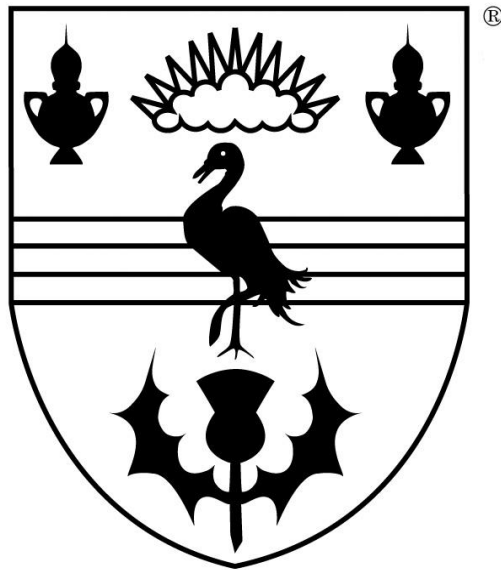


The Royal Environmental Health Institute of Scotland



Scheme of Continuing Professional Development

November 2023

CONTINUING PROFESSIONAL DEVELOPMENT REGULATIONS

The Institute invites members to comply with the approved scheme of continuing professional development (CPD). This has been defined, in general terms, as a method by which all participants of the scheme 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.

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 10 November 2023 and are now in effect.

1. All members of the Institute in the membership category Ordinary member (EHO) or Ordinary Member (Others), 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 purposes 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.
 - 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.

3a. CPD Requirement

In order to comply with the CPD requirement, a minimum aggregate of 60 hours of core and supplementary (as defined in section 5b below) 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 shall be devoted to core activities each calendar year.

For example, if a scheme participant submits the minimum 15 hours CPD in year one, and the minimum 15 hours CPD in year two, they shall submit at least 30 hours CPD in year three. At least 10 hours shall be core activity in each of the three separate years.

3b. Chartered EHO

In accordance with Bye-Law 8.3A the Institute provides for the use of the title Chartered Environmental Health Officer (Ch.EHO) through meeting the conditions determined by the Council. These conditions apply to members in the Fellow, Ordinary Member (EHO) and Honorary Member categories, who are entitled to use the designatory letters EHO MREHIS or EHO FREHIS. The conditions require compliance with the CPD requirement, as 3a above and, in addition, evidence of participation in one of the Approved Activities, submitted in each calendar year, or a written submission of no less than 2,000 words, submitted at least once within every consecutive three year period (refer to section 7).

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

5. CPD Hours

The activities and subjects which count towards CPD are many and varied. Each scheme participant should examine their own training needs and plan CPD activities to satisfy this need. Employers may wish to introduce the concept of personal training plans for scheme participants, which will analyse training needs and prepare plans to cater for this need in a structured manner.

5a. What activities count towards CPD?

There are many ways of gaining CPD as the following list indicates. Exposure to both core and supplementary (as defined in section 5b below) activities by any of the following means will qualify for CPD:

- Courses, conferences, workshops 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
- Cascade training and structured briefing sessions
- Structured individual study, which can be demonstrated as complying with the objectives of the CPD scheme.

The important criterion is that the activity undertaken must be relevant to the work of a scheme participant though need not, in the case of supplementary activity, be exclusively devoted to environmental health.

5b. Core and Supplementary Subjects

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

Core Subjects:

- Occupational Health and Safety
- Food Safety
- Food Standards
- Public Health
- Built Environment
- Pollution Control
- Waste Management
- Health Education/Promotion
- Diet and Health
- Environmental Protection
- 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 activities. Scheme participants seeking further guidance on this should contact the Institute's office.

5c. Deciding Upon 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 depending on the experience of the scheme participant in the given activity. A newly qualified scheme participant attending a 8-hour occupational health and safety seminar would be more likely to qualify for the full 8 hours than a scheme participant who specialises in occupational health and safety and has worked in the field for many years. 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.

Many organised courses, seminars and events carry a maximum number of CPD hours and it is for individual scheme participants to decide what value in hours they should claim.

5d. Time Contribution of Supplementary Activities

In calculating CPD, time spent on supplementary activities shall contribute 50% value of the time considered as new learning in a relevant activity. For example, if a management course is attended, this is likely to be supplementary activity, as opposed

to core activity. The course may have lasted 8 hours with the scheme participant feeling they have gained 4 hours of new learning. In this case the hours of supplementary activity which can be claimed is 50% of 4 hours, so 2 hours of CPD.

6. Evidence

All CPD entries must be supported with evidence to demonstrate the activity was completed. This could be a personalised certificate of attendance, minutes from a meeting, a copy of notes taken during an event or a short summary of the learning from an activity by way of a few sentences.

In the case of Approved Activities, evidence shall be provided in the form of a description of the professional development achieved, for example a few sentences overview of the activity, or a copy of the relevant presentation or article.

7. Additional requirement for Chartered EHO Members

Ordinary members (EHO) are invited to achieve Chartered EHO status and in addition to the annual submission of CPD hours, shall provide evidence of an Approved Activity in each calendar year, or provide a written submission in each three-year period.

7a. Approved Activities

- Have an article published in the REHIS Journal, or a peer reviewed journal, which shows new learning/development in a field of Environmental Health.
- Research, prepare and deliver an environmental health related presentation at an event attended by peers, such as a REHIS event.
- Hold the role of Chair or Secretary of a relevant Environmental Health related committee or working group* for the calendar year to which it applies.
- Be a REHIS examiner in a subject area at REHIS professional interviews.
- Be a REHIS assessor in assessing student portfolios.
- Be a professional practice advisor for a student/graduate trainee EHO developing and guidance their professional practice and training.
- Another piece of work or activity which is shown to evidence significant professional development.

* A relevant Environmental Health related committee or working group for the purposes of this Regulation is:

- a committee, sub-committee or working group formed by REHIS
- for members working in food enforcement, SFELC and committees formed from SFELC
- any local liaison groups that report to the above committees
- working groups or committees operating at a strategic level in organisations, focussing on a core subject of environmental health eg HELA, PHASS, etc
- cross organisational working groups of committees operating at a strategic level in organisations, focussing on a core subject of environmental health.

7b. **Written Submission**

Where the written submission is completed this must address a core environmental health subject (refer to section 5b) and incorporate at least one of the following core concepts:

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

The written submission can be connected to a project, research, private study or initiative which incorporates new learning and/or development and can be submitted at any time within the three-year period to which it applies. The submission shall be at around 2000 words in length.

8. **Records**

Scheme participants are required to maintain a documented record of their CPD, with **all** entries supported by evidence. This may be submitted on a record card, which must come directly from the scheme participant in hard copy or electronically by e mail, or electronically via the CPD recording system of the secure members section of the Institute website. Evidence of Approved Activities and written submissions can be made in the same manner.

9. **Submission**

Scheme participants are required to submit to the Institute, no later than **31 January** each year, their personal record of CPD along with evidence for the previous calendar year.

On receipt by the Institute, the records and evidence will be subject to scrutiny to ascertain that they have been completed correctly.

10. **Scheme Compliance**

Upon review of the submission the scheme participant will be advised of the outcome, either by letter where the submission was made in hard copy or via the secure members section of the Institute website, where submission was made by this route.

A scheme participant is deemed to have complied with the scheme after the requisite three years of submissions. In each of the first two years the scheme participant is provided with confirmation of the number of hours recorded against their name.

After the third year the Institute will issue, by 31 March, to each scheme participant who has been judged 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.

- 10a. Scheme participants who are EHOs who submit the requisite three years records, as well as evidence of an Approved Activity for each year **or** written submission in the three-year period, will be awarded Chartered EHO status. This is then maintained on an annual basis through ongoing compliance with the scheme.

Such scheme participants receive an electronic logo which can be used in their signature on any electronic communications, and they will be entered onto the list of Chartered EHOs maintained by the Institute.

11 Specialist Areas of Work

Compliance with the REHIS Scheme of CPD offers an independently assessed means of evidencing ongoing professional development. The maintaining of such records may allow scheme participants to be registered with other organisations with whom the Institute may develop partnership working.

Where such organisations offer schemes which involve work in specialist areas, CPD in the specialist area of work may require to be at least 5 hours core activity (half of the total minimum core activity of 10 hours) in each calendar year. Where a scheme participant wishes to evidence CPD in more than one specialist area of work, at least 5 hours core activity shall be provided and evidenced for each specialist area, in each calendar year. For example, a scheme participant who wishes to participate in such schemes and specialises in food and health & safety, shall provide a minimum of 5 hours CPD hours in each subject area, of food and of health & safety.

12. Career Breaks

Scheme participants may wish to take a career break from the CPD scheme, for example due to illness, maternity leave or other reason for long term absence from work. In such cases scheme participants 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. The requirements of section 7 remain in relation to the remaining two years of the three year period, i.e. completion of an Approved Activity in each of the two years, or a written submission for the three year period.

Scheme participants are not permitted to take more than one career break in any three-year period. This provides scheme participants a degree of flexibility whilst remaining compliant with CPD requirements.

13. 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.

14. Scheme participants shall comply with the Institute's Regulations of Professional Conduct and Discipline.

15. These Regulations can be amended at any time by the Council of the Institute.

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