



CPD POLICY

INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

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VERSION 3

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| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
|---------|-------------|---------------|--|----------|
| 1 | Council | 19.09.19 | Initial policy | C Parker |
| 2 | | 29.09.20 | To clarify removal conditions notes 10-12 | T Davies |
| 3 | | 06.08.21 | To detail the process for sampling and update to reflect the automatic rolling forward to 2 nd year if no response is forthcoming | T Davies |
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INSTITUTE OF HEALTHCARE ENGINEERING & ESTATE MANAGEMENT

CPD Policy:

1. It is an obligation of membership of IHEEM that Continuing Professional Development (CPD) is planned, undertaken and recorded*.
2. CPD is defined as the systematic acquisition of knowledge and skills, and the development of personal qualities, to maintain and enhance professional competence.
3. IHEEM recommends that members carry out regular reviews of their career aims and objectives and identify education, training and assessment needs.
4. Having identified such needs, members should then ensure that sufficient CPD activities are undertaken to meet those needs.
5. Additionally, registration with the Engineering Council places a mandatory requirement on registrants to maintain and develop professional competence. Recording evidence of CPD undertaken is a requirement of professional registration. There is the option to record CPD activity via your MyIHEEM CPD account accessed via the IHEEM website.
6. Equally, members who are professionally registered in other disciplines will also be required to maintain their professional competence.
7. **All members of IHEEM are expected to:**
 - a. Take ownership of their learning and development needs and develop a plan to indicate how they might meet these, in discussion with their employer, as appropriate.
 - b. Undertake a variety of development activities, both in accordance with this plan and in response to other opportunities which may arise.
 - c. Record their CPD activities. See your MyIHEEM CPD account for a simple easy system to record and reflect your learning outcomes.
 - d. Reflect upon what they have learned or achieved through their CPD activities and record these reflections.
 - e. Evaluate their CPD activities against any objectives which they have set and record this evaluation.
 - f. Review their learning and development plan regularly following reflection and assessment of future needs.
 - g. Support the learning and development of others through activities such as mentoring and sharing professional expertise and knowledge.
8. Any member who wishes to upgrade their membership with IHEEM, or register as a professional engineer with the Engineering Council, will be required to provide evidence of the CPD activities.

9. IHEEM carries out a programme of auditing of registrants CPD records in accordance with the terms of the licence to register engineers at Engineering Technician, Incorporated Engineer and Chartered Engineer level.
 - a. Registrants who are not professionally active may request exemption from a CPD sample.
 - b. Registrants who are temporarily not active should consider maintaining a level of CPD commensurate with their return to professional practice.
 - c. Those who are not employed but engaged in voluntary activity in connection with IHEEM or any other Institute are considered to be professionally active.
10. For professionally registered members (those registered with the Engineering Council) engagement in CPD activity is mandatory. This is seen as a positive process designed to contribute to supporting members grow and development throughout their career.
11. From 2020 the IHEEM are required to have a process for removing individuals from the register where consistently do not respond to or engage with requests for CPD records. The names of individuals removed from the Register due to non-compliance with a CPD sample will be made available to the other PEIs.

Our process for sampling is:

- The IHEEM will select a random sample of 5% of registrants annually, taken from across the Eng Tech, IEng and CEng registers.
 - The IHEEM will contact each registrant in the sample with further details on how to submit their evidence of CPD.
 - Each registrant will be required to submit evidence, to the IHEEM, that they have maintained their CPD through the past year. The IHEEM will provide the platform for them to be able to do this. Members have access to the MYIHEEM CPD application for each recording of reflective learning and CPD activity.
 - Each sampled registrant will have 6 weeks from the moment they are contacted to either submit their CPD through the provided IHEEM platform, or via email using an approved format, or explain why is isn't available and agree future actions.
 - The IHEEM will provide each sampled registrant with feedback on their CPD return from their pool of CPD reviewers. The purpose of this feedback is to support the registrant in their development, it is not an assessment of their CPD.
 - Those registrants who do not respond to the request (as per EC policy) will be automatically included in the sample for the following year.
 - If, after two years of being in the sample and requested to engage with the CPD process, a registrant does not engage or respond their names will be provided to the Engineering Council, with the instruction that they are removed from the register, which the Engineering Council will then initiate.
12. Failure to provide CPD where a member is required to do so as part of their professional registration is regarded as a breach of the Professional Code of Conduct. Any member removed from the register will have the right to appeal under the Disciplinary Regulations (copies of both policies are available from the head office team in Portsmouth).

*Refer to Code of Conduct and Disciplinary Regulations.

