



# ICR Framework Guidelines for CPD



# Framework

---

## Contents

<b>1. About the Institute of Clinical Research</b> .....	2
<b>2. Introduction</b> .....	2
<b>3. How do I get started</b> .....	2
Plan your goals and aspirations .....	2
<b>4. What help does the ICR offer?</b> .....	2
<b>5. How does the Scheme Work</b> .....	3
Auditing .....	3
A credit bearing scheme .....	3
Benefits for you and your Employer .....	3
<b>6. To whom does CPD apply?</b> .....	4
<b>7. CPD Categories &amp; Activities</b> .....	4
Accepted activities to for CPD points .....	4
Recording of activities .....	4
<b>8. Equivalent Training</b> .....	5

## 1. About the Institute of Clinical Research

The Institute of Clinical Research (ICR) is the oldest independent membership-led professional body for global clinical researchers.

For over 40 years, The Institute of Clinical Research (ICR) has provided high quality training, networking and support to the clinical research community. For many Members the Institute has been part of their life throughout their working careers, many have been with the Institute since its first incarnation as the ACRPI.

It is the membership that makes the Institute. The ICR provide help, guidance and training to the membership. Our members cover all aspects of the clinical research industry ranging from administrators and academics to clinical research associates and trainers.

## 2. Introduction

The ICR defines Continuing Professional Development (CPD) as;

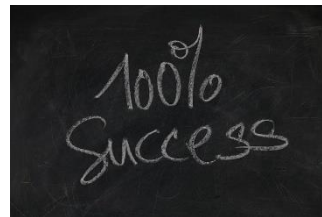
*“a structured approach to maintaining, improving and broadening professional knowledge and personal qualities that enable clinical researchers to advance their professional development to fulfil their professional, technical and ethical responsibilities throughout their working life”*

To achieve this standard, the ICR requires participation in a Continuing Professional Development scheme. One that is globally recognised, quality assured and provides credibility within other sectors and professions. The ICR training courses are one way of ensuring that our members remain up to date with the best practice standards in clinical research.

## 3. How do I get started

Plan your goals and aspirations

**Where are you now?**



Take some time to reflect on what you have already achieved both personally and professionally. What knowledge, competencies and skills have you acquired? Review these and write down your thoughts.

**Where do you want to be?**

It is important to establish your own personal standards benchmark, always aspiring towards best practice. Your employer, client or contract will have standards to which you should aspire to and to achieve these standards it is important to be able to measure your success.

**Record your goals and aspirations**

Documenting your goals and aspirations is the key to success. There are forms and documents, available in our [‘useful downloads’](#) section on the website, to help provide a template for recording your success. If you already have a record that works for you then there is no need to change.

## 4. What help does the ICR offer?

The ICR exists only because of our members. In return we are here to provide you with information, support and resources for learning. There are several ways we do this;

- Our weekly 'In the News This Week' newsletter, packed full of articles aimed at broadening the memberships understanding of the Clinical Research industry.
- Our Forums which are hosted throughout the year. These forums are about providing a platform to present new ideas, learn from other members of the industry and a chance to network.
- The ICR training programme. A yearly calendar with over forty different courses covering all aspects of Clinical Research ranging from Project Management to GCP for experts.
- The Certificate and Diploma Exam. These two exams are designed to cement the success of your learning into one qualification.
- The ICR provides various publications for guidance on Clinical Research
- Knowledge; with thousands of members, if there is something that you need help with then we are here to help you. We are available via email: [office@icr-global.org](mailto:office@icr-global.org) or by telephone 01628 501708.

## 5. How does the Scheme Work

Points are awarded for different types of developmental activities. There is a requirement that at least 60 CPD points are obtained per year. This does not mean that all CPD points must come from the ICR. In fact, if the activity has enhanced your professional experience it will count towards your yearly total.

### Auditing

A random sample of our membership are audited yearly to confirm evidence of the member's personal development activities each year. If selected for an audit, you will be notified by E-mail and then by a follow up phone call. It is essential that you keep up to date records of you learning activities along with the relevant evidence.

### A credit bearing scheme

In the credit bearing scheme points give the membership an idea of the worth of CPD activities. Points provide feedback to the ICR on the type of activities that the membership are undertaking. Through this the ICR can tailor the services we provide to suit the needs of the membership. The ICR CPD scheme is designed to encourage participation in numerous activities, including internal courses run by your employers which will amount to credit and not just through our training.

### Benefits for you and your Employer

Benefits for you;

- Provides a showcase for your achievements
- Demonstrate commitment to your professional competence
- Provide portable evidence of knowledge, skills and competence
- Contribute to maintaining your high ethical and professional standards within the industry
- Optimise career opportunities

Benefits to your employer;

- Loyal and motivates staff through investment in them

3

- CPD points demonstrate to what level clinical researchers maintain and develop their skills and knowledge
- A developed and flexible workforce
- Reassurance that the individual will be experience and improve business performance

## 6. To whom does CPD apply?

The ICR's CPD scheme applies to all members of the ICR other than retired Fellows or Honorary Fellows. Whilst points are not necessary to progress through the membership classes it is recommended that all members do participate. Details of the different types of ICR membership can be found on the Membership guidance notes in the ['useful downloads'](#) section of the website.

## 7. CPD Categories & Activities

The ICR requires that a minimum of 60 points are achieved on an annual basis. The amount of points awarded for an activity may vary depending on the type of activity. To obtain a broad knowledge, the ICR recommend obtaining these points from a variety of categories.

For guidance, the ICR has allocated points to specific CPD activities which can be reviewed on the CPD points table in the ['useful downloads'](#) section of the website.

### Accepted activities for CPD points

The Activities that will generate credits are derived from six separate categories:

- Postgraduate Studies
- Professional examinations
- Personal Learning (unstructured)
- External/Internal learning (structured)
- Imparting knowledge
- Professional learning

Please note: This is not an exhaustive list. The ICR will accept other developmental activities if they are in keeping with the activities set out above.

The ICR would suggest that all learning activities are approved by your line manager and that they review the activity to confirm the benefits. Involvement of your line manager ensures that non-structured learning activities are formally acknowledged and recorded as this may form part of your performance review process.

### Recording of activities

Recording of your activities is essential. The ICR provides a template record card for this which is available in the ['useful downloads'](#) section of the website.

## 8. Equivalent Training

Members do not have to attend courses, provided by the ICR, to gain CPD points. Internal training provided by your employer and external activities you may participate in are awarded points. These points are noted on the CPD points table which is available in the [‘useful downloads’](#) section of the website.