

Audit Scheme

The Audit Scheme allows the ICR to track and monitor whether our members are achieving the 60 CPD points per year as required.

If selected for audit, you will usually be notified by E-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. The use of the ICR Record Card is an acceptable template for this.

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.

Q. Who is audited?

A. Members will be randomly selected for audit and contacted by E-mail and then a follow up telephone call.

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

A. No, you may accumulate points from any of the 6 ICR Categories. 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 a coherent record of your CPD activities. The ICR has a template form for this but it can be your own.

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.

Q. When do I have to respond by?

A. Within four weeks of receipt of our E-mail.

N.B. Templates for record cards can be found in the [‘useful downloads’](#) section of the website