REHIS, no later than 31 January each year, their personal record of CPD along with corroborating evidence for the previous calendar year and written submission at least once within every consecutive three year period.
7. On receipt by REHIS, the record cards, written submissions and corroborating evidence will be subject to scrutiny to ascertain that they have been completed correctly.
8. REHIS will issue, by 31 March each year, to each scheme participant who has been judged, in the first instance, to have complied with the CPD requirement as laid out in these Regulations, an *Annual Certificate of Compliance*, which is extant for one year only commencing on 1 April.
9. Sanctions may be taken for any unprofessional conduct in relation to the completion of CPD records, falsifying information, making untrue statements or claims, or failing, without reasonable excuse, to submit record cards and written submissions timeously.
10. These Regulations, the accompanying Code of Practice and the Guide to CPD can be amended at any time by the Council of the Institute.

CONTINUING PROFESSIONAL DEVELOPMENT FOR MEMBERS WHO ARE ENVIRONMENTAL HEALTH OFFICERS

CODE OF PRACTICE

This Code of Practice was adopted by the Council of the Institute on 1 March 2014 and is the Code of Practice referred to in the REHIS Regulations on Continuing Professional Development for members who are Environmental Health Officers.

1. ***What is Continuing Professional Development?***

REHIS has adopted a policy which invites members who are Environmental Health Officers to comply with the approved scheme of continuing professional development (CPD). This has been defined, in general terms, as a method by which all scheme participants can systematically maintain and improve their professional knowledge and skills, and develop their personal qualities to the level which is necessary to execute their professional and technical duties throughout their active working lives.

CPD is intended to provide the means by which the Environmental Health Profession in Scotland can demonstrate collective as well as individual professional competence.

2. ***Continuing Professional Development***

CPD is defined in regulation 2, and the compliance requirement is detailed in regulations 3 to 6 of the CPD Regulations.

3. ***Core and Supplementary Subjects***

For the purpose of satisfying the requirements in relation to core and supplementary subjects, the following are considered to fall within each category:

Core Subjects:

- Public Health
- Occupational Health and Safety

- Health Education/Promotion
- Food Safety
- Pollution Control
- Environmental Protection
- Built Environment
- Waste Management
- Foodborne and Communicable Diseases

Supplementary Subjects:

- Information Technology
- Financial Management
- General Management
- Presentation Skills
- Personnel Management
- Quality Assurance
- Managing Change

NB - Other areas of work may qualify as supplementary subjects. Scheme participants seeking further guidance on this should contact the Institute's office.

3.1 Activities associated with ***core subjects*** which qualify as CPD:

- post graduate educational courses such as masters' degrees, diplomas, certificates
- meetings, courses, seminars, workshops, conferences or public debates
- recognised distance learning courses
- approved research
- preparation, presentation or publication of papers
- structured in-house, or inter-employer workshops
- working groups set up by REHIS, government departments,

colleges, companies or other approved bodies

- work experience or research
- structured individual study, which can be demonstrated as complying with the objectives of the CPD scheme
- any other activity approved by the Council

3.2 Activities associated with **supplementary subjects** which qualify as CPD:

- educational courses leading to qualifications
- courses, seminars, workshops and training
- structured individual study, capable of external assessment to ensure compliance with the objectives of the CPD scheme
- formalised training in one, or a combination of subjects, indirectly related to environmental health, such as languages or European Union matters
- any other activity approved by the Council

4. **Minimum CPD Requirement**

For the purposes of satisfying the CPD Regulations, the requirement to undertake a minimum of 60 hours CPD activity aggregated over 3 calendar years, and 15 hours CPD activity each calendar year, shall be satisfied if either core activities or a combination of core and supplementary activities equates to 60 hours and 15 hours respectively, provided that within the aggregate figure at least 10 hours per calendar year of core subjects must be included.

For those employed in specialist areas at least 5 hours of specialist core activities must be included within the aggregate figure per calendar year.

If supplementary activities are included, in order to satisfy the 15 hour minimum requirement in any one calendar year, 10 hours of supplementary activity could be added to the compulsory 10 hours of

core activity to achieve the 15 hours requirement, viz: $10 + 10/2 = 15$ hours.

In determining the number of hours which can be credited, all courses, seminars and events organised by REHIS will be given a CPD hours value.

In addition, but inclusive within the CPD hours requirements, a written submission of no less than 2,000 words must be submitted at least once within every consecutive three year period. The written submission must address a core environmental health activity and incorporate at least one of the following elements of underpinning skills and knowledge:

- evaluative practice
- sustainable development
- environmental epidemiology
- communication
- collaborative working
- public health challenges

The written submission can be connected to a project, research, private study or initiative which incorporates new learning.

5. **Recording CPD**

A record card for the documentation of CPD activities will be issued to scheme participants. Corroboration of CPD should be obtained for each activity recorded, eg, by course organiser, employer or academic tutor.

6. **Monitoring of CPD**

Each year, monitoring of the scheme will take place. Scheme participants' record cards and written submissions will be scrutinised on receipt and a sample of the record cards and written submissions will be subjected to a detailed audit.

7. It is strongly recommended that a person should be given responsibility for CPD within each organisation employing EHOs.

CONTINUING PROFESSIONAL DEVELOPMENT FOR NON-ENVIRONMENTAL HEALTH OFFICER MEMBERS REGULATIONS

These Regulations were adopted by the Council of the Royal Environmental Health Institute of Scotland (REHIS) on 2 March 2019 and are now in effect.

1. Except as otherwise provided in these Regulations, all members of the Institute in the membership category Ordinary Members (Others), or who are Fellows and are not Environmental Health Officers, are invited to comply with the approved scheme of continuing professional development, as amended from time to time. Members accepting this invitation are hereafter referred to as scheme participants.
2. For the purpose of these Regulations, continuing professional development (CPD) shall be defined as activities which:
 - maintain, improve and broaden the knowledge, skills and expertise of scheme participants involved in environmental health issues
 - develop personal qualities necessary to undertake professional tasks and duties
 - develop the management skills which are needed to supplement professional knowledge
 - are undertaken regularly so as to ensure that the learning process is continuous throughout the working life of the scheme participant
3. In order to comply with the CPD requirement, a minimum aggregate of 60 hours of core and supplementary activities should be completed in any three consecutive calendar years provided that:
 - within this period no fewer than 15 hours of CPD activities shall be completed in each calendar year, and
 - at least 10 hours of this activity must be devoted to core activities each calendar year
 - at least 5 hours of this activity must be devoted to specialist core activities each calendar year for individuals employed in specialist work
4. The method of calculating the time spent on any activity shall be as laid down in the CPD Code of Practice which accompanies these Regulations.
5. Scheme participants are required to maintain a documented record of their CPD on the official record card, or in any other form approved by the Institute. They will be required to submit to REHIS, on request, their personal record of CPD.
6. Retired members or members taking career breaks are exempt from the CPD requirement. Retired members or members taking career breaks returning to Ordinary Membership will be required to complete an additional 10 hours pro rata of CPD devoted to core activities during the first year back at work.
7. REHIS shall ensure that sufficient staff are employed to administer the scheme of CPD.
8. These Regulations, the accompanying Code of Practice and the Guide to CPD can be amended at any time by the Council of the Institute.

CONTINUING PROFESSIONAL DEVELOPMENT FOR NON-ENVIRONMENTAL HEALTH OFFICER MEMBERS

CODE OF PRACTICE

This Code of Practice has been adopted by the Council of the Institute and is the Code of Practice referred to in the REHIS Regulations on Continuing Professional Development for non-EHO members.

1. **What is Continuing Professional Development?**

REHIS has adopted a policy which invites members who are not Environmental Health Officers to comply with this Scheme of Continuing Professional Development (CPD). This has been defined, in general terms, as a method by which all scheme participants operating in the field of environmental health can systematically maintain and improve their professional knowledge and skills, and develop their personal qualities to the level which is necessary to execute their professional and technical duties throughout their active working lives.

2. **Continuing Professional Development**

CPD is defined in regulation 2, and the compliance requirement is detailed in regulation 3 of the CPD Regulations.

3. **Core and Supplementary Subjects**

For the purpose of satisfying the requirements in relation to core and supplementary subjects, the following are considered to fall within each category:

Core Subjects:

- Public Health
- Occupational Health and Safety
- Health Education/Promotion
- Food Safety
- Pollution Control
- Environmental Protection
- Built Environment
- Waste Management

- Foodborne and Communicable Diseases

Supplementary Subjects:

- Information Technology
- Financial Management
- General Management
- Presentation Skills
- Personnel Management
- Quality Assurance
- Managing Change

NB - Other areas of work may qualify as supplementary subjects. Scheme participants seeking further guidance on this should contact the Institute's office.

3.1 Activities associated with **core subjects** which qualify as CPD:

- postgraduate educational courses such as masters' degrees, diplomas, certificates
- meetings, courses, seminars, workshops, conferences or public debates
- recognised distance learning courses
- approved research
- preparation, presentation or publication of papers
- structured in-house or inter-employer based workshops
- working groups set up by REHIS, government departments, colleges, companies or other approved bodies
- work experience or research
- structured individual study, which can be demonstrated as complying with the objectives of the CPD scheme
- any other activity approved by the Council

3.2 Activities associated with **supplementary subjects** which qualify as CPD:

- educational courses leading to qualifications
- courses, seminars, workshops and training
- structured individual study, capable of external assessment to ensure compliance with the objectives of the CPD scheme
- formalised training in one, or a combination of subjects, indirectly related to environmental health, such as languages or European Union matters
- any other activity approved by the Council

4. **Minimum CPD Requirement**

For the purposes of satisfying the CPD Regulations, the requirement to undertake a minimum of 60 hours CPD activity aggregated over 3 years, and 15 hours CPD activity each year, shall be satisfied if a combination of core and supplementary activities equates to 60 hours and 15 hours respectively, provided that within the aggregate figure at least 10 hours per year of core subjects must be included.

Where specialist work forms the main part of employment activities, CPD on the specialist area of work must equate to at least 50% of the minimum CPD core requirement of 10 hours. No fewer than

5 hours of specialist core activities must be completed in any one calendar year.

In calculating such an aggregate, time spent on supplementary activities shall count as 50% of the time requirement, eg, in order to satisfy the 15 hour minimum requirement in any one year, 10 hours supplementary activity would have to be added to the compulsory 10 hours of core activity to achieve the 15 hours requirement, viz $10 + 10/2 = 15$ hours.

In determining the number of hours which can be credited, all courses, seminars and events organised by REHIS will be given a CPD hours value.

5. **Recording CPD**

A record card for the documentation of CPD activities will be issued to scheme participants. However, records may be kept by scheme participants in other approved forms such as on computer or on a personal training plan. Wherever possible, corroboration of CPD should be obtained for each activity recorded, eg, by course organiser or employer.

6. **Monitoring of CPD**

Each year regular monitoring of the scheme will take place. Scheme participants will be required to submit to REHIS, on request, their personal record of CPD and written submission where applicable.

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

GUIDE TO CPD

Why have CPD?

All professional bodies have a responsibility for ensuring that their members keep abreast of changes and developments which have a bearing on their responsibilities, so that well informed professional advice can be guaranteed. Equally, all employers have a right to expect that the guidance they receive from scheme participants is the best advice available and can be relied upon.

What do I have to do to comply with the Scheme?

All scheme participants are required to complete a minimum of 60 hours of CPD in every 3 year period with a minimum requirement of 15 hours in any one calendar year. In addition, but inclusive within the CPD hours requirements, a written submission of no less than 2,000 words must be submitted at least once within every consecutive three year period. The written submission must address a core environmental health activity and incorporate at least one of the following elements of underpinning skills and knowledge:

- evaluative practice
- sustainable development
- environmental epidemiology
- communication
- collaborative working
- public health challenges

The written submission can be connected to a project, research, private study or initiative which incorporates new learning.

Members who are not Environmental Health Officers are not required to submit a substantive report.

What do I have to do to comply with the Scheme if I am employed within a specialist area?

A specialist area of work could be any one of the following areas of work or a sub set within any of those areas (i.e. Housing within Built Environment):

- Public Health
- Occupational Health and Safety
- Health Education/Promotion
- Food Safety/Standards
- Pollution Control
- Environmental Protection
- Built Environment
- Waste Management
- Foodborne and Communicable Diseases

All scheme participants employed within a specialist area are required to complete a minimum of 15 hours of CPD in their specialist area in every 3 year period with a minimum requirement of 5 hours of CPD in their specialist area in any one calendar year as part of the aggregate figure.

What if I am a specialist employed in more than one specialist area?

Scheme participants employed within more than one specialist area are required to complete a minimum of 15 hours of CPD per specialist area in every 3 year period with a minimum requirement of 5 hours of CPD per specialist area in any one calendar year as part of the aggregate figure.

What activities count towards CPD?

There is a general misconception that CPD credits can only be gained by attending conferences and courses and that those who have difficulty attending such events will be disadvantaged. This is not the case. There are many ways of maintaining CPD as the following list indicates. Exposure to both core and supplementary activities by any of the following means will qualify for CPD:

- Courses, conferences and seminars
- Professional meetings
- Research and private study
- Technical authorship
- Preparation and presentation of papers
- In-house discussion groups
- Inter-agency discussion groups

- Distance or Open Learning
- Work experience on significant problem areas

The important criterion is that the activity undertaken must be relevant to the work of a member, though not exclusively devoted purely to environmental health.

Activities which develop complementary skills such as management training, or the development of presentational skills and managing change will also count as supplementary activities.

What is the difference between a core activity and a supplementary activity?

Core activities are those which form the basic areas of work of those working in the environmental health field:

- Public Health
- Occupational Health and Safety
- Health Education/Promotion
- Food Safety
- Pollution Control
- Environmental Protection
- Built Environment
- Waste Management
- Foodborne and Communicable Diseases

For the purposes of recording time spent on these subjects each will qualify for full hour credits, subject to the level at which the subject is dealt with.

Supplementary activities, which qualify for 50% of time credits (ie, 2 hours supplementary is equivalent to 1 hour core activity), are those subjects which broaden the skill base of the scheme participant in areas which indirectly relate to environmental health, such as:

- Information Technology
- Financial Management
- General Management
- Presentational Skills
- Personnel Management
- Quality Assurance
- Managing Change

NB: If scheme participants wish any other activity to be considered as a supplementary activity for CPD purposes, details can be submitted to REHIS for consideration.

How do I calculate the value of a CPD activity?

CPD activities should enhance scheme participants' professional knowledge and competence. The value in hours of a CPD activity, whether core or supplementary, will vary from member to member depending on their experience in the given activity. A newly qualified scheme participant attending a 10 hour Occupational Health and Safety seminar would be more likely to qualify for the full 10 hours than a scheme participant who specialises in Occupational Health and Safety. In calculating what proportion of the total value of CPD activity should be claimed the scheme participant should decide what proportion of the information presented is new to them. REHIS organised courses, seminars and the Annual Conference carry the statement that scheme participants will qualify for a maximum of 'x' hours CPD. It is for individual members to decide what value in hours they should claim.

What will it cost to ensure CPD?

The range of options should make it possible to satisfy the CPD requirement at minimal cost. Also, centre meetings will provide opportunities to gain CPD credits.

It is worth noting that groups of scheme participants should be encouraged to organise structured meetings and working groups which can qualify as CPD. Personal research, study or preparation of technical papers also qualifies.

What if I can't get time off work?

Employers are encouraged to support CPD activities so that employees can keep up to date with developments which improve their knowledge and skills. It is worth emphasising that it is very much in the employer's interest to ensure that their staff are knowledgeable and well informed. However, if anyone is having difficulty in being given time for CPD, the full range of ways in which credits can be gained should make it possible for everyone to satisfy the CPD requirement without having to take time off work.

Can information be passed on to scheme participants by others who attend conferences, etc?

Yes. Cascade training and structured briefing sessions can all be recorded for CPD purposes. However, the level at which the subject is targeted will determine the

proportion of the time which will count towards CPD.

Satisfying the CPD requirement

It is up to each individual member to decide the manner and subject areas most suitable for complying with the CPD requirement. The activities and subjects which count towards CPD are many and varied. Each individual should examine his or her own training needs and plan their CPD activities to satisfy this need. Employers may wish to introduce the concept of personal training plans for scheme participants which will analyse each person's training needs and prepare training plans designed to cater for this need in a structured manner. The written submission must address a core environmental health activity and incorporate at least one of the following elements of underpinning skills and knowledge:

- evaluative practice
- sustainable development
- environmental epidemiology
- communication
- collaborative working
- public health challenges

Members who are not Environmental Health Officers are not required to submit a substantive report.

Validation of Courses or Conferences

All courses, seminars, etc run by REHIS will be given a CPD time value. However, the extensive range and number of courses and conferences undertaken each year by educational establishments, professional organisations and private concerns, makes it impossible for REHIS to validate each one for CPD purposes. It is up to scheme participants to assess the value of events and properly record the number of hours which the event merits. Details of this should be given on the record card and will be open to scrutiny when submitted. Retrospective checks on attendance at these events will also be part of the monitoring process.

Wherever possible corroboration of CPD should be obtained for each activity recorded, eg, by course organiser or employer.

Persons or commercial concerns may submit details of training courses in advance of the event, so that the CPD value can be agreed. In

such cases it is usual for this information to be advertised with the details of the event.

Monitoring Procedure

The REHIS monitoring procedure will normally call for evidence of CPD experience for the preceding 3 year period.

Visits to places of employment may be carried out by officers employed by REHIS to check scheme participants' record cards.

Organising CPD events

Events which qualify for CPD can be organised by scheme participants. They may involve speakers on chosen subjects, discussions on new areas of interest, debates on current issues, or the examination of topics or problems which are relevant to the development of new learning or skills. They should be structured so that those attending can derive greatest benefit. Organisers should consider how the events can be made available to the greatest number of participants by giving consideration to repeating events, say morning and afternoon, or by organising events at lunch hours, in the evening, or at weekends. Events may also be repeated at different locations so that they are available to scheme participants in other areas.

The REHIS office may be in a position to give information on suitable speakers and can assist with publicising events to members.

Who do I contact at REHIS for more information?

The CPD scheme has been prepared and will be monitored by the Institute. Enquiries should be directed to the REHIS office at 19 Torphichen Street, Edinburgh, EH3 8HX, telephone number 0131 229 2968. Email address contact@rehis.com.

Members of staff will be able to advise members on the operation of the scheme.

Who can assist me with CPD needs?

It is strongly recommended that employers should appoint someone to be responsible for examining the training needs of each scheme participant and to assist individuals in planning their future training and development. Such a person could also act as liaison officer with REHIS on all aspects of CPD.

The content of this CPD booklet was approved by the Council of the Institute on 2 March 2019. It remains in force until further notice

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**CPD record cards are available
on request from the REHIS office and are
downloadable from the REHIS website.**