

Framework

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About the Institute of Clinical Research

The Institute of Clinical Research (ICR) has been developing professionals since 1978. With an expanding global presence, it is already established as the largest professional clinical research body in Europe and growing internationally.

Members cover all aspects of work in clinical research from administrators and academics to Clinical Research Associates and trainers. ICR has a membership career development structure where people can join as Affiliates and progress through education and training to Registered (RICR), Professional (MICR) and Fellow (FICR). Members of ICR sign up to a code of conduct and have to demonstrate continuing professional development (CPD).

Introduction

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 and to fulfill their professional, technical and ethical responsibilities throughout their working life".

Members of ICR have undertaken a professional and ethical obligation to remain up to date with best practice standards in clinical research. ICR recommends that members demonstrate that they have kept themselves informed of current practices and developments appropriate to their role and responsibilities.

To achieve this standard, ICR requires participation in a Continuing Professional Development (CPD) scheme which is globally recognised, quality assured and gives professional development credibility with other sectors and professions.

Evolving Scheme

ICR has operated a CPD scheme for a number of years. Over the years, it has evolved into a system guided by the principles of simplicity and flexibility. It has been stated that there was an intention to introduce a credit bearing CPD scheme. A credit bearing scheme makes the degree of professionalism already shown by our members more visible to other professionals and the public.

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 to best practice. Your employer, client or contract will have standards to which you should aspire, and you can also use ICR's Professional Standards to benchmark yourself. Members can download these from the website.

Record your goals and aspirations

Documenting your goals and aspirations are key to successful CPD. There are forms and documents available for you to download on the website. Please note that CPD can be recorded in any format. ICR's CPD forms can be used as a template. However, if you are using a record that works for you there is no need to change.



What help does ICR offer?

- Email your enquiries to [CPD Co-ordinator \(cpd@icr-global.org\)](mailto:cpd@icr-global.org)
- Visit our web site: www.icr-global.org
- Phone us at ICR on +44 1628 899755
- Read examples of completed records on the web
- Regular articles in CRfocus
- Buy the monograph 'Managing your own professional development' from our online shop: <http://www.icr-global.org/my-icr/>

A credit bearing scheme?

In the credit bearing scheme points will give the membership an idea of the worth of CPD activities and give guidance on activities undertaken annually to reach the criteria within membership categories.

Points will provide feedback to ICR on the sort of activities the membership are undertaking and will help us tailor our services and products to suit the needs of the membership.

The ICR CPD scheme is designed to encourage participation in numerous activities. Our wide variety of products and services such as eLearning, free regional forums, seminars, CRfocus, information resources, courses and publications ensures that CPD activities are accessible to all¹.

Benefits for you and your employer

Benefits to the individual and employers are:

Individuals

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

Employer

- Loyal and motivated staff through investment in them
- CPD points demonstrate clinical researchers maintain and develop their skills and knowledge
- A scheme that leads to professional membership of ICR status; an effective measure of competency and expertise
- A developed and flexible workforce
- Reassurance that the individual will be ethical, experienced, and improve business performance.

To whom does CPD apply?

The ICR's CPD scheme applies to all Professional members and Fellows, other than Retired Fellows or Honorary Fellows. Note: Honorary Fellows that have been awarded CSci must also participate in the CPD scheme as part of the Science Council requirements. It is recommended that Registered Members and Affiliates also participate in the scheme in order to progress into Professional membership levels. Details of membership levels can be obtained from the ICR website www.icr-global.org.





How does the scheme work?

Points are awarded for different types of development activity. The requirement is for 60 points to be gained over a period of one year. A range of other activities can be pursued in order to meet the annual CPD requirements. The scheme is not exclusive to ICR activities, or even to clinical research activities, as long as the activity has enhanced your professional experience.

A random sample of Professional members and Fellows will be audited yearly, requiring evidence of the member's personal development activities each year.

What are the points and how are they gained?

Points

Points are awarded for work and study undertaken by an individual who enhances their knowledge and skill in clinical research or adds to their personal professional development.

Note: CPD Points are not awarded for doing normal work duties but can be awarded for extra responsibilities that are normally outside usual work duties.

For example, a trainer does not gain points each time they deliver a course. However, a trainer would gain points the first time they taught a new course (i.e. not a re-write or update of an existing one). This can be a little difficult to interpret as no trainer could do their job if they did not learn and expand their knowledge and skills regularly.

In order to clarify and quantify the activities ICR has provided a list of activities and the associated points². It must be stated that reflection is an important part of the CPD process and accrual of points should be viewed together with the outcomes of the activities.

CPD Categories & Activities

ICR believes that a minimum number of 60 points is required on an annual basis. As a rule of thumb one point is equivalent to 1 hour of learning but this does vary depending on the person and the activity.

It is recommended that you obtain points from a variety of categories to ensure breadth of knowledge.

For your guidance ICR has allocated points to specific CPD activities, these are mapped against the Science Council learning activities for the benefit of our Chartered Scientists (for further details please refer to the CPD Points Table - CPD4).

The activities that will generate credits are derived from 6 separate categories

- Postgraduate studies
- Professional examinations
- Personal learning (unstructured)
- External/internal learning (structured)
- Imparting knowledge
- Professional learning.

Note: This list is not exclusive and ICR will accept other developmental activities if they are in keeping with the activities set out above.



It is suggested that all learning activities be approved by a line manager and that they review such activities and confirm the benefits. Involvement of a line manager ensures that staff personal learning activities are formally acknowledged and recorded. This may form part of the performance review process. It will be valuable to the participant to get a management perspective on perceived benefits of the activity.

(For more information about categories and activities, see document CPD3.)

Recording of activities

Recording of activities is essential. ICR provides a number of forms on the website to help you record your activities and gives example of how to record the data.

Audit

As a member of ICR you are required to comply with the ICR CPD Framework (Audit Scheme CPD5). ICR will conduct a random audit of Professional members and Honorary Fellows each year to ensure CPD requirements are being met. Fellows are required to provide us with evidence of CPD each year.

If selected for audit you will be notified by mail. A CPD Record Card (CPDF1) is to be submitted to ICR upon request. It will be checked and a note taken of the CPD points gained. On the card you will be required to specify the activities claimed and provide appropriate evidence.

Equivalent Training

You do not have to attend ICR training courses or activities to gain CPD points. In company and external training courses and activities are awarded the appropriate points as detailed in the table of activities (CPD4).

Footnotes

- 1 See our Membership Benefits flyer for more information about our products and services
- 2 See our CPD Points document (CPD4) for more information