



IHEEM

Institute of Healthcare Engineering and Estate Management



CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POCKET GUIDE



A user-friendly guide to undertaking and recording Continuing Professional Development

The Institute of Healthcare Engineering
and Estate Management

YOUR CPD POCKET GUIDE

Engaging in CPD allows individuals to progress within their career with authentic confidence, knowledge, and purpose.

The aim of this guide is to help you get the most out of the IHEEM's CPD support, including the MyIHEEM CPD recording log, webinars, affiliate resources, and personal guidance.

Key to maximising the benefits of effective CPD, is engaging in it as a framework for planning and reflecting on learning activities, and in turn seeing these as opportunities for driving towards specific goals. Recording personal objectives and activities undertaken allows you to track your progress and to take accountability for both learning outcomes and your own professional development.



IHEEM MEMBERSHIP AND CPD

'It is vital for everyone working within the healthcare engineering and EFM community to maintain high levels of professional and technical knowledge and skills. As part of IHEEM's 5 Year Business Plan we are committed to serving our members by providing them with a wide range of CPD resources.'

Pete Sellars, IHEEM CEO

In proudly offering industry leading training and infrastructure to its members, IHEEM recognises the direct impact of a positive CPD culture on both individual career fulfilment, and the wider healthcare engineering and estates management industry.



Much of our every day constitutes CPD



As the saying goes, “we learn something new every day”, and whether we realise it explicitly or not, we are always learning. It is important to record what you have learnt, and reflect on both how it has helped you to perform your role in a better way but also to identify where you might want to increase your knowledge and understanding. IHEEM makes it very easy to record your CPD through its web portal, MyIHEEM CPD.

Richard Vie, Engineering Council Liaison Officer for IHEEM

Pete Sellars, IHEEM CEO

This IHEEM Pocket Guide outlines the importance of CPD and also how IHEEM is supporting our members at all levels to undertake, capture, and record CPD activity. This includes access to the dedicated online “IHEEM Learning Hub” on our website, and the MyIHEEM CPD system featured in this guide. The Institute delivers an annual programme of inclusive, affordable, and in some cases free, CPD accredited conferences and events, both at a local and national level, with an online catchup facility for our members to use. Supporting our members in their careers and helping them achieve professional status remains one of the Institute’s top priorities - CPD is an essential component of that. I hope you find this guide helpful and would encourage you to explore and take full advantage of all the resources that IHEEM offers to support you in your career.



Supporting our members to achieve professional status remains one of the Institute’s top priorities



WHAT IS CPD?

Continuing Professional Development is a process by which individuals take ongoing control of their own learning and development, engaging in a continuing process of reflection and action. The process should be both empowering and exciting to stimulate people to achieve their aspirations.

Central to CPD is ongoing, informal learning through working life, as well as interactions with peers, clients, suppliers and adjacent industries. This may be supplemented with courses, private study, learning programmes, preparation of papers and presentations, mentoring, involvement in professional body activities, or relevant voluntary work - though this list is not exhaustive.

Individuals are encouraged to understand their own needs and determine how to meet them, pursuing the most relevant avenues of CPD to drive towards their career aspirations and personal goals.



HOW DOES CPD BENEFIT ME?

STRUCTURE

Planning and recording professional development gives a methodical learning framework which aids focus on improving specific workplace skills and knowledge

PROFESSIONAL COMMITMENT

Ensuring practical and academic qualifications are kept up to date, individuals are committing to high professional standards, allowing room to continuous upskilling during their career

SUPPORT

Undertaking a broad spectrum of CPD provides opportunity to supplement and support academic qualifications with vocational or skills-based learning

CAREER PROGRESSION

Ordered record-keeping of learning and development offers an accessible professional showcase for prospective employers, creating a competitive advantage within the jobs market

CONFIDENCE

Tracking CPD and a growth in professional capabilities increases confidence that skills are improving and evolving in line with industry standards

TYPES OF CPD



There are three core types of CPD which together constitute broad and varied learning methods, each of which is outlined below:

STRUCTURED CPD

Structured CPD consists of proactive learning, often in a formal or educational context, and can include activities such as training courses, online modules, eLearning, seminars, workshops and CPD certified events

REFLECTIVE LEARNING

Self-focused CPD that is more internal and one-directional with no participant-based interactions is considered as reflective learning. It can involve applying critical thinking and self-examining strengths and weaknesses

SELF-DIRECTED CPD

Further, and often more informal, self-led learning activity such as working towards a qualification or vocation, reading documents, articles and publications is considered self-directed CPD

LEARN YOUR WAY

Continuing professional development can take myriad forms, and is personal to each individual's needs and professional circumstances. Prompts can be useful to identify CPD activities in everyday life, and the ways in which they have aided learning and career progression.

KNOWLEDGE

EXPERIENCE

COLLABORATION

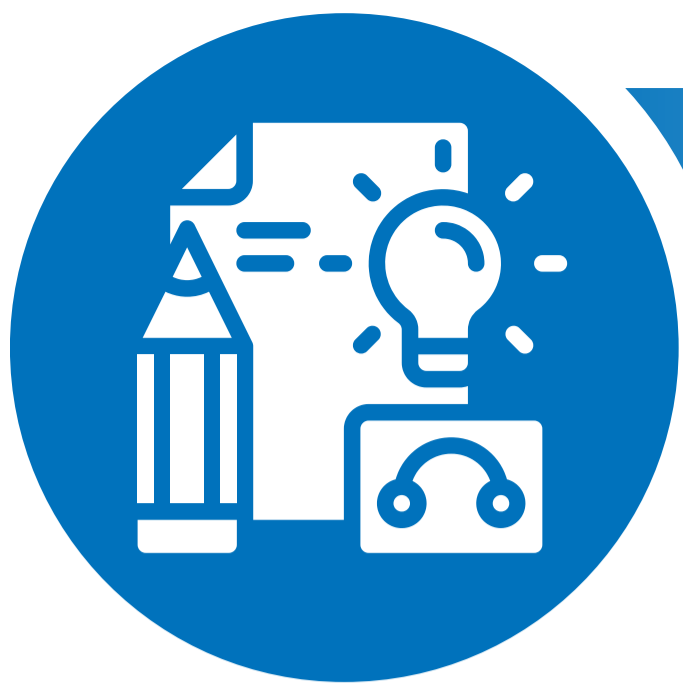
ACHIEVEMENTS

MILESTONES

RECOGNITION

It is valuable to record all activities in order to reflect on their contribution towards your personal goals, and proactively maximise the benefit of future learning opportunities.





CPD ACTIVITY

Sharing best practice

Self-directed

Articles and journal reading

Feedback from experience

Workshops and webinars

Personal

Sitting on a panel of

lived experience

On the job experience

Work towards a formal qualification or certification

E-L

Lecturing or presenting

Training session

Site visits

Mentoring



and learning

in a person with lived
experience or colleague

**or committee
experience**

**Leadership, management, or
supervision**

Conference, seminar or event

Learning

**Learning from a
project**

**Learning, teaching,
research**

Learning



RECORD YOUR CPD WITH IHEEM

IHEEM's MyIHEEM CPD system enables you to capture the quantitative and qualitative areas of your CPD activities in a user-friendly interface.

There is no need to record CPD anywhere else, as MyIHEEM CPD provides you with the unique facility to share your CPD record with other professional bodies for their review.



ACCESSING MYIHEEM CPD

Access to the MyIHEEM CPD portal is gained via the website log in, and is available for all IHEEM members. Details are the same for general member log in and the CPD portal. If you have not logged onto the website using your IHEEM email address before, you will need to do this first, before accessing MyIHEEM CPD.



To access member only content on this site, please login below.

Username or Email Address

Password

Remember Me

LOG IN

Lost your password?

If you want to access MyIHEEM CPD please click the button below.

MYIHEEM CPD

To access committee papers where you are a member of a committee, please click the button below.

MYCOMMITTEES



MyIHEEM CPD

You are logged in as **Member Ship** | Membership No. **123456**



+ New CPD

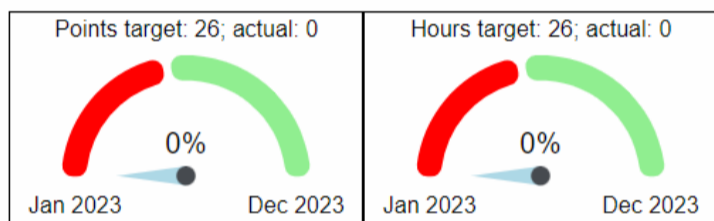


Welcome to MyIHEEM CPD, your system for recording your lifelong learning outcomes.

MyIHEEM CPD has been developed to enable you to capture both the quantitative and qualitative areas of your CPD activities in a useful friendly interface. It allows for easy capture of your reflective learning by answering 4 simple questions, with quick uploading of support evidence. Preloaded IHEEM CPD events will exist where applicable (via session code under new CPD).

There is no need to record CPD anywhere else, as MyIHEEM CPD provides you with the unique facility to share your CPD record with other professional bodies for their review (via the grant reviewer access tab).

If you have any CPD records in draft status they are shown below. To see your full record of CPD go to the My CPD tab.



24 May 2023 | +

26 Apr 2023 | *MyIHEEM CPD webinar* +

MYIHEEM CPD DASHBOARD

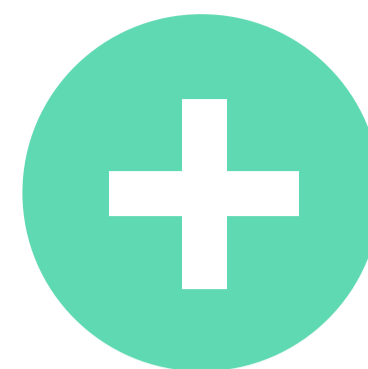
1 The home screen will display your name and membership number, along with any previously added CPD records.

2 The points and hours meters display targets for the year and progress for each, according to CPD records entered to date.

3 If you have any CPD records in draft status they are shown below in italics. To see your full record of CPD go to the My CPD tab.

4

Selecting this button will allow you to add a new CPD record from scratch. Here you can store specific detail on quality of learning and development reflections.



DEVELOPMENT DETAIL

The first half of the record captures objective information about the CPD undertaken. Preloaded IHEEM CPD events will exist where applicable (via session code under new CPD).

Session code

Verify

Title

Date

19/06/2023



Activity type

Points

Hours

Competency reference

REFLECTIVE DETAIL

MyIHEEM CPD recording allows easy capture of your reflective learning by answering 4 simple questions, with quick uploading of supporting evidence.

Ensuring a sufficient and specific level of detail is added makes recalling activity easier, and builds a more detailed and comprehensive picture of your learning development.

What did you expect to learn?

What did you learn?

How do you see this impacting your work (next steps)?

Any other comments? (optional)

External links

(Paste each link on a separate line, optionally preceded by a title on its own line)

Upload file

Upload

Status

Draft Completed

Delete

Save



MOVE FORWARDS WITH PURPOSE

Continuing Professional Development within the healthcare engineering and estates management sector fulfils several roles, all of which are supported by IHEEM membership and the associated benefits.

In addition to being a formal requirement of registered professionals, CPD supports a collective effort to drive industry standards and buoys up individual professional fulfilment.

Much like engineering excellence, effective CPD planning requires considered strategy and an open-minded approach. By first identifying your aspirations and setting clear objectives, you ensure your CPD activity is purposeful, and will support your professional development to optimal effect.

While continuing professional development runs a risk of being considered purely box check exercise, the potential gains to be made by engaging proactively and positively in some simple steps are evidently valuable.

MAXIMISING YOUR CPD ACTIVITY

6 STEPS TO BETTER CPD



1) JOIN IHEEM

IHEEM provide a unique CPD recording log, as well as support and guidance to members.



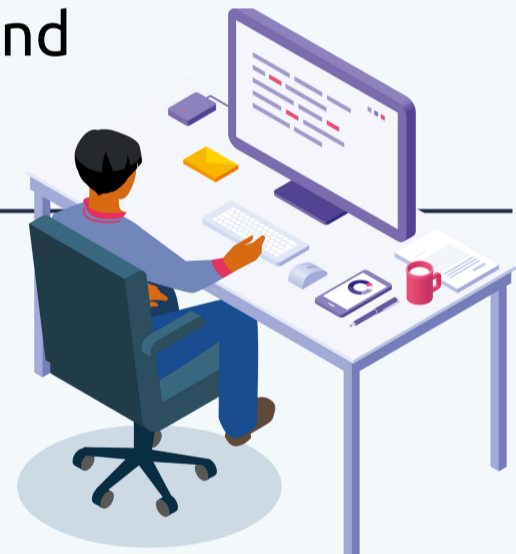
2) UNDERSTAND YOUR RESPONSIBILITIES

Professionally registered persons are required by the Engineering Council to maintain a sufficient CPD record as part of their registration



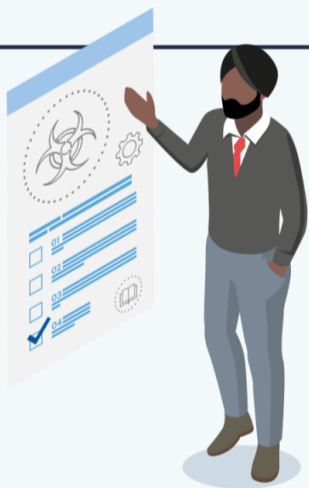
3) SET TARGETS

Deciding and laying out your professional objectives helps to identify how to move towards your goals and be strategic in planning learning activity.



4) RECORD YOUR CPD

Keep a body of evidence on your qualifications, activities, and experience.



5) REFLECT ON YOUR LEARNING

Review and consider your activity to understand what works well and how to move forwards effectively.



6) SHARE AND COLLABORATE

Sharing experience with colleagues and peers contributes to a positive industry culture around CPD.



**Providing guidance and
development opportunities for
engineers and estate managers in
the healthcare sector.**

To find out more,
visit:



IHEEM.ORG.UK

For more information about IHEEM or
CPD activity and MyIHEEM CPD:

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