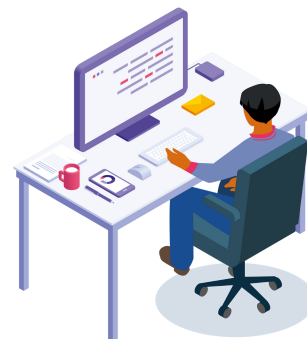


A Guide to CPD

EFFECTIVE LEARNING, RECORDING AND REFLECTION



Continuing Professional Development, or CPD, is a process by which individuals take ongoing control of their own learning and development, engaging in a continuing process of reflection and action. It is both a requirement of all registered professionals, as well as a holistic approach to the betterment of both individual and industry standards.

This article accompanies the recent release of IHEEM's *CPD Pocket Guide: A user-friendly guide to undertaking and recording CPD*.

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.

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.

IHEEM CEO, Pete Sellars, says: 'It is vital for everyone working within the healthcare engineering and EFM communities 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.'

In addition to working with industry-leading training providers and knowledge partners, with discounts on training for all members, IHEEM offers, as part of its membership, exclusive access to its online CPD recording platform via its MyIHEEM member log in, the detail and functionality of which is outlined in this article.

To embark effectively on CPD, 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. There are three core types of CPD which together constitute broad and varied learning methods, each of which is outlined, left.

Benefits to proactive and positive engagement in CPD are numerous; as well as offering a structure to improving skills and knowledge, comprehensive CPD activity demonstrates a clear, considered, and longevous professional commitment. The capacity for an individual to support academic qualifications with vocational and skills-based learning encourages confidence in capability, reciprocally benefiting employers and employees, and creating greater opportunity for career advancement.

Structured CPD

Structured CPD consists of proactive learning, often in a formal or educational context.

It 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.

Examples include working towards a qualification or vocation, and reading documents, articles, and publications.

CPD engagement

Types of CPD activity

Self-directed learning

Workshops and webinars

Feedback from a person with lived experience or colleague

Sitting on a panel or committee

Leadership, management, or supervision

On-the-job experience

Work towards a formal qualification or certification

Sharing best practice

Conference, seminar, or event

Personal lived experience

Learning from a project

E-Learning

Training session
Site visits

Mentoring

Articles and journal reading

Lecturing, teaching, or research



Learn your way

As Continuing Professional Development can take myriad forms, so it is personal to each individual's needs and professional circumstances what may be beneficial or feasible to pursue by way of activity. Prompts can be useful to identify CPD activities in everyday life, and the ways in which they have aided learning and career progression.

IHEEM's Engineering Council Liaison Officer perhaps captures this notion best, stating: 'As the saying goes, "we learn something new every day", and whether we realise it explicitly or not, we are always learning...Engineering Council is not prescriptive as to what constitutes CPD, and whilst some might think it only covers formal training courses and academic study, this is not the case.'

There is no strict 'correct' way to engage in CPD, other than to ensure your process is, by definition, continuing, recorded, and professionally of benefit.

Central to this is 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.

It is essential to record all activities in order to reflect on their contribution towards your personal goals, and proactively maximise the benefit of future learning opportunities. From 2019, the Engineering Council also made recording CPD a mandatory requirement for all registered professionals. IHEEM moderates this process via an annual submissions request and

auditing of a random selection of CPD records.

IHEEM further supports the undertaking, capture, and recording of CPD activity of its members, via resources such as its CPD Pocket Guide, and an annual programme of CPD-accredited conferences and events, at a local and national level, with an online catch-up facility for members to use.

Engineering Council is not prescriptive as to what constitutes CPD, and whilst some might think it only covers formal training courses and academic study, this is not the case.

Richard Vie, Engineering Council Liaison Officer for IHEEM

Recording your activity

Record your CPD with IHEEM

The recording of 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'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.

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



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 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.



Home My CPD Grant reviewer access Set targets Import CPD Update user details

MyIHEEM CPD

You are logged in as **Zanna Mercer** | Membership No. **503001**

1

New CPD

4

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.



2

24 May 2023 |

26 Apr 2023 | MyIHEEM CPD webinar

3

Maximising your CPD

HOW TO MOVE FORWARDS WITH PURPOSE

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, fundamentally achieved via a methodical and universal learning framework, aiding focus on professional improvement.

Time commitment, and a readiness to both mindfully engage and reflect on your activity, are essential in order for CPD to prove fruitful. By first identifying aspirations and setting clear objectives, you ensure that CPD activity is purposeful, and will support your professional development to optimal effect. Taking time to reflect on the expectations, efficacy, and outcomes of any learning process, allows for an ever-improving strategy to seek out the opportunities which will support your professional goals.

Each individual and the direction of their career will grow and change, and so too will their need for development support and learning needs; it is therefore imperative to reflect this in the way CPD activity is pursued and undertaken over time. Whilst Continuing Professional Development runs a risk of being considered purely tick-box exercise, the potential gains to be made by engaging proactively and positively in some simple steps are evidently valuable.

Zanna Mercer, Professional Development Manager, IHEEM

Ready to learn more about effective CPD?



To become a member and gain further information on CPD, guidance, and support in your recording, or to learn more, please visit iheem.org.uk/continuing-professional-development-cpd, or contact IHEEM Head Office at office@iheem.org.uk.

More information is also available via the Engineering Council, at <https://www.engc.org.uk/professional-development/continuing-professional-development-cpd/>

MAXIMISING YOUR CPD ACTIVITY

➤ 6 STEPS TO BETTER CPD ➤



1) JOIN IHEEM

IHEEM provides 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.



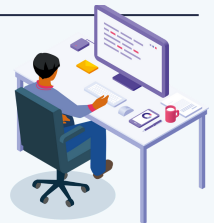
3) SET TARGETS

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



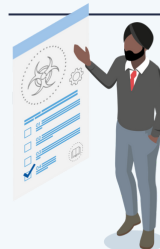
4) RECORD YOUR CPD

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.



Knowledge Partner



Bill Reeves

CEng, MIET, MIHEEM
Electrical Authorising Engineer,
Eta Projects

Bill is a Chartered Engineer with many years of experience in a wide range of industries, including Utilities and Flood Defence. He is an experienced Authorising and Power Systems Engineer with detailed knowledge of DNO LV/HV/EHV Electricity Distribution Networks operation.

Bill holds a MSc in Sustainable Electrical Power Engineering, and an HND in Mechanical Engineering, and sits on the IET Chartership accreditation panel. He joined Eta Projects Ltd in March 2020. He brings with him a large amount of experience in HV/LV Electrical Power Engineering and Generation.

He is extremely conversant in Safe Systems of Work and Power Systems Engineering, bringing with him extensive Distribution Network Operator (DNO - UKPN) experience supported by a background of electrical engineering in the Water and Renewable Generation and Power Quality industries.

A large part of developing a Safe System of Work (SSoW) for electrical systems is familiarity with the system itself.

It is the responsibility of the Electrical Authorising Engineer within healthcare institutions to assess both the organisation's SSoW and the HV and LV Authorised Persons responsible for implementing the SSoW.

As an Electrical Authorising Engineer for Eta Projects at many hospitals, common feedback from APs who have completed an HTM 06 training course at a proprietary training establishment is that the training, whilst of generally excellent quality, does not necessarily prepare them for AP duties on their own hospital's specific system.

Of course, it is not practical for training schools to include training on all types of electrical systems and equipment found in hospitals. However, it is unreasonable to expect an AP to be proficient in operating an electrical system and switchgear on which they have had no training. As many APs will testify, standing in front of unfamiliar switchgear at 3.00 am with the responsibility of getting the lights back on in an acute hospital can be a daunting experience.

Recognising this, the Eta Electrical Authorising Team also provides site-specific training at hospitals where it undertakes the AE role. This training includes not only instruction in the operation of the site's switchgear, but also identifies realistic situations on the hospital's electrical system which the AP may have to deal with, e.g. HV and LV power failures, electrical faults, and emergency situations where lives are in danger.

Of course, there are constraints in operating switchgear in live hospitals, but the scenarios are made as realistic as possible with the trainer interacting with the AP as the scenario progresses. A typical scenario might start with the trainer stating that a particular transformer has failed, and the AP describing the actions that they would take to maintain power supplies, e.g. checking

protection, inspection of equipment before operating, operation of switching, and calling out contractors, etc.

Another feature of the Eta Projects AE on-site training includes the AP producing safety documentation for common site-specific tasks. A common task is the isolation of a generator for maintenance. Each AP on the course completes standard safety documentation (Safety programme, Isolation & Earthing diagram, Permit to Work, Logbook) and then the APs are required to attempt to follow each others' Safety Programme to ensure the isolation is completed safely. This exercise clearly demonstrates the importance of being unambiguous when completing safety documentation.

As with all HTM 06 courses, the dangers of electricity, and electricity and the law, are a vital part of the Eta course. As part of the Eta AE course, the site-specific supply arrangements from the Distribution Network Operator (DNO) are presented and discussed to give the AP a better understanding of the electrical resilience of the site, and, for example, the likely outcome if the AP inadvertently paralleled two DNO supplies through the hospital's system. It is fair to say that there is generally a lack of awareness amongst APs of the potential severity of this occurrence.

All in all, the objective of the Eta AE course is to provide the AP with confidence in dealing with both routine electrical tasks and electrical incidents on their own sites. It is also useful for the AEs undertaking the training, as it gives them a better insight into the ability of the APs, and affords the AE a more informed view before recommending an AP for appointment.

The Eta AE team also provides specific on-site training for CPs. The emphasis on this training is the completion of tasks to be compliant with HTM 06. As with the AP course, common tasks are discussed, and the CP instructed and tested on safe isolation and testing procedures.

Increasingly, contractors are attending these CP courses, and although the

IHEEM Authorising Engineers

contractors are normally competent electricians, they may be completely unaware of specific HTM 06 requirements, including the purpose of documents such as Sanction for Test, Limitation of Access, Authorisation for Live Working, and Live Functional Testing. Indeed, many CPs are unaware of the constraints of live working under HTM 06-02, and the procedure to be followed if live working is necessary. The Eta course discusses live working in detail, with CPs instructed in the procedure to be followed.

Eta Projects also offers a site-based CP training course for non-electrical staff. The

course covers the dangers of electricity, safe entry into substations and switch rooms, receipt of a Limitation of Access, and emergency procedures.

Other common feedback from hospital APs includes mention of unreasonable expectations from non-electrical staff when requesting the services of the Estates electrical team. This can include lack of sufficient notice to arrange an outage, insufficient information, and inadequate RAMS from contractors. Accordingly, Eta Projects has developed a site-based 'HTM 06 awareness' course which helps staff to

understand the requirements of HTM 06 - including roles and responsibilities, and an overview of safety documentation and SSoW on electrical systems.

In summary, Eta Projects has received very favourable feedback on its on-site electrical courses, and continues to develop the courses to enhance NHS staff's awareness and implementation of site-specific SSoW.

Bill Reeves, Authorising and Electrical Power Systems Engineer, Eta Projects

SPOTLIGHT ON ANDY FAIRLESS

Andy Fairless CEng, BEng (Hons) MIHEEM, MIET is an Authorising Engineer Electrical HV/LV and Lifts for Eta Projects, and also sits on IHEEM's Electrical Technical Platform, as well as being a member of the North East Branch. 'I've always been interested in electrical engineering since being at school,' he recalls. 'Having a dad that worked in electrical maintenance, he was always bringing things home from work to repair.'

Andy pursued this interest, getting his electrician apprenticeship in 1992, and working his way up through the management structures within the NHS to Operational Estates Manager – Higher Level. He has worked alongside Authorising Engineers who carry out audits and assessment for his Trust as an Estates Manager, as well as with potential APs, developing their knowledge base, and mentoring them through their electrical careers.

His responsibilities require careful balancing of availability to clients, and ensuring that work schedules – including on-site audits, peer design reviews, witness testing, and/or commissioning of switchgear, and AP assessment – are met. Further routine duties - such as review and production of site safety policy, carrying out electrical incident investigations, attending client meetings, providing both high-level and detailed technical guidance, and major projects - also feature. A notable career highlight for Andy, outlined in an HEJ article in August 2020, was replacing the HV infrastructure, and the provision of a new Primary HV Sub-Station on site at the Royal Victoria Infirmary Hospital in Newcastle, all without any impact on patient care.

Andy was inspired to pursue AE status after noticing the shortage of Electrical AEs in the NHS. He was keen to share his 30 years' experience within the NHS, and knowledge gained from having worked on most electrical systems found in acute hospital settings, with other like-minded engineers and estates officers. As a result, Andy has broadened his knowledge, been involved with multiple hospital Trusts, and built up a network of electrical engineers and estate managers.

Long term, Andy hopes to expand his professional network, to further develop his career within Eta Projects, and to cultivate a more positive work/life balance. In the more immediate future, his professional ambition is to get registered onto the IHEEM AE (E) register. Of his journey to achieving AE status, he says: '[It's the] best thing that I have done. There is a lot of travelling involved, with lots of time away from home. However, the positives of the role far outweigh the negatives.'

