

The Society for Vascular Technology of Great Britain and Ireland (SVT)

The CPD Document

Maintaining Registration as an Accredited Vascular Scientist (AVS) 2014

Successful completion of the practical exam entitles the candidate to be registered and use the term Accredited Vascular Scientist (AVS).

However AVS only remains valid with successful upkeep of CPD and clinical competency

The AVS award only remains valid under specific conditions covering Membership, Clinical Competency and CPD:

Condition 1 - Membership - hold current Ordinary Membership of the SVT. Fees are due by 1st September each year.

Condition 2 – Clinical Competency - maintain **clinical competency** in each of the 3 core duplex modalities, and keep appropriate records.

o Core Modality 1 – Carotid duplex

o Core Modality 2 – Peripheral arterial duplex

o Core Modality 3 – Peripheral venous duplex

Clinical competency includes practical elements and individuals may maintain their skills by a combination of various activities, including regularly performing and/or supervising scans or carrying out alternative CPD activity.

Condition 3 –CPD - Complete CPD activities following Health and Care Professional Council (hpc) standards; accrue a total of 30 SVT CPD points summed from the previous 3 years (i.e. average 10 points per year) and register points with the SVT before the end of August every year.

The CPD year coincides with the membership year i.e. 1st September to 31st August.

How do I register my CPD points? Access to your personal CPD record is available on the SVT website for updating throughout the year. Data entry requires use of drop down menus with the relevant points for each activity given. The total year's points should be entered before the end of August each year.

Any queries regarding qualifying activities should be addressed to the CPD co-ordinator

(cpd.av@svtgbi.org.uk)

Exceptions and exemptions in the form of allocated points may apply due to sabbaticals/ maternity leave / illness for up to 1 year. Applications will be considered on an individual basis. Other exemptions may be considered based on individual merit. Please contact the CPD coordinator for advice.

Newly registered AVS must start collecting CPD points immediately and submit data before the end of August following their practical exam.

Newly registered AVS will be awarded 10 points for each of the last 3 years, pro rata, to ensure their 3 year rolling average is not disadvantaged at the start. Newly registered AVS may also include CPD points obtained at conferences and meetings during their training period.

CPD Audit

Each year the SVT Education Committee will randomly select 10% of AVS for a detailed inspection of CPD and clinical activity. It is the personal responsibility of each registered AVS to keep records of their CPD activity (e.g. certificates, programmes, course notes) and their clinical activity (e.g. using PACS, departmental database or personal logbook).

You will be required to produce copies of evidence for all CPD points claimed. Failure to do so will result in non-evidenced points being removed from your on-line CPD record.

You will also be required to submit copies of the relevant annual reflective CPD activity forms (see Appendix 3) to demonstrate how your CPD has benefitted your personal development and service delivery.

Failure to satisfy the 10% audit will result in lapse of AVS status. Reinstatement will be dependent on an individual remedial CPD programme which will be designed to ensure that conditions 1 to 3 have been satisfied. Payment of lapsed AVS fees will also apply.

Lapsed AVS

If conditions 1 to 3 are not met before the end of September then AVS status will be “lapsed”.

If conditions 1 to 3 are met between the end of September and the end of December AVS status will be reinstated following payment of a £100 reinstatement fee (this fee will be donated to The Circulation Foundation).

If conditions 1 to 3 are still not by the end of December then AVS status will remain lapsed until Conditions 1 to 3 are met and an individually designed CPD remedial programme is successfully completed. This tailored programme will require evidence of professional development and clinical skills and will be at the discretion of the Education and Executive Committees. Reinstatement at this late stage will incur a fee of £250 which will be donated to the Circulation Foundation.

If AVS status remains lapsed for 5 years or more, both the theory and practical exams will have to be retaken and all conditions met before AVS can be reinstated. Advice should be sought from the Education Committee.

Lapse of AVS will result in removal from the publically available register of AVS. Reinstatement on the register will follow once the conditions for re-instatement are met.

CPD Scheme

Continuing professional development (CPD) is an important part of continuing registration as an AVS and is required to ensure that all registered Vascular Scientists continue to develop their knowledge and skills.

The Society of Vascular Technology CPD scheme is being extended during 2014 to include the recording of reflective learning and to bring it in line with that of the Health and Care Professionals (hcpc) scheme <http://www.hpc-uk.org/registrants/cpd/> . The hcpc scheme defines continuing professional development (CPD) as ‘a range of learning activities through which health and care professionals maintain and develop throughout their career to ensure that they retain their capacity to practice safely, effectively and legally

within their evolving scope of practice'. CPD is the way professionals continue to learn and develop throughout their careers so they keep their skills and knowledge up to date and are able to work safely, legally and effectively.

AVS are therefore required to:

- maintain a continuous, up-to-date and accurate record of their CPD activities, producing an annual reflective CPD activity form;
- demonstrate that CPD activities are a mixture of learning activities relevant to current or future practice;
- seek to ensure that their CPD has contributed to the quality of their practice and service delivery;
- seek to ensure that their CPD benefits the service user; and
- upon request, present a written profile (which must be their own work and supported by evidence) explaining how they have met the standards for CPD.

Therefore:

- You must keep a record of your CPD, in whatever format is most convenient for you.
- You must make sure your CPD is a mixture of different kinds of activities– not just one kind of learning – and that it's relevant to your work. It could be relevant to your current role or to a planned future role.
- You should aim for your CPD to improve the quality of your work. It may not actually improve your work, due to factors beyond your control, but when you choose your CPD activities you should intend for them to improve your work.
- You should aim for your CPD to benefit service users. As above, you may not be able to make sure that this happens, but you should have the intention of benefiting service users. Depending on where and how you work, service users might include patients, clients, your team, or students.
- If you are chosen for audit, you need to send us a CPD profile to show how you have met the requirements.
- You can make your own decisions about the kinds of CPD activities that are relevant to your role and your work. For example, CPD activities could include going on secondment, in-service training, mentoring, or reading or reviewing journal articles.
- You could structure your own CPD activities around your personal development plan from your place of work. You have the flexibility to plan your own CPD in a way that suits your work, your learning needs, your preferences, and the time and resources available to you.

Appendix 1 - CPD Points Check List

Appendix 2 – Examples of CPD activity and evidence

Appendix 3 – Reflective CPD activity form

Appendix 1 - CPD Points Check List

Attending conferences & Meeting (routine clinical MDTs do not count towards CPD points)

Vascular Meeting (1hr): 1

Vascular meeting (1/2 day / 1day / 2days / 3days): 3 / 5 / 10 / 15

1 day Non-Vascular meeting (e.g. assessors course, AAA screening programme, general ultrasound): 2

Presenting

Lecture at local vascular meeting of 30 minutes / 1hr – vascular topic: 1 / 2

SVT revision course /study day lecturing: 3

National or international vascular meeting - proffered / invited: 5 / 7

Organising

Local vascular meeting: 1

National vascular meeting: 3

Publications

Writing review of one journal article for SVT newsletter: 1

SVT Newsletter questions: 2

1 article on vascular or other relevant matter for SVT newsletter: 2

1 vascular case study for SVT newsletter: 2

Compiling five suitable questions for SVT exams (contact the relevant Exams Officer for syllabus topics needed): maximum 5 (1 per question)

Vascular publication in peer reviewed journal: 5 (10 if lead author)

Miscellaneous

SVT practical examiner: 5

PgCert/PgDip/MSc practical examiner/clinical assessor: 5

SVT committee membership (1 yr): 8

PgCert / PgDip in vascular ultrasound: 10

Last 3 years of pre-AVS training: 10 per year, pro rata for part years

American RVU: 10

Mastering a new vascular ultrasound scanning domain: 10

Vascular related MSc: 20

Vascular related PhD: 30

Maternity leave / Sabbatical – on application, 1 point per month (max 10 points). Time off may straddle 2 CPD years, record points in the appropriate year asking the CPD co-ordinator for advice if necessary.

The AVS membership includes a range of demographics and as such a varied range of activities can attract CPD points. However, CPD points can only be awarded for activities which are ADDITIONAL to everyday working. Therefore, MDT meetings, workplace mandatory training (CPR, manual handling etc.), assessing competencies for those in teaching roles, day-to-day training of trainees etc are not worthy of CPD points.

The time period for accruing CPD and maintaining clinical competency coincides with the membership year i.e. 1st September to 31st August.

Ensure that your CPD covers a mixture of learning activities, contributes to the quality of the service that you provide and benefits the service user.

Ensure your on-line CPD record is up-to-date with details of the preceding year's activity by the 31st August each year.

Ensure that you also fill in the Reflective CPD activity form.

Appendix 2 – Examples of CPD Activity and Evidence

These lists are taken from the hcpc website. They are not exhaustive, but should rather serve as examples.

CPD Activities

Work based learning

- Learning by doing
- Case studies
- Reflective practice
- Clinical audit
- Coaching from others
- Discussions with colleagues
- Peer review

- Gaining, and learning from, experience
- Involvement in wider work of employer (for example, being a representative on a committee)
- Work shadowing
- Secondments
- Job rotation
- Journal club
- In-service training
- Supervising staff or students
- Visiting other departments and reporting back
- Expanding your role
- Analysing significant events
- Filling in self-assessment questionnaires
- Project work or project management
- Evidence of learning activities undertaken as part of your progression on the Knowledge and Skills Framework

Professional activity

- Involvement in a professional body
- Membership of a specialist interest group
- Lecturing or teaching
- Mentoring
- Being an examiner
- Being a tutor
- Branch meetings
- Organising journal clubs or other specialist groups
- Maintaining or developing specialist skills (for example, musical skills)
- Being an expert witness
- Membership of other professional bodies or groups
- Giving presentations at conferences
- Organising accredited courses
- Supervising research
- Being a national assessor
- Being promoted

Formal / educational

- Courses
- Further education
- Research
- Attending conferences
- Writing articles or papers
- Going to seminars
- Distance learning
- Courses accredited by professional body
- Planning or running a course

Self-directed learning

- Reading journals / articles
- Reviewing books or articles
- Updating knowledge through the internet or TV
- Keeping a file of your progress

Other

- Public service
- Voluntary work
- Courses

Examples of Evidence

Things you may have produced

- Information leaflets
- Case studies
- Critical literature reviews
- Adapted user / student notes
- Policy or position statements
- Discussion documents
- Procedural documents
- Documents relating to national or local processes (eg schemes for peer review, mentorship or clinical supervision)
- Recent job applications
- Reports (eg on project work, clinical audit, reviews of activity)
- Business plans
- Protocols
- Guidance materials (eg for service users, colleagues or students)
- Clinical audit tools
- Clinical guidelines
- Course assignments
- Action plans
- Course programme documents
- Presentations
- Articles produced for publication
- Questionnaires
- Research papers/proposals / funding applications / ethical approval applications
- Induction materials for new members of staff
- Learning contracts
- Contributions to work of a professional body
- Contributions to work of a special interest group

Materials demonstrating reflection and evaluation of learning and practice

- Profiles drawn from learning portfolios
- Adapted documentation arising from appraisal, clinical supervision, job evaluation, compliance with locally-implemented competence frameworks.
- Documentation from compliance with local or national CPD schemes
- Evaluation of courses / conferences attended
- Personal development plans
- Documented and approved claims for academic credit for prior or experiential learning

Materials acquired from others

- Testimonies
- Letters from users, carers, students or colleagues
- Course certificates

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