

## Categories and Activities

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## Introduction

The amount of time and effort expected on CPD differ between organisations and professions. Currently, the average would appear to be something in the order of 35 hours per annum. However, this is generally regarded as an acceptable minimum and most professions recommend a good deal more; usually 70 hours or the equivalent of almost nine working days

ICR believes that a minimum number of 60 points is required on an annual basis. As a rule of thumb 1 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.

## Categories and Activities

### *Postgraduate studies*

This category automatically meets the full CPD requirements and includes higher degrees such as Pg Cert, Pg Dip MSc and PhD awarded by recognised universities

Lecturing and/or part time teaching by non academic staff on these courses also qualify for CPD points

### *Professional Examinations*

This would include successful completion of:

- The Institutes Certificate examination or equivalent
- The Institutes Diploma examination or equivalent
- The Institutes Certification examination or equivalent

### *Personal Learning (Unstructured)*

This would include activities like:

- Private reading
- Private research
- Self directed learning such as passive observation
- Experiential learning (learning by experience)
- Managing, coaching, mentoring others
- Special projects that add to your life experience.



### ***External and Internal Learning (Structured)***

Activities that would get credits would include:

- On the job training
- Mentoring, coaching
- Training courses and workshops
- Accompanied visits with feedback
- Conferences/workshops
- Distance and eLearning.

### ***Imparting knowledge***

The sort of activities include

- Authorship of books – should be on clinical research related subjects
- Co-authorship, chapter or monograph
- Preparation of papers for conferences and seminars relating to clinical research and clinical research issues
- Preparation of articles relating to clinical research
- Peer review of articles on clinical research
- Speaking at conferences, forums, seminars, etc.

### ***Professional***

Credit will be give to activities including:

- Serving on the committee or board of a professional association
- Peer review of higher membership applications e.g. Fellowship, Chartered Scientist, etc
- Attending regional and national meetings.

## **Activity Explanation/Comments**

### ***Postgraduate studies***

Postgraduate qualifications awarded by recognised universities, lecturing or part-time teaching by non-academic staff.

### ***Professional examinations***

Participation and successful completion of examinations such as ICR's Certificate and Diploma examinations which allow you to move within the membership levels, and Certification examination for more experienced researchers to demonstrate their competence.

### ***Personal Learning (Unstructured)***

#### **Private reading**

**Core Resources in Clinical Research**, Korjonen-Close, H., ISBN: 978190523846 (print) or 9781905238484 (eBook).

This guide has been collated by ICR Information Services and is meant to be a reference for resources available in clinical research. It contains information about books, journals, authorities around the world, organisations, library databases and portals and clinical trial registers.

*Note: Reading outside the area of clinical research is equally beneficial.*



### **Private research**

Online research; information extracted from the internet or ICR portal or using a variety of resources to systematically research a topic.

### **Learning by passive observation and experiential learning**

Learning which is informal and provides improved breadth or depth of knowledge, or an improved understanding of a subject preferably relevant to clinical research. Participation is largely passive (e.g. attendance at a lecture or conference etc.)

### **Mentoring and coaching**

Unstructured mentoring and coaching sessions involving professional development, delivered face to face, of between 30 and 60 minutes in length, and which have aims and objectives, and are documented showing an outcome.

### **Special projects**

This category includes company specific projects within clinical and other research departments. For example; cross-organisational working or collaborative work with different organisations, NHS and Industry research that relates to clinical research topics or has relevance to the practice/organisation and which results in some form of written document, precedent, memorandum, questionnaire/survey, etc.

This also includes external interests that you may be involved with that adds to your life experience.

### ***External and internal learning (structured)***

#### **On the Job training**

Helping others within an organisation to allow the implementation of practical skills. Participation in structured work shadowing schemes with clear aims and objectives for the activity.

#### **Mentoring and coaching**

Structured mentoring and coaching sessions involving professional development, delivered face to face, of between 30 and 60 minutes in length, and which have aims and objectives, and are documented showing an outcome.

#### **Internal/external training courses**

Training undertaken as part of a planned in-company management and development scheme. Preparing, delivering, and/or attending courses that are of particular relevance and benefit to an individual's area of work.

#### **Accompanied visits with feedback**

Participation in structured work accompanied visits with clear aims and objectives, requiring feedback or reflection on the shadowing activity.

#### **Workshops**

Preparing, delivering, and/or attending workshops relating to clinical research.

#### **Conferences**

Preparing, delivering, and/or attending conferences relating to clinical research.



## **Distance and eLearning**

Where there is provision for the answering of enquiries or for discussion. Distance-learning courses may be delivered by correspondence, video and audio cassettes, television or radio broadcasts and computer-based eLearning programmes.

### *Imparting knowledge*

#### **Authorship of books**

Books, chapters or monographs, preferably clinical research.

#### **Preparation of papers and posters for conferences**

The preparation and presentation at conferences.

#### **Preparation of articles**

Writing and publishing articles for journals, preferably clinical research.

#### **Peer review**

Peer review of articles on clinical research or sitting on an editorial advisory panel.

#### **Speaking at events**

Including conferences, forums, seminars, etc.

### *Professional*

#### **Serving on the committee or Board of a professional association**

Participating in the development of specialist areas of clinical research by attending meetings of committees and/or working parties of relevant professional associations.

#### **Peer Review**

Peer review of higher membership applications e.g. Fellowship, Chartered Scientist, etc.

#### **Attending ICR regional events**

Participating in or attendance at ICR regional events.

**It is recognised that what is relevant to some members of ICR may not necessarily be relevant to others, depending upon area of speciality or grade of membership. It therefore remains the responsibility of the professional to undertake activities that are relevant to their individual professional development.**