

Audit Scheme

You will be required to declare whether or not you have complied with ICR's CPD Requirements.

By signing the membership application form, you are committing to CPD and confirm you will achieve 60 points per year. If selected for audit, you will be notified by mail. You will be required to specify the activities claimed, confirm that they meet CPD requirements and that the information provided is true and correct. Evidence of learning may also be required.

FAQ

Q. Why is ICR auditing the system?

- A. The Continuing Professional Development (CPD) Framework provides for the random audit of a percentage of members each year. As clinical researchers you will be aware that auditing is undertaken on a sample basis to demonstrate adherence to systems.

It is also a requirement of the Science Council to ensure that the award of Chartered Scientist is only given to those that achieve the requisite number of points.

Q. Who is audited?

- A. Professional Members will be randomly selected for audit. Fellows are required to supply evidence of CPD on an annual basis. Honorary Fellows that have the CSci award may also be selected for audit.

Q. When do I have to respond by?

- A. Within four weeks of receipt of our letter.

Q. Do I need to attend training courses to receive points?

- A. No, you may accumulate points from any of the 6 ICR categories (see CPD Points Table - CPD4). A variety of learning activities is recommended to ensure breadth of knowledge.

Q. What information and supporting evidence do I need to provide?

- A. You must provide your CPD record card (CPDF1), listing your supporting evidence e.g. agendas, certificates of attendance, presentations or articles. A small percentage of members will be asked to provide copies of these documents.

Q. Is the CPD evidence different if I am a CSci?

- A. In addition to the normal ICR CPD document Chartered Scientists will be asked to provide a supplementary document expanding on the reflective aspects of 3 or 4 learning activities, e.g. what did you learn/how will you use this information. The activities chosen should be from a variety of the CSci learning activities (see CPD Points Table - CPD4 & the CSci CPD Standards document - CPD7).

Q. What if I have not complied?

- A. If you have not complied it is important that you let us know. You will be given the opportunity to comply within a 90 day period. We will help you by suggesting the best way of achieving compliance. If you do not comply with the CPD requirements you will not be meeting the criteria set for Professional membership and could be down graded to Affiliate level. Your CSci status may also be revoked.