

### ***Gaining your Continuing Professional Development Credits.***

Continuing Professional Development is recorded through credits that encompass a broad range of activities in public health practice. Credits can be given for planned and unplanned CPD; for planned CPD, the activities will relate closely to the personal development plan.

### ***Recording CPD and CPD credits***

CPD activity is recorded in a diary (or portfolio). This can be a paper-based form as found in the CPD Guide, or the electronic version maintained through the Faculty's website (see CPD section under Professional Standards on Faculty's web site [www.fph.org.uk](http://www.fph.org.uk)). It is advisable to record CPD activities as they are completed rather than at the end of the CPD year.

### ***The CPD Credits Guide***

- As a guide, count 1 credit per hour of 'real educational time', 3 credits for half a day and 5 credits for a full day.
- For each activity you should write a **reflective note**, which need not be long and should refer to key learning points.
- Activities should be linked to your **personal development plan** wherever possible.
- **There is no requirement for any activity to be formally accredited hence why you now must submit a Learning Diary at the end of the year with reflective notes to justify your learning.**
- You should record **each activity** in the log and keep the programme/agenda/short description of the activity and your reflective note.
- Before claiming credits for any CPD activity, consider:
  - ✓ *Was there new learning?*
  - ✓ *Have I recorded this in a reflective note?*
  - ✓ *How is the activity linked to my PDP?*

### ***Reflective notes***

As of 2007, the Faculty CPD Co-ordinators' Committee has adopted the view that, in verifying the CPD of any given public health professional, the use of reflective notes written by the public health professional about their learning is the most discriminating form of evidence of effective CPD.

It is even more important to take time systematically to reflect on learning as this is more likely to embed the learning within subsequent practice.

If you have any queries regarding your CPD please contact the Faculty CPD Administrator.

### **Faculty CPD Administrator**

[Krisztina Erdei](mailto:Krisztina.Erdei@fph.org.uk)

Tel : 020 7935 0243

Fax : 020 7224 6973